

BOROUGH SERVICES DIRECTORATE

***Health & Safety Service Plan  
2011-2012***



**BALLYMONEY**  
BOROUGH COUNCIL

## Ballymoney Borough Council

### Health and Environmental Services Department

#### HEALTH & SAFETY SERVICE PLAN 2011-2012

#### 1.0 SERVICE AIM

The Health and Safety Service aims and objectives have been set by considering:-

- Corporate strategic objectives.
- Investing for Health Strategy.
- Local needs and priorities.
- Health and Safety Licensing Sub Group work Programme 2011-2012.
- Health and Safety at Work: protecting lives, not stopping them, strategy for better regulation in Northern Ireland.

#### 1.1 Health and Safety- Enforcement Sector

The Council through its Borough Services Directorate 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:

- To effectively target resources at high risk health and safety premises as per the recommended frequencies based on the assessment of risk.
- To focus on key workplace health issues identified by Council and HSENI via partnership working protecting lives, not stopping them, strategy for better regulation in Northern Ireland.
- To investigate notifiable accidents, dangerous occurrences and reportable diseases, according to priority, to determine if a breach of statute has occurred and to take appropriate action.
- To investigate all complaints relating to health and safety practices and premises
- To provide advice as necessary on health and safety issues.
- To work in partnership and fully engage stakeholders.
- To maintain staff competency
- To maintain and continually update a register of all premises where the service enforces health and safety legislation.
- Health and Safety Education and Promotion.

- Self-inspection questionnaires (Low Risk Premises).
- To register and issue relevant documentation in respect of Amusement Permits.
- Proactive Smoke Free compliance visits.

## **1.2 Health and Safety - Corporate**

The Borough Services Directorate will assist other Directorates/Officers and respective Heads of Service in the Councils overarching statutory obligation as an employer in accordance with the Health and Safety at Work (Northern Ireland) Order 1978, approved codes of practice and ancillary legislation made there under to;-

***Secure so far as is reasonably practicable, the Health, Safety and Welfare of all Council Employees whilst at work and the Health and Safety of other persons affected by Council work activities.***

Areas of work within the corporate Health and Safety plan will be targeted only to the highest areas of risk within the remit of the Borough Services Directorate.

The Borough Services Directorate will ensure that all proper steps are undertaken in compliance with the Corporate Manslaughter and Corporate Homicide Act 2007.

The corporate health and safety plan will facilitate the ongoing work within the following areas:

- Promoting health, safety and welfare as a key corporate business objective.
- Proactive audits, inspections of Council facilities.
- Provision of assistance and advice to Head of Service in completing suitable and sufficient risk assessments in areas that pose the highest risk.
- Joint working with Directorates and Heads of Service in promoting health and safety.
- Provision of Advice and consultation with employees where necessary.
- To provide a Corporate Health & Safety at Work Plan.

## **2.0 KEY WORK PROGRAMME**

### **Health and Safety- Enforcement Sector**

In order to achieve this aim the following Health and Safety activities are to be carried out in the business enforced sectors between 1<sup>st</sup> April 2011 and 31<sup>st</sup> March 2012. Planned programme of inspections will be in accordance with LAC 67/1 (Rev 3) Advice to Local Authorities on Intervention Programmes and an Inspection Rating System.

The Health and Safety Work plan will re-focus on the implementation of a regular programme of visits to the highest hazard/risk premises, focusing on key workplace health issues.

A Better regulation of health and safety at work in Northern Ireland has been adopted. The new joint strategy sets out a 'blueprint' for health and safety regulation in Northern Ireland. The operational plans of the Health and Safety Executive and the District Councils will now need to align with the goals that are set down within it. This will enable employers, employees, safety representatives and members of the public to have a clear understanding of the role of HSENI and District Councils as health and safety regulators and the role that they themselves have in ensuring that Northern Ireland is a safe and healthy place to work.

