

**DOWN DISTRICT COUNCIL
ENVIRONMENTAL HEALTH
DEPARTMENT**

**HEALTH AND SAFETY AT WORK
SERVICE DELIVERY PLAN
2009/2010**

TABLE OF CONTENTS

- 1.0 INTRODUCTION**
- 2.0 KEY WORK PROGRAMME**
- 3.0 HELANI STRATEGIC PLAN**
- 4.0 ACCIDENT INVESTIGATION**
- 5.0 COMPLAINT INVESTIGATION**
- 6.0 FIREWORKS**
- 7.0 SERVICE DELIVERY**
- 8.0 RESOURCES**
- 9.0 STAFF DEVELOPMENT/ COMPETENCY**
- 10.0 REVIEW**

1.0 INTRODUCTION

Workplace health and safety enforcement is an important function for the Council in addressing its key priorities. These key priorities are highlighted in the Council's Strategic Objectives of:

- Improving services and facilities
- Contributing to the development of a prosperous, sustainable local economy
- Contributing to a safer, greener, cleaner and attractive environment
- Creating collaborative partnerships
- Promoting community cohesion
- Promoting a healthier community
- Ensuring an effective response to civil emergencies

As well as the Council's Strategic Objectives this Health and Safety Service Plan takes into consideration the following:

- The HELANI Strategic Plan 2009-2011 (currently awaiting publication.)
- The Health and Safety Commissions (HSC) Strategy for Workplace Health and Safety to 2010 and beyond.
- Investing for Health Strategy
- Local needs and priorities.

This plan supports the HELANI strategy which directs enforcing authorities to focus resources on high risk areas where we can have the greatest impact and to ensure there is an appropriate balance in the tools that we use to secure compliance, i.e. promotion, provision of information and advice and enforcement.

Health and Safety Collaborative Partnership working been endorsed by Down District Council. These "improved partnership arrangements" between HSENI and NI district Councils will, it is envisaged, help to overcome a number of issues and challenges that currently exist within the regulatory system in Northern Ireland and will enable all health and safety enforcing authorities to work together more effectively in tackling both regional and local workplace health and safety priorities.

The Council through its Environmental Health Service is responsible for the enforcement of the Health and Safety at Work (Northern Ireland) Order 1978, approved codes of practice and ancillary legislation made there under. Through this statutory responsibility, the Councils aim is to

Secure the Health, Safety and Welfare of persons at work and the Health and Safety of other persons affected by work activities in the Council enforced Business sectors.

This will be achieved through individual or a combination of the following intervention methods:

- Proactive audits, inspections and revisits of premises

- To maintain and continually update a register of all premises where the service enforces health and safety legislation.
- Investigation of complaints regarding workplace conditions /activities.
- Health and Safety Education and Promotion.
- Provision of business specific information.
- Enforcement action (informal/formal).
- Self-inspection questionnaires (Low Risk Premises).
- Provision of Advice.
- Planned enforcement initiatives in conjunction with HSENI were required.
- Joint working with Food, Consumer Protection and Licensing.
- Proactive Smoke Free compliance visits.
- Smoke free advice and guidance.
- Smoke free Enforcement action (informal/formal).

2.0 KEY WORK PROGRAMME

In order to achieve this aim the following Health and Safety activities are to be carried out from 1st April 2009 and 31st March 2010.

A planned programme of inspections will be in accordance with LAC 67/1 (Rev 3) Advice to Local Authorities on Intervention Programmes.

Pro-active out of hours smoke free compliance visits will be conducted throughout the year.

The work programme will focus on the implementation of a regular programme of visits to the highest hazard/risk premises, focusing on a topic based inspection approach.

This topic based inspection approach focuses resources to where they are likely to have the greatest impact on those key topic areas (priorities) which have been identified as contributing the highest rates of accidents/incidents and ill-health.

