

## Brighton & Hove City Council – Service Plan - Health and Safety at Work – 2009/10

Overall **Aim** of the Service:

“To enforce the law fairly with better use of public money, protecting the environment while growing the economy.”

“To work with others to protect people's health and safety by ensuring risks in the changing workplace are managed properly.”

Our key delivery **priorities** are:

- To manage the risk in high risk, poor performing and/or rogue trader businesses reducing the flows on incapacity benefits from employment
- Investigating major injury incidents and fatalities.
- Responding to enquiries
- Promoting sensible risk management
- Work with business to achieve compliance with the law without increasing financial burdens

Local Priorities:

- Reduce health & safety concerns in the night time economy sector.
- Supporting small & medium sized enterprises
- Helping communities
- Partnership working
- Healthy Work places

Key National Indicators:

N1 173 Flows on to capacity benefits from employment – indirect

N1 182 Satisfaction of business with local authority regulatory services - direct

Delivery of Fit3 Program.

- Asbestos Duty to Manage (DTM)  
The objective is to reduce exposure of workers in high risk groups, including maintenance workers (and associated trainee/apprentices) and licensed workers.
- Violence at Work  
The objective is to increase awareness and improved management of work related violence in retail and hospitality businesses and other high street premises.
- Vulnerable Workers.  
The objective is to reduce and minimise the level of risk, injury and ill health experienced by migrant workers.
- Stress at work  
The objectives are a reduction in the incidence of ill health due to work related stress through preventative management action, as well as other health & safety risks
- Slips and trips

Reducing slips and trips in the food/drink manufacture, food, retail, hotels/catering. Care homes. The objective is to reduce the incidence of slips and trips major injuries by 5%.

- **Noise in the music and entertainment industry:**  
Promotion of 'sound advice' (industry led guidance) with a range of duty holders (e.g. nightclubs, pubs etc). The objective is to increase awareness of risks associated with noise in specific premises; implementation of effective controls and recognition of the importance of worker involvement.
- **Construction engagement**  
The objective is to increase awareness of CDM duties among construction clients subject to LA enforcement. To improve standards of compliance with the workplace regulations in newly constructed or refurbished workplaces subject to LA enforcement.
- **Musculoskeletal Disorders**  
The objective is to continue to target areas with high risk of handling injuries and consequent ill health. To raise awareness of ULDs and promote use of the tool for assessing repetitive injuries and a reduction in manual handling injuries in health & social care, try handling etc.

## **Our Achievements: 2008/09 – ‘Selling our story’ –Review of the 2008/09 Service plan**

The team’s achievements in 2008/09 were:

- Completion of 145 high risk planned general inspections.100% of programme.
- Responded to 600 service requests.
- Reviewed 300 accident notifications and investigated as necessary.
- Scrutinised 100 new and varied licence applications & planning applications.
- Participated in the Sussex Liaison Health & Safety Group Asbestos project that included letter drop to 100 businesses in Brighton & Hove and inspection of those businesses over 2 days
- Business enterprise exhibition – 70 business contacts made and information and advice given.
- Ensured that the City’s outdoor events ran safely and included advice and assistance given to Big Beach Boutique 4, Loop, TBA, Burning of the Clocks, Pride, Chinese State Circus and the Brighton Festival
- Noise in the entertainment industry – project involving a record breaking DJ and 10 Venues.
- Talk and advice given to your students at a music college regard noise in the entertainment industry.
- Participating in the Sussex flexible warranting scheme.
- Research carried out by the Health & Safety laboratory and Brighton & Hove City Council on identifying the health & safety needs of accommodation & entertainment providers in Brighton & Hove

## **Ensuring Quality**

To ensure that the service we offer to residents and businesses is of high quality we will ensure that:

- All officers carrying out enforcement work are appropriately authorized, according to there ability, qualifications, expertise and experience.
- That officer’s competence is continually assessed and that we support officers to develop their skills.
- That we will ask for feedback from business and residents on the quality of the service we provide and strive to continually improve
- That our work is audited externally by the British Standards Institute to ensure compliance with ISO9000 Quality Assurance.
- We will continue to participate in local peer reviews with neighbouring local authorities.
- To continually update our data base to provide accurate details of business to help us communicate health & safety messages effectively.

## Work plan and resources

Staff resources – 4.5 FTE Health & Safety Team – 2.25 FTE Occupational Health Team

Item	Resources	Times/laes	How	Outcome
<p><b>The Night Time Economy</b> To complete visits of 150 night time economy premises on a themed topic basis</p>	0.5 FTE	Throughout 2009/10	Visits to 150 premises (takeaways, hotels guest houses, off licences, leisure centres, nightclubs. Advice given on violence at work, stress at work, Slips trips and falls, asbestos duty to manage, noise in the entertainment industry, vulnerable workers.	<p><b>Performance Indicator</b> Number of visits undertaken.</p> <p><b>Outcome</b> Increased standards of employee and public health and safety in night time economy premises. Increased awareness of specific and general H&amp;S issues pertinent to night time economy businesses.</p>
<p><b>Supporting Small &amp; Medium Sized Enterprises</b> To create an email data base of businesses and send monthly health &amp; safety messages promoting sensible risk management.</p>	0.2 FTE	First message to business April 2009.	Press release new service, collect email addresses from visits & self assessment risk rating questionnaires. Use BHCC email system to deliver messages.	<p><b>Performance indicator</b> Number of messages sent to business</p> <p><b>Outcome</b> Increased standards of employee and public health and safety business contacted. Sensible risk management promoted</p>
<p><b>Helping Communities</b> Research the needs of the LGBT &amp;</p>	0.05FTE	Throughout	Consultation with these	<b>Performance indicator</b>

