

## Appendix 1

### Brighton & Hove City Council – Service Plan - Health and Safety at Work – 2013/14

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 2013 - 2014**

##### **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 participate in the national legionella project.
- To support the city's outdoors events
- Improving worker safety in late night take-aways
- Registering and ensuring tattooists comply with the city's bylaws

#### **List of activities/sectors for proactive inspections by local authorities – specified in the draft national enforcement code.**

<b>No</b>	<b>Hazards</b>	<b>High Risk Sectors</b>	<b>High Risk Activities</b>
1	Legionella infection	Premises with cooling towers/evaporative condensers	Lack of suitable legionella control measures
2	Explosion caused by leaking LPG	Premises (including caravan parks) with buried metal LPG pipework	Buried metal LPG pipe work For caravan parks to communal/amenity blocks only)

3	e.coli/cryptosporidium infection esp. in children	Open Farms/Animal Visitor Attractions	Lack of suitable microorganism control measures
4	Fatalities/injuries resulting from being struck by vehicles	Tyre fitters*/ MVR* (as part of Car Sales) High volume Warehousing/Distribution	Use of two-post vehicle lifts Workplace transport
5	Fatalities/injuries resulting from falls from height/ amputation and crushing injuries.	Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants	Workplace transport/work at height/cutting machinery /lifting equipment.
6	Industrial diseases (occupational asthma/deafness)	MVR* Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants	Use of Isocyanate paints Noise and dust.
7	Falls from height	High volume Warehousing/Distribution	work at height
8	Crowd control & injuries/fatalities to the public	Large scale public events/sports/leisure facilities e.g. motorised leisure pursuits including off road vehicles and track days	Inadequate consideration of public safety e.g. poor organisation and/or supervision of high speed or off-road vehicle movements
9	Carbon monoxide poisoning and gas explosion	Commercial catering premises using solid fuel cooking equipment	Lack of suitable ventilation and/or unsafe appliances.
10	Violence at work	Premises with vulnerable working conditions (lone/night working/cash handling e.g. betting shops/off-licences/care settings.	Lack of suitable security measures/procedures

**Local Priorities:**

- Skin Piercing.

- Improving safety of workers employed by late night takeaways
- Supporting the city's outdoors events
- Supporting late night take-aways to reduce incidents of work place violence

### **Our Achievements:- 'Selling our story' –Review of the 2012/13 Service plan**

The team's achievements in 2012/13 were:

- Inspections of city's high risk businesses.
- Inspection of the city's cooling towers.
- Completed 50 visits to night clubs and bars to give and advice and assistance on reducing workers exposure to excessive noise.
- New hotel health and safety resource designed for the Councils website.
- Carried out 150 visits to skin piercers to ensure they are compliant with the city's bylaws.
- Advice given 5 registered scrap metal merchants to ensure they comply with changes in the Scrap Metal Dealers Act.
- Carried out visits to 50 swimming pool and spar pools to give advice regarding chemical use and legionella.
- Reviewed all the city's pyrotechnic events.
- Responded to 675 service requests.
- Reviewed 250 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, Fat Boy Slim concert at the Amex stadium, Shakedown,
- Feedback given to all late night take-aways that participated in the violence at work research project. Results of project presented to the racial harassment forum with action plan identified for further work.
- Participating in the Sussex flexible warranting scheme and Major Incident Team.
- 12 messages of the month sent to over 200 businesses on mailing list
- Gave advice to 120 nursery's in the city in respect of visits to animal attractions.
- Inspected 50 swimming pools
- Carried out 2 successful prosecutions.
- Carried two fatality investigations
- Served 26 improvement notices

- Served 3 prohibition notices
- Healthy Workplaces sub-group established and forms part of the wider Healthy City Partnership, targeting doctors in areas of deprivation
- Promoted the 'Workplace Wellbeing Charter'
- Continue to promote the Free Health Check service for employers and employees.
- Businesses have received Health Checks for their workforce
- Health Checks were conducted in workplaces
- 6 x Beach Volleyball Tournaments for businesses held over the summer
- Small grants scheme (up to £500) 9 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 – 3.9 FTE Health & Safety Team – 2.25 FTE Occupational Health Team

Item	Resources	Timescales	How & Why	Outcome
<b>Inspection of Category A premises</b>				
To carry out approximately 20 High risk planned general inspection targeting the highest risk (category A,) including Cooling Towers	0.1 FTE	Throughout 2013/14	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 650 requests for service	1.7FTE	Throughout 2013/14	Respond to 95% of Service Requests within	<p><b>National Planning Priority</b> Reactive referral work</p>

			deadlines.	<p><b>Performance Indicators.</b> Percentage of Service Requests responded to within departmental deadlines.</p> <p><b>Outcome</b> Maintain standards of customer service at a high level.</p>
<b>Skin Piercing Registration</b>				
<p>To carry out visits to register skin piercers and premises and to ensure compliance with the city's bylaws.</p> <p>To crack down on un-registered home tattooists</p>	0.4FTE	Throughout 2013/14	<p>Visits to 150 premises to ensure compliance with the City's bylaws and Health &amp; Safety Legislation</p> <p>Using social media to identify un registered home tattooists and to prevent them from operating or to register them and comply with the councils bylaws</p>	<p><b>National Planning Priority</b> Reactive referral visits</p> <p><b>Performance Indicator</b> No of visits carried out</p> <p><b>Outcomes</b> Reduction of complaints about skin piercers</p>
<b>Investigation of Accidents</b>				
To review all accident notifications and to investigate them all appropriately.	0.7 FTE	Throughout 2013/14	To review approximately 250 accident notifications and investigate accidents where they meet BHCC criteria for investigation	<p><b>National Planning Priority</b> Reactive referral work</p> <p><b>Performance Indicator</b> Number of accidents investigated.</p> <p><b>Outcome</b> Reduce the level of work place accidents in local businesses</p>