The table below details the planned programme of inspections for 2009-10 and included are the tasks carried forward from previous years. This table is based on the 2008/09 premise profile by risk. These figures will be reviewed taking into consideration outstanding inspections as of 31st March 2009 and the completion of the LAE 1 return to HSENI form for 2008/09.

2.1 INSPECTION ACTIVITY

Risk Category	Number of Premises	Inspection Frequency	Planned Inspections 2009-10
A	9	Not less than once per year	9
B1	51	Not less than once per 18 months	51
B2	247	Not less than once per 2 years (slice audits/local priority issues)	40
B3	138	Other intervention strategies (reviewed every 3 years)	AES
B4	83	Other intervention strategies (reviewed every 5 years)	AES
C	159	Other intervention strategies	AES

2.11 High risk premises

All planned High Risk Premises (category A and B1) will be inspected during the year. Some of these premises will be chosen for slice audits in one or more of the priority areas (as identified in the HSENI strategic plan 2009 – 2011), namely:-

- Work related Stress
- Risk Assessments
- Slips, trips
- Musculo-skeletal disorders (Back Injury/ Work Related Upper Limb Disorders)
- Workplace transport
- Asbestos
- Falls from height
- Vulnerable workers.
- Noise at Work (Entertainment Sector)

The premises risk rating will be updated after a topic-based inspection. The remainder of the planned programme will be inspected as per normal general inspection.

PERFORMANCE TARGET:

100% of High Risk Premises (category A and B1) inspected = 60 premises

2.12 Low risk premises

All low risk premises (category B2, B3, B4 and C) will be subject to alternative enforcement strategy (AES). This may include an invitation to attend a health and safety

information seminar, issuing self-assessment questionnaires/surveys or review of accident/complaint data. Opportunities to conduct joint enforcement visits with food/consumer protection will also be considered.

PERFORMANCE TARGET:

75% of low risk premises B2, B3, B4 and C due for inspection will be subject to alternative enforcement strategies or selected slice audits if they are part of priority initiatives.

2.13 Visits to new or previously unregistered premises

Additional inspections will always arise during the year by virtue of new business start-ups, major alterations/refurbishments and requests for inspections. A risk rating will be applied to premises once a visit has been made.

2.14 Revisits

Revisits to premises to check compliance will not normally be carried out. They will only be undertaken where the initial inspection has not been concluded or where there is a possible risk of injury or where a visit is necessary to gather evidence, take enforcement action or check compliance with enforcement notices.

3.0 HELANI STRATEGIC PLAN

The Council plans to contribute to the following priority issues identified in the revised Health & Safety Executive/Local Liaison Committee (HELANI) Strategic plan 2009-2011, which is awaiting publication. It is anticipated these specific risk areas will be identified as follows-;

- Risk Assessment
- Musculoskeletal Disorders
- Work related Stress
- Asbestos
- Falls from height
- Workplace transport
- Slips and Trips
- Vulnerable Groups

As well as the priority areas highlighted in the HELANI strategy the Council will also promote issues which are of importance locally.

The Council is part of the Eastern Group Health and Safety Panel which meets regularly and is represented on the Northern Ireland Health and Safety Liaison Group. This allows the service to ensure consistency and effectiveness of enforcement practice as well as maintaining established links with HSENI and other local authority enforcement officers.

3.1 Local priorities.

Assessment of licensing conditions for Petrol Filling Stations and Caravan Sites in conjunction with slice audits of these businesses.

3.2 Development of Risk Assessment with businesses

Participation in promotional initiatives to support Business with their legal duties to undertake suitable and sufficient risk assessments.

3.3 Safety at Sports grounds

Support the effective implementation of the sports grounds certification process at relevant sports grounds in the Council area while continuing to support other sports grounds which do not require certification.

3.4 Noise induced hearing loss.

An initiative to raise awareness in the entertainment sector of the effects of continual loud noise on the hearing of employees. New noise action levels are laid down in the Control of Noise at Work Regulations (NI) 2006.

