

## Appendix I

### Brighton & Hove City Council – Service Plan - Health and Safety at Work – 2012/13

Overall **Aim** of the Service:

Tackling inequality by engaging with people who live and work in the City to protect public health by ensuring that the risks in changing workplaces are properly managed.

#### **Summary of national planning priorities 2012 - 2013**

##### **Over arching principles**

Local Authorities should decide, plan and target their health & safety interventions having regard to the range of interventions available, the risk profile of the business/sector, national information (accident statistics, national priorities, Primary/Lead Authority inspection plans) and local knowledge and priorities. Local Authorities should reserve proactive inspection for Category 'A' premises and consider the use of other non-inspection techniques for other categories of premises. In keeping with the Government's reforms of health and safety, there are no restrictions on reactive work.

Our key delivery **priorities** are:

- To inspect category A premises
- To investigate accidents
- To respond to complaints and enquires
- To respond to referrals from services or other organisations
- To support the City's outdoor events
- To carryout interventions as part of a national priority, a significant potential local issue or where there is a sufficient weight of intelligence over a period of time.

##### **National Priorities for Local Authorities**

- Visitor attractions to prevent or control ill health arising from animal contact.
- Asbestos duty to manage and awareness raising.
- Where Local Authorities are involved in the London 2012 Games.
- Visits to specified sites as part of the coordinated national campaign to address LPG underground pipe work in response to the Lord Gill recommendation.
- Intervention to sites identified as within the scope of the nationally recognised Beauty Sector intervention plan
- During visits for another primary purpose, for example a food safety inspection where if matters of evident concern and /or significant breaches of health and safety law are identified they are dealt with at the same time.

##### **Local Priorities:**

- Work place violence BME Takeaways – working with the community and partners.
- Outdoor Events (including events with pyrotechnics in light of concerns by East Sussex Fire Service).

- Asbestos Duty to Manage.
- Scrap Metal Merchants.
- Swimming Pool Safety.
- Animal Attractions.
- Skin Piercing.
- Providing advice to duty holders.

## **Our Achievements: 2010/11 – ‘Selling our story’ –Review of the 2011/12 Service plan**

The team’s achievements in 2011/12 were:

- Inspections of city’s high risk businesses
- Visits to 90 BME takeaways to raise awareness of work place violence and research it cause and effects.
- Completed 50 visits to night clubs and bars to give and advice and assistance on reducing workers exposure to excessive noise.
- The team website reviewed to give up to date information to businesses and workers.
- New hotel health and safety resource designed for the Councils website, with a letter drop to 500 hotels and guest houses launching the site.
- Health and safety inspections of fish pedicure premises, Laser treatments and sun bed businesses advising them of the new regulations.
- Responded to 675 service requests.
- Reviewed 300 accident notifications and investigated as necessary.
- Scrutinised 250 new and varied licence applications & planning applications.
- 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
- Working sub-group for Healthy Workplaces now fully established and forms part of the wider Healthy City Partnership
- Promoted the new ‘Workplace Wellbeing Charter’ through existing networks
- Presented at the European Healthy City Network in Liege, Belgium June 2011. ‘Working with businesses to promote health & well-being of their employees’
- Continue to promote the Free Health Check service for employers and employees.
- 46 Businesses have received Health Checks for their workforce
- 610 Health Checks were conducted in workplaces
- Promoted the Sussex Business Awards (sbawards) to businesses
- 6 x Beach Volleyball Tournaments for businesses held over the summer
- Small grants scheme (up to £500) 15 businesses received grants to deliver a programme that addressed the health and wellbeing of employees

## 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.
- 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 ISO9001 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 – 4.75 FTE Health & Safety Team – 2.25 FTE Occupational Health Team