<b>Participate in the national Legionella Project</b>				
To visit swimming/spar pools to raise awareness of chemical use and legionella risks	0.1 FTE	Throughout 2013/14	Visits to 30 premises.	<b>National Planning Priority &amp; National Enforcement Code</b> Intervention of B1 & B2 premises <b>Type of intervention</b> Awareness raising and education <b>Performance Indicator</b> Number of spars visited. <b>Outcome</b> Reduce the likelihood of legionella outbreak. Raising awareness of legionella.
<b>Supporting Small &amp; Medium Sized Enterprises</b>				
Send monthly health & safety messages promoting sensible risk management. & Updating website to provide resource for small and medium sized businesses	0.1 FTE	Throughout 2013/14	Collect email addresses from visits & self assessment risk rating questionnaires. Use BHCC email system to deliver messages. Update the website.	<b>National Planning Priority</b> Education and awareness <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

<b>Supporting the city's outdoor events</b>				
Support the following community events <ul style="list-style-type: none"> <li>• Brighton Marathon</li> <li>• Children's Parade</li> <li>• Brighton Carnival</li> <li>• Brighton Fringe Festival</li> <li>• Brighton Festival</li> <li>• Brighton Speed Trials</li> <li>• Ladyboys of Bangkok</li> <li>• Paddle Around the Pier</li> <li>• Moscow State Circus</li> <li>• Pride</li> <li>• Zippo Circus</li> <li>• Burning of the clocks</li> <li>• Brighton Marathon</li> <li>• Shakedown</li> <li>• White Night</li> <li>• Tattoo Convention</li> <li>• Organised firework displays</li> </ul>	0.5 FTE	Throughout 2013/14	Scrutinising event management plans and providing advice for event organisers.	<b>National Planning Priority &amp; National Enforcement Code</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. Forming links with communities
<b>BME Takeaways – Work place violence</b>				
To complete visits to 30 BME takeaways, working with the racial harassment forum, the partnership	0.1 FTE	Throughout 2013/14	Visits to 30 vulnerable premises (takeaways) identified in the	<b>National Planning Priority &amp; National Enforcement Code</b> A significant potential local issue and where there is a sufficient



community safety team, and police to raise awareness of work related violence and ensure compliance with other related H&S requirements.			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	weight of intelligence over a period of time. <b>Type of intervention</b> Awareness raising and education & and working with those at risk. <b>Performance indicator</b> Number of completed visits % increase in confidence in management %increase in those premises that are H&S compliant. <b>Outcome</b> Increased standards of 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>Partnership Working</b>				
Participate in the Sussex Liaison Group (SHSLG ) pan Sussex health & safety project	0.1 FTE	Througho ut the year	Represent BHCC at SHSLG	<b>National Planning Priority</b> Section 18 compliance - partnership working

		2013/14	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>
<b>Alcohol Licensing and Planning Applications</b>				
To review new and varied alcohol licence applications & planning applications and make representations where appropriate.	0.1 FTE	Throughout 2013/14	Scrutinise and comment on applications where appropriate. 150 licensing applications and 100 planning applications. Advice on CDM regulations & workplace regulations. Visits to premises as necessary.	<p><b>National Planning Priority</b> Reactive referral work</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>Healthy Work Places</b>				
Healthy Workplaces Action Plan completed as part of the wider Healthy City Partnership	0.2 FTE	Throughout 2013/14	To promote the importance of workplace health and wellbeing to businesses	<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></p>

				Increased health and wellbeing initiatives in the workplace
Promote the Healthy Workplace Action Plan to businesses	0.1 FTE	Throughout 2013/14	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	0.1 FTE	Throughout 2013/14	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	0.1 FTE	Throughout 2013/14	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></p>

				Number of businesses signed up to the WWC <b>Outcome</b> Increased health & wellbeing initiatives
Promote the Free NHS Health Check Service for employers and employees.	0.1 FTE	Throughout 2013/14		<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	0.1 FTE	Throughout 2013/14	Promoting the small grants scheme to businesses	<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	0.1 FTE	Throughout 2013/14	Provide advice and support to businesses around workplace health and wellbeing	<b>Healthy City Partnership</b>  <b>Type of intervention</b> Support and advice

				<p><b>Performance Indicator</b> Number of business engaged with the action plan</p> <p><b>Outcome</b> Increased health &amp; wellbeing initiatives</p>
Organise 5 x Beach Volleyball Tournaments through summer months	0.1 FTE	Throughout 2013	To promote the importance of physical activity in the workplace	<p><b>Healthy City Partnership</b></p> <p><b>Type of intervention</b> Physical activity</p> <p><b>Performance Indicator</b> Number of business taking part</p> <p><b>Outcome</b> Increased physical activity</p>

