

Brighton & Hove City Council – Service Plan - Health and Safety at Work – 2011/12

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:

- Work place violence BME Takeaways – working with the community and partners.
- Reducing harmful noise exposure to night club workers.
- Safety in Hotels
- CDM – Planning applications
- Outdoor Events
- Sunbeds
- Asbestos duty to manage
- Officer competency training development RDNA
- Section 18 Compliance

Regional Priorities:

- Liquid Petroleum Gas (LPG) – bulk storage tanks
- Asbestos Duty to Manage (DTM)
- Construction (LACE)
- Twin Peaks (including Motor Vehicle Repair - MVR)
- Beauty Industry – sunbeds
- Retail Violence

Key National Indicators:

NI 15 – Serious Violent Crime Rate

NI 20 – Assaults with injury crime rate

NI 21 – Dealing with local concerns about antisocial behaviour and crime by local council and police

NI 28 – Serious knife crime rate

NI 29 – Gun crime rate

NI 120 – All-age all cause mortality rate

NI 122 – Mortality from all cancers at ages under 75

NI 137 – Healthy life expectancy at age 65

NI 173 – People falling out of work and on to incapacity benefits

NI 182 – Satisfaction of businesses with local authority regulatory services

NI 183 – Impact of local authority regulatory services on the fair trading environment

National Priorities for local Authorities

- LPG inspection campaign
- Olympics
- Safe maintenance in the manufacturing sector (including ladder exchange)
- Asbestos - Duty to Manage
- Beauty Sector (including Sun beds)
- Work-related violence in retail and hospitality sector
- Open/Petting farms
- Vulnerable and migrant workers
- Safe interventions at balers and compactors

**Our Achievements: 2010/11 – ‘Selling our story’ –Review of the 2010/11 Service plan**

The team's achievements in 2010/11 were:

- Reviewed 250 high risk premises and carried out 150 planned and non-planned inspections.

- Visits to approximately 100 BME takeaways to raise awareness of work place violence and research its cause and effects.
- Inspection of 100 faith buildings across the city focusing on working from height.
- Responded to 675 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 CASE 2 project that included survey all 27 industrial estates and inspecting those that were high risk.
- Ensured that the City's outdoor events ran safely and included advice and assistance given to Pride, Marathon, Burning of the Clocks, Chinese State Circus and the Brighton Festival, Brighton carnival and the children's parade.
- Participating in the Sussex flexible warranting scheme and Major Incident Team.
- 12 messages of the month sent to over 200 businesses on mailing list
- Established a sub-group for Healthy Workplaces as part of the wider Healthy City Partnership
- Promoted the work of the Healthy Workplace sub-group through Federation of Small Businesses and Chamber of Commerce networks
- National Recognition for our work with Local Businesses to promote health & well-being in the workplace
- Visited by Anne Milton the Minister for Public Health to see and discuss the work that is being carried out
- Contacted 100 businesses to promote the Free Health Check service for employers and employees.
- 33 Businesses have received Health Checks for their workforce
- Over 500 Health Checks conducted in workplaces
- Provided 3 Managers Managing Stress courses (30 participants).
- Promoted the Brighton & Hove Business Awards (BAHBAs) to over 150 business contacts
- Enabled 75 businesses to take part in Beach Volleyball Tournaments (225 staff)

### 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 their ability, qualifications, expertise and experience.

## Item 112 Appendix 1

- That officer's competence is continually assessed and that we support officers to develop their skills and widen their experience.
- 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 ensure consistency and best practice.
- To continually update our data base to provide accurate details of business to help us communicate targeted health & safety messages effectively.

## Work plan and resources

Staff resources – 4.5 FTE Health & Safety Team – 3.25 FTE Occupational Health Team

Item	Resources	Timescales	How	Outcome
<b>BME Takeaways – Work place violence</b>				
To complete visits to 100 BME takeaways, working with the racial harassment forum, the partnership community safety team, and police to raise awareness of work related violence and ensure compliance with other related H&S requirements.	0.5 FTE	Throughout 20011/12	Visits to 100 premises (takeaways) 121 support given to draft risk assessments and to identify controls to combat violence at work, stress at work, Slips trips and falls, gas/electrical safety, working with the police, business crime reduction partnership, partnership community safety team, racial harassment forum	<p><b>National Indicator</b>            NI 15 – Serious Violent Crime Rate            NI 20 – Assaults with injury crime rate            NI 21 – Dealing with local concerns about antisocial behaviour and crime by local council and police            NI 173 – People falling out of work and on to incapacity benefits</p> <p><b>Performance indicator</b>            Number of completed visits            % increase in confidence in management            %increase in those premises that are H&amp;S compliant.</p> <p><b>Outcome</b>            Increased standards of</p>