Item	Resources	Timescales	How & Why	Outcome
<p><b>BME Takeaways – Work place violence</b></p> <p>To complete visits to 20 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&amp;S requirements.</p>	0.1 FTE	Throughout 20012/13	<p>Visits to 20 vulnerable premises (takeaways) identified in the questionnaire survey of 2011. To provide 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>	<p><b>National Planning Priority</b> A significant potential local issue and where there is a sufficient weight of intelligence over a period of time.</p> <p><b>Type of intervention</b> Awareness raising and education &amp; and working with those at risk.</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 employee and public health and safety in take-away premises. Increased awareness of specific and general H&amp;S issues pertinent to night time economy businesses.</p>

<p><b>Swimming Pool Safety</b></p> <p>To inspect all swimming pools in the city to ensure that they meet safety standards</p>	<p>0.1 FTE</p>	<p>Throughout 2012/13</p>	<p>Visits to approximately 20 premises.</p> <p>A recent prosecution of local gym as a result of a major incident caused by an overloading of a spar pool with chlorine has identified a need to look at this sector.</p>	<p><b>National Planning Priority</b> A significant potential local issue <b>Type of intervention</b> Sector and industry wide initiatives <b>Performance indicator</b> No of visits to swimming pools % increase in risk assessments <b>Outcome</b> Increased compliance with H&amp;S requirements</p>
<p><b>Scrap Metal Merchants</b></p> <p>To ensure all scrap metal merchants in the city are registered under the Scrap Metal Merchants Act 1964 and carryout joint inspections with the police.</p>	<p>0.05 FTE</p>	<p>Throughout 2012/13</p>	<p>5 inspections of premises.</p> <p>In response to national metal thefts, the 1964 Act is being reviewed. The police have asked to carry out joint visits to ensure compliance with the Act.</p>	<p><b>National Planning Priority</b> A significant potential local issue <b>Type of intervention</b> Sector and industry wide initiatives <b>Performance Indicator</b> No registered No of visits to Scrap Metal Merchants <b>Outcome</b> Increased compliance with H&amp;S legislation Reduction in Metal Crime</p>
<p><b>Animal Attractions</b></p> <p>To raise awareness of ill health arising from animal contact at visitor attractions.</p>	<p>0.05 FTE</p>	<p>Throughout 2012/13</p>	<p>As part of the national priority project of visitor attractions to prevent or control ill health arising from animal contact. To</p>	<p><b>National Planning Priority</b> Prevent or control ill health arising from animal contact. <b>Type of intervention</b></p>

				write to nursery's in the City giving advise on trips to animal attractions.	Awareness raising and education <b>Performance Indicator</b> Numbers of nursery's advice given to. <b>Outcome</b> Protection of children from ill health
<b>Licensed Premises – Work Related Violence</b>					
To follow up information from Joint intelligence meetings with the Police, Fire Service, Trading Standards, Licensing Teams of violence and other health & safety issues in licensed premises and carry out visits to ensure compliance with H&S requirements.	0.1 FTE	Throughout 2012/13	Visits to 50 businesses. Advice given in respect of work related violence and ensure compliance with H&S requirements.	<b>National Planning Priority</b> Reactive referral visits <b>Performance Indicator</b> Number of premises inspected % increase in confidence in management % reduction in reported incidents in those premises <b>Outcomes:</b> Reduction in corresponding associated violence to workers	
<b>Skin Piercing Registration</b>					
To carry out visits to register skin piercers and premises and to ensure compliance with the city's bylaws.	0.3FTE	Throughout 2012/12	Visits to 100 premises to ensure compliance with the City's bylaws and Health & Safety Legislation	<b>National Planning Priority</b> Reactive referral visits <b>Performance Indicator</b> No of visits carried out <b>Outcomes</b> Reductions of complaints about skin piercers	
<b>Supporting Small &amp; Medium Sized Enterprises</b>					
Send monthly health & safety messages promoting sensible risk management. &	0.1 FTE	Throughout 2012/13	Collect email addresses from visits & self assessment risk	<b>National Planning Priority</b> Education and awareness	