3.6 Woodworking equipment

Deliver a joint promotional and enforcement initiative targeting wood working Equipment. Training will be provided for enforcement officers in this area.

3.7 Promotion of smoke free workplaces.

Work in this area will continue with emphases being put on raising awareness with businesses of the requirements for work vehicles to be smokefree.

3.8 Sun protection for young children.

In partnership with the Ulster Cancer Foundation an initiative to raise awareness of the risks to children associated with playing in the sun will look at providing advice to child care facilities.

4.0 ACCIDENT INVESTIGATION

The department will consider all accidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 in accordance with advice contained in documented procedure guidance note D/HS/PRO/002/01. Consideration will also be given to the priority issues as set out in the current HELANI Strategic plan and the HSENI's Enforcement Guidelines for Health and Safety at Work in N.Ireland. Investigations of accidents and incidents will be investigated on a priority basis.

PERFORMANCE TARGET:

All investigations to be commenced within 5 working days of receipt. All major injuries and fatalities to be investigated and within 24 hours of receipt.

5.0 COMPLAINTS INVESTIGATION

5.1 The department will carry out all complaint investigations in accordance with guidance contained within documented procedure HS/PRO/C002.

5.2 Any complaints made against the service will be conducted in accordance with the Councils current complaints policy. Complainants will be encouraged to contact the relevant inspector's Line Manager in the first instance.

6.0 FIREWORKS

6.1 The Council will continue to act on an agency basis for the Northern Ireland Office in relation to the licensing of all fireworks displays under the Explosives (Fireworks) Regulations (N.I.) 2002. The council acts on an agency basis for the Northern Ireland Office in regard to the storage of fireworks and explosives in accordance with the Manufacture and Storage of Explosives regulations (N.I.) 2006.

7.0 SERVICE DELIVERY

7.1 Service delivery will be provided through the employment of competent persons (Environmental Health Officers) currently based at the District Council offices, and can be contacted on 028 44610824 during normal office hours 9.00am-5.00pm Monday to Friday.

7.2 Down District presently is not a lead authority for any premise in the District, However it will do so if requested. If enforcement is required the relevant lead authority, if there is one, will be contacted wherever practicable before action is taken. All businesses are free to access health and safety information from the Council offices.

7.5 The Department will continue to enforce all new legislative requirements regarding the enforcement of Health & Safety at Work and where necessary, additional expertise will be made available through Health and Safety specialists based at Eastern Group Environmental Health Service. The Department is committed to continued improvement in service delivery in accordance with the Health and Safety at Work (NI) Order 1978, Article 20 Guidance Note to District Councils.

8.0 RESOURCES

8.1 The Service has a compliment of 1.5 FTE Environmental Health Officers and 0.3 FTE senior Environmental Health Officer's available to carry out the Health and Safety function. As previously stated most Health and Safety work is planned but throughout the year unexpected events occur which were not planned for but still have to be responded to. In such circumstances all work is reviewed and changes to the Service Plan are made on a priority basis.

9.0 STAFF DEVELOPMENT/COMPETENCY

9.1 All staff within the Service will undergo a training needs analysis and produce personal development plans with their line manager.

9.2 In addition training needs may arise outside the annual review due to changing workloads, staff deployment and legislation. Such additional training needs may be accommodated within a Group Training Plan and/or the NI Training Officers' Plan. All training courses and programmes will be assessed both by the officer and management to ensure the training objectives have been met and implemented.

In addition, should the need arise or particular courses become available, ad hoc training will be provided within current budgetary constraints.

10.0 REVIEW

10.1 The Senior Environmental Health Officer will review service delivery and consistency with Environmental Health officers on a regular basis. The planned inspection programme and priority issues will be reviewed monthly. The senior Environmental Health Officer will report progress to the Principal Environmental Health Officer on a monthly basis.

The LAE1 (statutory return) will be made to the Health and Safety Executive Northern Ireland within two months of the year-end.

Gail McEwen
Senior Environmental Health Officer
Adopted by Council:

Date: 30th September 2009