				employee and public health and safety in take-away premises. Increased awareness of specific and general H&S issues pertinent to night time economy businesses.
<b>Reducing Night Club Workers Exposure to harmful levels of noise</b>				
To raise awareness of the noise regulations which cover noise in the entertainment industry.	0.3 FTE	Throughout 2011/12	Visits to approximately 50 night clubs in Brighton to raise awareness of noise in the entertainment industry, help businesses risk assess level of exposure to staff and advice on control to reduce exposure levels.	<b>National indicator</b> NI 173 – People falling out of work and on to incapacity benefits NI 182 – Satisfaction of businesses with local authority regulatory services NI 183 – Impact of local authority regulatory services on the fair trading environment <b>Performance indicator</b> No of visits to nightclubs % increase in risk assessments <b>Outcome</b> Increased compliance with noise at work requirements
<b>Safety in Hotels</b>				
Safety outreach to 500 hotel and guesthouses in the city.	0.1 FTE		Updating the council's website to provide up to	<b>National indicator</b> NI 120 – All-age all cause

			<p>date health &amp; safety information to hotels and guest houses across the city. Letter drop to 500 hotels drawing attention to this new resource for businesses.</p>	<p>mortality rate NI 173 – People falling out of work and on to incapacity benefits <b>Performance indicator</b> Numbers of letters sent Reduction in complaints about hotels. <b>Outcomes:</b> Increase of numbers of premises H&amp;S compliant</p>
<b>Licensed Premises – Work Related Violence</b>				
<p>To follow up information from Joint intelligence meetings of violence in licensed premises and carry out visits to ensure compliance with H&amp;S requirements.</p>	0.1 FTE	Throughout 2011/12	<p>Visits to 50 businesses. Advice given in respect of work related violence and ensure compliance with H&amp;S requirements.</p>	<p><b>National Indicator</b> NI 15 – Serious Violent Crime Rate NI 20 – Assaults with injury crime rate NI 21 – Dealing with local concerns about antisocial behaviour and crime by local council and police NI 28 – Serious knife crime rate NI 29 – Gun crime rate NI 120 – All-age all cause mortality rate NI 173 – People falling out of</p>

				<p>work and on to incapacity benefits</p> <p><b>Performance indicator</b>                  Number of premises inspected                  % increase in confidence in management                  % reduction in reported incidents in those premises</p> <p><b>Outcomes:</b>                  Reduction in corresponding associated violence to workers</p>
<b>Supporting Small &amp; Medium Sized Enterprises</b>				
Send monthly health & safety messages promoting sensible risk management.	0.1 FTE	Throughout 2011/12	Collect email addresses from visits & self assessment risk rating questionnaires. Use BHCC email system to deliver messages.	<p><b>National Indicator</b>                  NI 173 – People falling out of work and on to incapacity benefits                  NI 182 – Satisfaction of businesses with local authority regulatory services                  NI 183 – Impact of local authority regulatory services on the fair trading environment</p> <p><b>Performance indicator</b>                  Number of messages sent</p> <p><b>Outcome</b>                  Increased standards of employee and public health and safety business contacted.                  Sensible risk management</p>



				promoted
<b>Sunbed Safety</b>				
To raise awareness of new legislation relating to the safety of sunbeds.	0.1FTE		Participate in the Sussex regional project. visits and letter drops to sunbed premises	<p><b>National Indicator</b> NI 173 – People falling out of work and on to incapacity benefits NI 120 – All-age all cause mortality rate</p> <p><b>Performance Indicator</b> Number of premises inspected % increase in confidence in management %Increase in H&amp;S compliance</p> <p><b>Outcome</b> Reduction of skins cancers in young people.</p>
<b>Community Events</b>			.	
Support the following community events <ul style="list-style-type: none"> <li>• Ladyboys of Bangkok</li> <li>• Childrens Parade</li> <li>• Brighton carnival</li> <li>• Brighton Festival Performance</li> <li>• Chinese State Circus</li> <li>• Hanover day</li> <li>• Pride</li> <li>• Zippo Circus</li> <li>• Burning of the clocks</li> </ul>	0.2FTE	Througho ut 2011/12	Attend meetings, give advice, review event management plans and risk assessments. Attend events where necessary to enforce and give advice. Monitor and enforce occupational noise exposure limits.	<p><b>National indicator</b> NI 120 – All-age all cause mortality rate NI 173 – People falling out of work and on to incapacity benefits</p> <p><b>Performance indicator</b> Number of Event Management Plans Reviewed</p> <p><b>Outcome</b> Increased safety at public community events.</p>