<p>Updating website to provide resource for small and medium sized businesses</p>			<p>rating questionnaires. Use BHCC email system to deliver messages. Update the website.</p>	<p><b>Type of intervention</b> Awareness raising and education <b>Performance Indicator</b> Number of messages sent Website updating <b>Outcome</b> Increased standards of employee and public health and safety business contacted. Sensible risk management promoted</p>
<p><b>Asbestos Duty to Manage</b> To publicise the duty to manage Asbestos with at risk groups</p>	<p>0.05 FTE</p>	<p>Throughout 2012/13</p>	<p>Publicity campaign on the duty to manage asbestos.</p>	<p><b>National Planning Priority</b> Asbestos duty to manage and awareness raising <b>Type of intervention</b> Awareness raising and education <b>Performance Indicator</b> Advertising campaign completed <b>Outcome</b> Increased compliance with H&amp;S legislation</p>
<p><b>Community Events</b> Support the following community events</p> <ul style="list-style-type: none"> <li>• Children's Parade</li> <li>• Brighton Carnival</li> <li>• Brighton Fringe Festival</li> <li>• Brighton Festival</li> <li>• Ladyboys of Bangkok</li> <li>• Paddle Around the Pier</li> <li>• Moscow State Circus</li> </ul>	<p>0.5FTE</p>	<p>Throughout 2012/13</p>	<p>. 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>	<p><b>National Planning Priority</b> Reactive referral work <b>Type of intervention</b> Promoting best practice. <b>Performance indicator</b> Number of Event Management Plans Reviewed <b>Outcome</b> Increased safety at public community events.</p>

<ul style="list-style-type: none"> <li>● Olympic Relay Event</li> <li>● Pride</li> <li>● Zippo Circus</li> <li>● Burning of the clocks</li> <li>● Brighton Marathon</li> <li>● Shakedown</li> <li>● Waterhall festival</li> <li>● White Night</li> <li>● Tattoo Convention</li> <li>● Organised firework displays</li> </ul>				Forming links with communities
<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 2012/13	<p>Represent BHCC at SHSLG</p> <p>Participate in Sussex wide Health &amp; Safety initiative</p>	<p><b>National Planning Priority</b></p> <p>Section 18 compliance - partnership working</p> <p><b>Performance indicator</b></p> <p>Number of meetings attended</p> <p>Project completed.</p> <p><b>Outcome</b></p> <p>Joined up approach to regional health &amp; safety initiatives.</p>
<p><b>Alcohol Licensing and Planning Applications</b></p> <p>To review new and varied alcohol license applications &amp; planning applications and make representations where appropriate.</p>	0.2FTE	Throughout 2012/13	<p>Scrutinise and comment on applications where appropriate. 150 licensing applications and 100 planning applications. Advice on CDM</p>	<p><b>National Planning Priority</b></p> <p>Reactive referral work</p> <p><b>Performance indicator</b></p> <p>Numbers of licence &amp; planning applications reviewed.</p> <p><b>Outcome</b></p>



			regulations & workplace regulations. Visits to premises as necessary.	Proactive development of consistent and high standards of health and safety in proposed new commercial operations and licensed premises.
<b>Inspections of Category A Premises</b> To carry out approximately 20 High risk planned general inspection targeting the highest risk (category A,) including Cooling Towers	0.2 FTE	Throughout 2012/13	To carry out 20 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 Planning Priority</b> Proactive Inspection of Category A premises</p> <p><b>Type of Intervention</b> Inspection</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>
<b>Investigations of complaints</b> To respond to approximately 675 requests for service	1.8FTE	Throughout 2012/13	Respond to 95% of Service Requests within deadlines.	<p><b>National Planning Priority</b> Reactive referral work</p> <p><b>Performance Indicators.</b> Percentage of Service Requests responded to within departmental deadlines.</p> <p><b>Outcome</b></p>

