

Health & Safety Enforcement Plan

2014/2016



South Bucks
District Council

1.0 Service aims and objectives

- 1.1 To work with partners and businesses to minimise the risks to health and safety of employees, residents and visitors to South Bucks from the activities of businesses undertakings across South Bucks by:
- Providing information and advice including promotion of health and safety awareness
 - Providing training opportunities
 - Improving standards in industry by disseminating knowledge of good practise
 - Encouraging self regulation and continuous safety improvement
 - Working with partners through targeted intervention strategies
- 1.2 To meet the requirements of the HSE National Local Authority Enforcement Code.
- 1.3 To achieve the Councils Aims and the service plan objectives for Environmental Health.

2.0 Links to corporate objectives and plans

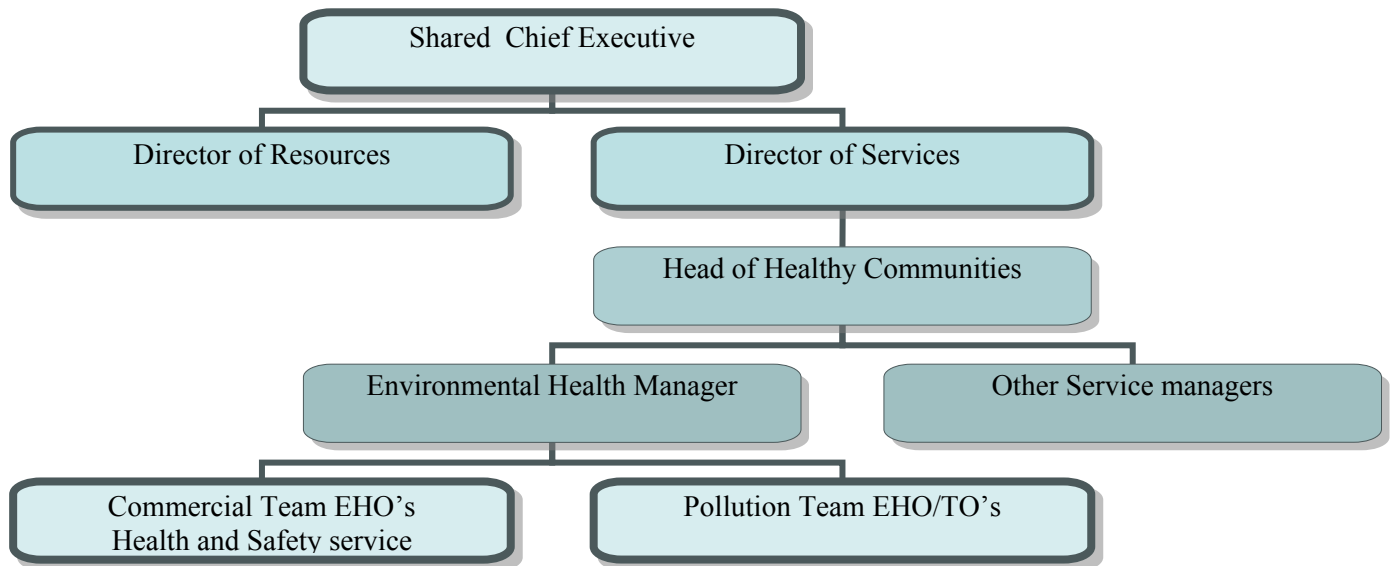
Targeted and proportionate Health and Safety enforcement helps the Council to achieve its aims of delivering good value customer focussed services and working towards safer and healthier local communities.