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<p>BME business communities &amp;</p>		2009/10	groups	<p>Consultation completed  <b>Outcome</b>          To better understand the health &amp; safety needs of those businesses.</p>
<p>Support vulnerable workers</p>	0.05 FTE	Throughout 2009/10	<p>Deliver a briefing to the refugee forum on the role of the health &amp; safety team and health &amp; safety issues affecting migrant workers.</p>	<p><b>Performance indicator</b>          Briefing session delivered  <b>Outcome</b>          Increased awareness of the council health &amp; safety service amongst migrant workers.          Increased reporting of poor employment conditions by migrant workers to enforcement agencies.</p>
<p>Support the following community events</p> <ul style="list-style-type: none"> <li>• Ladyboys of Bangkok</li> <li>• Fringe City</li> <li>• Childrens Parade</li> <li>• Brighton Festival Performance</li> <li>• Chinese State Circus</li> <li>• Fringe City</li> <li>• Springwatch</li> <li>• Hanover day</li> <li>• Loop</li> <li>• Pride</li> <li>• Zippo Circus</li> <li>• Big beach Boutique</li> <li>• White Air</li> <li>• Fiery food</li> </ul>	0.4FTE	Throughout 2009/10	<p>Attend meetings, give advice, review event management plans and risk assessments. Attend events where necessary to enforce and give advice.          Monitor and enforce occupation noise exposure limits.</p>	<p><b>Performance indicator</b>          Number of events involved with.  <b>Outcome</b>          Increased safety at public community events. Forming links with communities</p>

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<ul style="list-style-type: none"> <li>Burning of the clocks</li> </ul>					
<p><b>Partnership Working</b></p> <p>Participate in the Sussex Liaison Group (SHSLG) pan Sussex health &amp; safety project</p>	0.1 FTE	Throughout the year  January-March 2010	Chair the SHSLG Represent BHCC at SHSLG Participate in Sussex wide Health & Safety initiative	<p><b>Performance indicator</b> Number of meetings attended Project completed.</p> <p><b>Outcome</b> Joined up approach to regional health &amp; safety initiatives.</p>	
<p>Implementation of peer review</p>	0.1 FTE	April – June 2009	Work towards improving S18 compliance as set out in peer review action plan	<p><b>Performance Indicator</b> Implementation of Peer Review Action Plan.</p> <p><b>Outcome</b> Raise standards of compliance with 'mandatory practice' S18 guidance.</p>	
<p>To review new and varied license applications &amp; planning applications and make representations where appropriate.</p>	0.2FTE	Throughout 2009/10	Scrutinise and comment on applications where appropriate. Visits to premises as necessary.	<p><b>Performance indicator</b> Numbers of licence &amp; planning applications reviewed.</p> <p><b>Outcome</b> Proactive development of consistent and high standards of health and safety in proposed new commercial operations and licensed premises.</p>	
<p><b>Programme work</b></p> <p>To carry out approximately 150 High risk planned general inspection targeting</p>	0.5 FTE	Throughout 2009/10	To carry out 150 planned general inspections to high	<p><b>Performance Indicator</b> Number of inspections undertaken.</p>	

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the highest risk (A, B1 & B2) including Cooling Towers				risk business due to be inspected in 2009/10. To advise and carry out enforcement as necessary.	<b>Outcome</b> To maintain or where necessary improve standards of employee and public health and safety in local businesses.
To respond to 600 requests for service	2FTE	Throughout 2009/10		Respond to 95% of Service Requests within deadlines.	<b>Performance Indicators.</b> Percentage of Service Requests responded to within departmental deadlines. <b>Outcome</b> Maintain standards of customer service at a high level.
To review all accident notifications and to investigate 20% of all accident notifications approximately 60 investigations	0.2 FTE	Throughout 2009/10		To review 300 accident notifications and investigate accidents where they meet BHCC criteria for investigation	<b>Performance Indicator</b> Number of accidents investigated. <b>Outcome</b> Reduce the level of work place accidents in local businesses
<b>Quality</b>					
To update the data base using food safety registration details and business rates details.	0.2FTE	Throughout 2009/10		Premises data from food safety registration forms and businesses rates to be placed on the health & safety premises data base. All new businesses to be sent risk rating questionnaire.	<b>Performance Indicator</b> Number of business placed on data base <b>Outcome</b> Better targeting of resources to the highest risk premises.
<b>Healthy Work Places</b>					
Provide occupational health support for small to medium sized businesses to	2.25FTE	Throughout 2009/10		1.5 x FT nurse to carry out health checks and provide	<b>Performance indicator</b> Number of health checks carried

<p>reduce prevalence and severity of obesity, smoking, alcohol misuse, diabetes, high blood pressure and heart disease and improve equity in access to health care.</p>		<p>healthy lifestyle advice in workplaces and community settings. The health checks will be targeting men over 40 years old, at risk of obesity and cardiovascular disease</p> <p>Offer external employers, managers and team leaders free stress management training to raise awareness about stress in the workplaces.</p> <p>Offer tools, such as the HSE stress risk assessment tools to develop action plans to reduce stress in the workplace.</p> <p>Offer Individual stress management courses are also offered to council employees in partnership with MIND, to help reduce stress within the council and for the council to act as an exemplar employer.</p> <p>Promote NHS smoking cessation sessions in the</p>	<p>out</p>
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				<p>workplace; information about smoke free legislation. Sponsor the Brighton &amp; Hove Healthiest Workplace Award as part of the annual B&amp;H Business Awards (BAHBAs) for the third year running to raise awareness of wellbeing in the work place and to reward good practice.</p>	
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