					Maintain standards of customer service at a high level.
<b>Investigations of Accidents</b> To review all accident notifications and to investigate them all appropriately.	1 FTE	Throughout 2012/13	To review approximately 300 accident notifications and investigate accidents where they meet BHCC criteria for investigation		<b>National Planning Priority</b> Reactive referral work <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.	0.1FTE	Throughout 2012/13	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 Planning Priority</b> Section 18 compliance - maintaining a data base. <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> Healthy Workplaces Action Plan completed as part of the wider Healthy City Partnership	0.4 FTE	Throughout 2012/13	To promote the importance of workplace health and wellbeing to businesses		<b>Responsibility Deal</b> Workplace health and wellbeing pledge for businesses <b>Type of intervention</b> Advice and support <b>Performance Indicator</b> Number of businesses promoting employee health and wellbeing <b>Outcome</b> Increased health and wellbeing

					initiatives in the workplace
Promote the Healthy Workplace Action Plan to businesses	0.2 FTE	Throughout 2012/13	To provide advice and support to employers around the benefits of addressing employee health and wellbeing	<p><b>Responsibility Deal</b> Workplace health and wellbeing pledge for businesses</p> <p><b>Type of intervention</b> Advice and support</p> <p><b>Performance Indicator</b> Number of businesses promoting employee health and wellbeing</p> <p><b>Outcome</b> Improved health &amp; wellbeing in the workplace</p>	
Promote the Workplace Wellbeing Charter (WWC) to businesses	0.2 FTE	Throughout 2012/13	To promote the WWC to businesses	<p><b>Workplace Wellbeing Charter</b> Self assessment standards</p> <p><b>Type of intervention</b> Advice and support</p> <p><b>Performance Indicator</b> Number of business engaged with the action plan</p> <p><b>Outcome</b> Improved health &amp; wellbeing in the workplace</p>	
Work with businesses to attain WWC status	0.2 FTE	Throughout 2012/13	To promote the importance of workplace health and wellbeing to businesses	<p><b>Workplace Wellbeing Charter</b> Self assessment standards</p> <p><b>Type of intervention</b> Review work practices in light of WWC standards</p> <p><b>Performance Indicator</b> Number of businesses signed up to the WWC</p> <p><b>Outcome</b></p>	

Promote the Free NHS Health Check Service for employers and employees.	0.2 FTE	Throughout 2012/13	Increased health & wellbeing initiatives <b>NHS Health Checks</b> Vascular risk assessment <b>Type of intervention</b> NHS Health Checks for employees <b>Performance Indicator</b> Number of health checks delivered <b>Outcome</b> Improved health & wellbeing and reduced sickness absence
Promote Small Grants scheme available to businesses	0.2 FTE	Throughout 2012/13	<b>Healthy City Partnership</b> <b>Type of intervention</b> Support and advice around health and wellbeing initiatives <b>Performance Indicator</b> Number of grants awarded <b>Outcome</b> Improved employee health and wellbeing
Support Businesses in the delivery of health promoting activities that address employee health and wellbeing	0.2 FTE	Throughout 2012/13	<b>Healthy City Partnership</b> <b>Type of intervention</b> Support and advice <b>Performance Indicator</b> Number of business engaged with the action plan <b>Outcome</b> Increased health & wellbeing initiatives
Organise 5 x Beach Volleyball Tournaments through summer months	0.2 FTE	Throughout 2012	<b>Healthy City Partnership</b> <b>Type of intervention</b>

<p>Promote the Sussex Business Awards to businesses</p>	<p>0.2 FTE</p>	<p>Throughout 2012/13</p>	<p>Healthy Business award</p>	<p>Physical activity  <b>Performance Indicator</b>  Number of business taking part  <b>Outcome</b>  Increased physical activity  <b>Healthy City Partnership</b></p>
				<p><b>Type of intervention</b>  Promoting the awards to businesses  <b>Performance Indicator</b>  Number of businesses nominated for the awards  <b>Outcome</b>  Improved health &amp; wellbeing of employees</p>