3.0 Background

- 3.1 The authority is within a shared services project with Chiltern District Council its neighbour to the North therefore the service model is changing all the time. South Bucks covers an area of 14,150 hectares immediately to the west of Greater London with a population of approx. 62,000.
- 3.2 The main towns and settlements in the district are Beaconsfield, Burnham, Denham, Farnham Common, Gerrards Cross, Iver, Stoke Poges and Taplow with a number of smaller more rural settlements. These areas are predominantly residential with a significant proportion of the population commuting out of the area for work.
- 3.3 There are a number of industrial and business areas in South Bucks including The Ridgeway, Thorney Lane & Court Lane industrial estates in Iver, Broadwater Park in Denham, Sefton Park and Wexham Springs in Stoke Poges. Marshgate and Old Station Yard & Bishop's Centre development site in Taplow/Burnham. There are also a number of high profile head offices located across the district and a predominance of small warehouse and delivery premises due to the ease of access to main transport by road rail and air.
- 3.4 Major employers in South Bucks include the following:
- Martin Baker Aircraft, an aerospace engineering company in Denham
 - Pinewood Studios and associated companies involved in film production in Iver.
 - The National Film and Television school in Beaconsfield
 - Motorway Service Area, Beaconsfield
 - Robert Bosch, an electrical goods importer/distributor in Denham
 - Hitachi Data Systems and Tivoli Systems UK Ltd, Stoke Poges

4.0 Organisational Structure

Service delivery within the Council is the responsibility of the Director of Services with individual Business Unit Heads reporting directly to him. Responsibility for the Health and Safety service is held by the Environmental Health Manager reporting to the Head of Healthy Communities. Functions are carried out by a 2 Environmental Health Officers.



The Head of Healthy Communities reports to the Cabinet on Health and Safety Enforcement matters through the Health and Housing portfolio holder.

5.0 Scope of the Health and Safety Enforcement Service

- 5.1 The service carries out risk based interventions in workplaces across the district in accordance with the priority rating scheme outlined in The Regulators Code of Compliance.
- 5.2 In addition the service investigates all complaints and enquiries relating to occupational health and safety in the workplace.
- 5.3 Officers in the Environmental Health team who are responsible for the delivery of the health and safety enforcement service also have responsibility for carrying out inspections under the Food Safety Act as well as for implementing the Council's duties in other respects relating to commercial activity. In addition the Environmental Health Manager has responsibilities for all pollution and public health related functions of Environmental Health including Public Health, Nuisance, Pest Control, Dog Control, Infectious Disease and Accident investigations as well as Street Trading, Emergency Planning, Flooding, Safety advisory group coordination and High Hedge complaints and liaison with partners in the emergency services and related sectors.
- 5.4 As a district council South Bucks has responsibility for health and safety enforcement in premises allocated under the enforcing authority regulations, officers are no longer joint warranted with the HSE so are authorised to act in HSE enforced premises or activities.
- 5.5 The authority does not have any Primary or Lead Authority agreements in place at the moment, previous agreements have lapsed. South Bucks is the home of a number of head offices which may in time seek to be considered for primary authority status.
- 5.6 The authority previously embraced the Fit3 program to help to target interventions and will continue to support the promotion of national themes through the Buckinghamshire Health and Safety Group.

6.0 Performance

- 6.1 The Council is required to meet the HSE National Local Authority Enforcement Code, South Bucks District Council will meet the commitment to improving health and safety outcomes by considering the full range of regulatory interventions to support and challenge business as appropriate to their perceived level of risk.

- 6.2 In order to support the risk based approach to targeting interventions we will focus on local issues whilst being mindful of the national priorities, and the list of specific activities for targeting for proactive inspection.
- 6.3 Our enforcement role will be retained and enhanced as a deterrent against those businesses who fail to meet their health & safety obligations resulting in complaints and incidents.
- 6.4 We will measure our performance by monitoring the rate of accidents and complaints and considering the quality of interventions themselves as well as action taken to improve safety standards.
- 6.5 In order to maintain the level of competence required in enforcement HSE toolkits including the Regulators' Development Needs Analysis (RDNA) tool will be used to help to target training needs and develop competencies
- 6.6 A health and safety enforcement policy has been approved and adopted by the Council which reflects the HSE Enforcement Policy Statement.
- 6.7 The enforcement policy and any revision to it will be considered with the Regulator's Compliance Code in mind.
- 6.8 Service provision is monitored for quality and consistency by the Environmental Health Manager through a documented monitoring system which will include assessment of the officer's compliance with relevant guidance and codes of practice.