## **INSPECTION ACTIVITY**

<b>Risk Category</b>	<b>No. Of Premises</b> (based on LAE1 form for 2009/10 premise profile)	<b>Inspection Period</b>	<b>Planned Inspections 2011-12</b>
A	5	Not less than once per year	5
B1	36	Not less than once per 18 months	12
B2	69	Not less than once per 2 years	18
B3	98	Other intervention strategies but (review after 3 years)	50
B4	94	Other intervention strategies but (review after 5 years)	43
C	119	Other intervention strategies	28
<b>Total</b>	<b>421</b>	<b>Total</b>	<b>156</b>

- **2.1.** Inspection all High Risk Premises (category A, B1 and B2). Some of these premises will be chosen for sliced audits in one or more of the priority areas identified in the Health and Safety at Work: protecting lives, not stopping them, strategy for better regulation in Northern Ireland namely:-
  - Sensible Risk Management
  - Falls from height
  - Vulnerable workers.
  - Disease reduction including Asbestos & Legionella.
  - Maintenance

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, B1 and B2) inspected**

***Officers Responsible: DEHOs***

**2.2** All low risk premises (category B3, B4 and C) will be subject to alternative enforcement strategy. 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:**

**50% of low risk premises B4 and C due for inspection will be subject to alternative enforcement strategies.**

**50% of premises will still be inspected to show commitment to enforcement action.**

***Officers Responsible: DEHOs***

**2.3 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.

**3.0 Protecting Lives, not stopping them Strategy**

The Strategy will enable HSENI and the District Councils to be more proactive and innovative in sharing resources and expertise, to address the needs of both employers and employees. It will also enable HSENI and the Council to regulate workplace health and safety more effectively by improved joint planning and by sharing of appropriate resources such as training and information.

The Borough Council plans to contribute to the following strategy, It is anticipated these specific areas are identified -;

- Sensible Risk Management
- Maintenance
- Vulnerable Workers
- Other targeted interventions

The service is represented on the Northern Group's Chief Officers' Health, Safety and Licensing Sub Group, which meets quarterly. 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 Maintenance.** Raising the awareness among employers of the necessity of safety precautions undertaken during maintenance namely, such as working at heights, Asbestos, working with electricity and work with dangerous equipment or substances.

**3.2 To participate in initiatives to raise awareness of safety risks associated with Beauty Treatments in Northern Ireland.** To provide information on associated risks of carrying out Beauty Procedures to include piercing, waxing, using lasers, teeth whitening products and sun bed exposure.

**3.3 Promotion of smoke free workplaces** to help comply with the Smoking (NI) Order 2006.

**3.4 Undertaking compliance visits regarding Legionella.** To target Residential homes in the Borough ensuring that suitable Risk Assessments and controls are in place in accordance with approved codes of practice.

**3.5 Safety at Sports Grounds.** Compliance Inspections of both designated sports grounds to comply with the terms and conditions of their certificates. Improve working relationships with local clubs.

**PERFORMANCE TARGET:**

**April 2011-March 2012**

**4.0 ANTICIPATED RESOURCE DEMAND**

On the basis of previous years workloads, the following service demands are predicted.

<b>Health and Safety Activities</b>	<b>Anticipated Total</b>
Accident Reported/Investigated	5
Complaint Investigations/Hazard Warnings	15
H&S Sub Group Meetings	4
Firework Displays	2
Manufacture & Storage of Explosives inspections	1
<b>Total</b>	<b>27</b>

**5.0 ACCIDENT INVESTIGATION**

**5.1** It will not generally be possible to investigate all incidents and accidents therefore 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 HS/PRO/C001. Consideration will also be given to the priority issues as set out in the current Health and Safety at Work: protecting lives, not stopping them, strategy for better regulation in Northern Ireland.

**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.**

***Officers Responsible: DEHOs/DDBS***

## **6.0 COMPLAINTS INVESTIGATION**

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

### **PERFORMANCE TARGET:**

**All investigations to be commenced within 5 working days of receipt.**

***Officers Responsible: DEHO's/ DDBS***

## **7.0 COMPLAINTS AGAINST SERVICE**

**7.1** Any complaints made against the service provided by the Directorate will be conducted in accordance with the Councils current complaints policy issued 1998 "Guide to making a complaint" Complainant's will be encouraged to contact the relevant inspector's Line Manager in the first instance.