<ul style="list-style-type: none"> <li>• Brighton Marathon</li> <li>• Shakedown</li> <li>• Waterhall festival</li> <li>• Brighton Bebop festival</li> <li>• Tattoo Convention</li> <li>• Organised firework displays</li> </ul>				Forming links with communities
<b>Partnership Working</b>				
Participate in the Sussex Liaison Group (SHSLG ) pan Sussex health & safety project	0.1 FTE	Througho ut the year  2011/12	Represent BHCC at SHSLG  Participate in Sussex wide Health & Safety initiative	<b>National indicator</b> NI 120 – All-age all cause mortality rate <b>Performance indicator</b> Number of meetings attended Project completed. <b>Outcome</b> Joined up approach to regional health & safety initiatives.
Peer review of section 18 standard	0.1 FTE	April 2011	To complete action plan and participate in the section 18 Sussex peer review process	<b>National indicator</b> NI 120 – All-age all cause mortality rate <b>Performance indicator</b> Implementation of Peer Review Action Plan. <b>Outcome</b> Raise standards of compliance with 'mandatory practice' S18 guidance.

To review new and varied license applications & planning applications and make representations where appropriate.	0.1FTE	Through out 2011/12	Scrutinise and comment on applications where appropriate. Advice on CDM regulations & workplace regulations. Visits to premises as necessary.	<p><b>National Indicator</b> NI 120 – All-age all cause mortality rate</p> <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>
<b>Programme work</b>				
To carry out appromixetly 150 High risk planned general inspection targeting the highest risk (A, B1 & B2) including Cooling Towers	0.5 FTE	Through out 2011/12	To carry out 150 planned general inspections to high risk business due to be inspected in 2011/12. To advise and carry out enforcement as necessary.	<p><b>National indicator</b> All specified NIs</p> <p><b>Performance Indicator</b> Number of inspections undertaken. % increase in confidence in management % increase in H&amp;S compliant businesses</p> <p><b>Outcome</b> To maintain or where necessary improve standards of employee and public health and safety in local businesses.</p>
To respond to approximately 675	2FTE	Througho	Respond to 95% of	<b>National Indicator</b>

requests for service		ut 2011/12	Service Requests within deadlines.	All specified NIs <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 them all appropriately.	0.2 FTE	Througho ut 2011/12	To review approximately 300 accident notifications and investigate accidents where they meet BHCC criteria for investigation	<b>National Indicator</b> All specified NIs <b>Performance Indicator</b> Number of accidents investigated. <b>Outcome</b> Reduce the level of work place accidents in local businesses
<b>Data base accuracy</b>				
To update the data base using food safety registration details and business rates details. To carry out surveys of all 27 industrial estates & major high streets.	0.1FTE	Througho ut 2011/12	Premises data from food safety registration forms and businesses rates to be placed on the health & safety premises data base. Street surveys to identify new or changed businesses.	<b>National Indicator</b> All specified NIs <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>				
The Healthy City Partnership sub-group for Healthy Workplaces has developed action plans aimed to		Througho ut 2011/12	Establish a working sub-group and agree Terms of Reference	<b>National indicator for all projects</b> NI 120 – All-age all cause mortality rate.

<p>support and encourage businesses to address the health &amp; well-being of their workforce.</p> <p>The main issues health promotion areas covered are; Coronary Heart Disease (Obesity &amp; Physical Activity), Cancers (Smoking), Mental Health (Stress).</p>			<p>Promote the work of the partnership to businesses</p> <p>Develop action plans for following 12 months</p>	<p>NI 122 – Mortality from all cancers at ages under 75</p> <p>NI 173 – People falling out of work and on to incapacity benefits.</p>
<p>FREE NHS Health Checks in the workplace</p> <p>Helping to prevent heart disease, stroke, diabetes and kidney disease</p>			<p>Health Checks in the workplace for employees aged between 40 – 74 years.</p> <p>Make direct referrals to support services</p> <p>Provide behaviour change advice and support</p>	
<p>Managers Managing Stress Training</p>			<p>3 x training days provided for employers and managers</p>	
<p>Sponsor the Brighton and Hove Business Awards – Healthiest Business Award</p>			<p>Promote to all businesses and take part in the judging process</p>	
<p>Battle of the Businesses Sussex Sports</p>			<p>Provide a series of six</p>	

Tournament (led by Active Sussex)			different sporting events over 12 months, open to all businesses across Sussex. Events include: Netball, Basketball, cricket, football Golf and Volleyball. This will continue in 2011.	
Sailing (training courses)			Delivered two five week sailing courses for Council employees. 24 people in total took part.	
Beach Volleyball Business Tournaments			Six Beach Volleyball Tournaments each involved 15 businesses, resulting in 75 businesses and 225 individuals taking part. This will also continue in 2011	