7.0 Demands on the Health and Safety Service

- 7.1 There are currently 587 premises under the jurisdiction of South Bucks for health and safety enforcement however since this register is not actively maintained the number of premises may be greater.

Premises by Risk Category

A	B	C
2	259	326

- 7.2 **Service delivery**
Services are delivered by officers based at Capswood generally working the council's core office hours the team does not provide a resourced out of hours service but it is recognised that some businesses do not keep the same office hours therefore when necessary visits can be programmed outside these hours. In some instances out of hours working is also expected to deal with matters of imminent concern.
- 7.3 **Staffing**
Until the review there is no plan to change staffing levels available for health and safety enforcement which remains at 1 full time equivalent enforcement officer. This comprises of an Environmental Health Manager and two Environmental Health Officers spending approximately 30% of their time on safety related issues.
- 7.4 **Demands on the service**
Programmed premises inspection is only considered for premises with a poor record of compliance or following intelligence gathered to suggest that there are issues. All other premises will be subject to an appropriate intervention in accordance with the National Code.

7.5 Health and Safety Events

When resources allow businesses will be invited to take part in local local training or advisory events based on the National Priorities.

7.6 Reactive work received by year

Accidents and service requests responded to

Contact	12/13	13/14
Service Requests	23	15
Accident reports	36	34
Total	59	49

Currently all accident reports and service requests which we receive are subject to an officer assessment prior to investigation. The decision to investigate incidents and accidents and the depth of our involvement is outlined in the advice published by the HSE relating to the enforcement of Section 3 of the Health and Safety at Work Act. There does appear to have been a fall in the number of accident reports since the change to reporting requirements, now over 7 day injuries.

8.0 Resources

Financial Allocation

The accountancy systems do not allocate resources in such fine detail to enable an exact figure for this part of the service. Resources are allocated generically to Environmental Health and the Commercial Premises Team accounts for approximately 50% of the total allocation £133,870 in 2015/16 which covers all Public Health, Health and Safety and Food Safety enforcement activity split on the basis set out below. The budget allocation can be split broadly into:

Food Safety	Regulation and enforcement	60%
	Advice and guidance	10%
Public Health Work		15%
Health and Safety	Regulation and Enforcement	5%
	Advice and guidance	10%

Resources are allocated flexibly to the areas of greatest concern. Currently the primary focus is to maintain the food safety enforcement service including FHRS and the Public Health Agenda. Health and Safety Services remain important and sufficient resources are being maintained day to day with flexibility to change priorities quickly.

Staffing Allocation

The number of staff working on the enforcement of health and safety in terms of Full Time Equivalent (FTE) is:

Managers (EHOs Fully Competent)	0.4 FTE
EHOs (Fully Competent)	1 FTE
Admin Staff	0.2 FTE

It is not envisaged that additional contractors will be used unless as cover for contingencies to ensure that the Council meets its obligations.

Staff Development Plan

In April-May each year all officers undergo a staff appraisal. As part of that appraisal the training needs of the individual officer for the forthcoming year are assessed. In order to target areas of competency required in the field of occupational health and safety the HSEs Regulators Needs Analysis 'RDNA' will be adopted.

Training plans for individual officers will be drawn up to comply with the CPD requirements of the Chartered Institute of Environmental Health and the Council's Investors in People (IIP) scheme. Individual training records & plans can be found in appraisal documents and are held separately by the Environmental Health Manager.

9 Customer involvement and communications

As an organisation the authority is committed to including the views of our customers into the way we deliver our services. Health and Safety enforcement like other regulatory functions entails a balance between formal enforcement and informal intervention and guidance.

Officers work closely with businesses on a daily basis and our informal role allows us to provide advice and seek direct feedback on our services. We currently seek the views of service users through the use of customer survey questionnaires. Once received feedback will be used to identify achievable service improvements through increased customer focus and promoting two-way communications.