### **PERFORMANCE TARGET:**

**As detailed within "Guide to making a complaint" Leaflet issued October 1998**

***Officers Responsible: Lead DEHO H&S***

## **8.0 EDUCATION**

**8.1** The Borough Services Directorate plans to participate in this years' European Week for Safety and Health.

**8.2** To provide at least one CIEH Foundation Certificate in Health and Safety in the Workplace Courses.

***Officers Responsible: DEHOs/ DDBS***

## **9.0 FIREWORKS (MSER)**

**9.1** 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. Ballymoney Borough Council will follow guidance within documented procedure HS/PRO/C006.

***Officers Responsible: DEHOs/ DDBS***

## **10.0 SERVICE DELIVERY**

**10.1** Service delivery will be provided through the employment of competent persons (Environmental Health Officers) currently based at the Borough Council offices, Borough Services Directorate, Riada House, 14 Charles Street, Ballymoney BT53 6DZ telephone 028 2766 0257 during normal office hours 9.00am-5.00pm Monday–Friday.

**10.2.** An out of hours emergency service now operates on a rota basis between 5.00pm and 9.00am weekdays and 24hours weekends and Bank holidays Tel No 07775 938003. Planned out of hours work is carried out as directed by the Deputy Director of Borough Services.

**10.3** The Directorate presently is not the lead authority for any premise in the Borough, however it will do so if requested. If enforcement is required the relevant lead authority will be contacted wherever practicable before any action is taken.

**10.4** Businesses are free to access health and safety information at the information point within the Council building. The Council has a corporate website that provides a widespread up to date health and safety advice and information.

### ***Officers Responsible: DDBS /DEHOs***

**10.5** When necessary, additional expertise will be made available through Health and Safety specialists based at Northern Group Systems.

**10.6** A review of the business area will be undertaken and a Business Continuity Management Plan will be prepared and implemented in accordance with the principles of BS 25999.

### ***Officer Responsible: DDBS***

## **11.0 SERVICE IMPROVEMENT**

**11.1** The Department will comply with all new legislative requirements imposed on the Borough regarding the enforcement of Health & Safety at Work.

**11.2** 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.

## **12.0 PARTNERSHIPS AND LIASION**

**12.1** The Department intends to continue links with Ballymoney Enterprise Agency with particular attention to links with new businesses starting up in the Borough.

**12.2** Opportunities will continually be sought to increase health and safety awareness.

12.3 Contact with local schools, educational institutions and Investing for Health will be explored to increase health and safety awareness.

**Officers Responsible: Lead DEHO H&S**

### **13.0 CUSTOMER CONSULTATION**

13.1 The Department intends to consult with customers with regard to the Health and Safety Service Plan and the Enforcement Policy using the website, [www.ballymoney.gov.uk](http://www.ballymoney.gov.uk)

13.2 Service users and Stakeholders will be consulted using survey techniques. This feedback will be reviewed and evaluated in order to make improvements to the service.

13.3 The Borough Services Directorate is fully committed to a process of engagement with local stakeholders in order to maximise effective use of resources and achievement of desired outcomes. To date the Directorate has partnered with a number of other enforcement agencies in order to improve channels of communication, to avoid duplication of effort and ease burden on business.

### **14.0 RESOURCES**

14.1 It is estimated that a total of 1000 hours (0.75 Full Time Equivalent) needs to be maintained to deliver this service on the basis of a full complement of staff. Actual time spend in 2010/2011 was 750 hours or FTE 0.5.

### **15.0 STAFF DEVELOPMENT/COMPETENCY**

15.1 All staff within the Directorate will undergo a training needs analysis and produce personal development plans and work with Deputy Director of Borough Services.

#### **PERFORMANCE TARGET:**

**Officer Responsible: DDBS**

15.2 In addition training needs may arise outside the annual review due to changing workloads, staff deployment and legislation.

15.3 Such additional training needs may be accommodated within a Group Training Plan, the NI Training Officers' Plan or the Councils Corporate training budget. All training courses and programmes will be assessed both by the officer and management to ensure the training objectives have been met and implemented.

**15.4** In addition, should the need arise or particular courses become available, ad hoc training will be provided within current budgetary constraints following a training needs analysis by the Deputy Director of Borough Services (*DDBS*).

***Officer Responsible: DDBS***

**15.5** A record of individual staff competency will be developed in accordance with the guidance contained within the documented procedure GN/REP/C001.

***Officer Responsible: DDBS***

## **16.0 REVIEW**

**16.1** The **Deputy Director of Borough Services (*DDBS*)** will review service delivery and consistency on a monthly basis with Environmental Health officers.

**16.2** The ***DDBS*** will review 1 premise file following inspection on a monthly basis.

**16.3** The ***DDBS*** will review all accident and compliant investigations on a monthly basis.

**16.4** The ***DDBS*** will report progress to the Director of Borough Services on a Quarterly basis.

**16.5** Review of all health and safety procedures and policies within the Department and in partnership with Health, Safety and Licensing sub group of the Northern Group Chief Environmental Health Officers Forum, will be completed on an annual basis.

**16.6** An annual report will be made to Council within two months of the plan year-end detailing performance and variance.

***Officers Responsible: DBS/ DDBS***

**16.7** The LAE1 (statutory return) will be made to the Health and Safety Executive Northern Ireland within one month of the plan year-end.

***Officers Responsible: DEHOs/ DDBS***

## **17.0 Review of 2010-2011**

The table below details the number of Programmed Health and Safety Inspections completed in the period 2010-2011.

<b>Risk Category</b>	<b>Planned Inspections 2010-11</b>	<b>Inspections Completed</b>
A	5	4
B1	17	15
B2	15	10
B3	29	8
B4	29	9
C	37	21
	<b>132</b>	<b>67</b>

- **17.1 Participation joint asbestos campaign with HSENI.** Over 20 inspections were undertaken to check compliance with the asbestos Regulations with minor non compliance being identified. All business were co-operative ensuring compliance was achieved on subsequent visits. Businesses that were inspected complied with their legal requirements in accordance with the Control of Asbestos at Work (NI) Regulations 2007. Joint working with the HSENI is ongoing in this area.
- **17.2 Participation in Transport at Work promotional initiatives to support Businesses with their legal duties.** A number of inspections of selected premises designed to raise awareness of the importance of Risk Assessment in relation to Workplace Transport was undertaken. In particular, inspectors assessed risks associated with vehicle pedestrian interfaces.
- **17.3 Safety at Sports Grounds.** A considerable amount of time spend was dedicated by Officers on preparing terms and conditions contained with the safety certificates issued to Father Healy Park, Loughgiel (Gaelic games) & Riada Stadium, Ballymoney (soccer).

Under the General Safety Certificate process for each designated venue a permitted safe capacity for each ground has been assigned, together with the terms and conditions with which the respective ground management/users must comply in order to secure the Safety of spectators.
- **17.4 Emergency Planning.** The Emergency Planning functions throughout the period required considerable time spend. Example of such work can be demonstrated by time attributed to the activation of Humanitarian assistance centre during the Ice Storm Emergency in April 2010.

In addition, officer time was dedicated on delivery of organizing Exercise "Wheatsheaf" held on the 7th September 2010 at the Joey Dunlop Leisure Centre. Exercise Wheatsheaf, was a multi agency Emergency Planning live exercise. A number of scenarios were played out during the exercise including the recording of personal information, treatment of casualties, media enquiries and reuniting friends

and family. A subsequent structured debriefing followed the exercise detailing lessons learned and improvements identified that were to be included in revised protocols. The event proved to be a successful learning exercise for the Organisation.