

BOROUGH SERVICES DIRECTORATE

Health & Safety Service Plan
2010-2011



BALLYMONEY
BOROUGH COUNCIL

Ballymoney Borough Council

Health and Environmental Services Department

HEALTH & SAFETY SERVICE PLAN 2010-2011

1.0 SERVICE AIM

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

- Corporate strategic objectives
- The HELANI Strategic Plan 2009-2011
- 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.

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:

- 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).
- Seminars on Risk Assessments.
- Provision of Advice.
- Planned enforcement initiatives in conjunction with HSENI were required.
- Joint working with Food, Consumer Protection and Licensing.

- To register and issue relevant documentation in respect of Amusement Permits.
- Proactive Smoke Free compliance visits.
- Smoke free advice and guidance.
- Smoke free Enforcement action (informal/formal).

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.

A Corporate Health and Safety work programme will be devised to review all activities within the Borough Services Directorate. The Borough Service Directorate Plan 2010 – 2011 has stipulated the following objectives; -

- Promote health, safety as a key corporate business objective.
- Raise health and safety awareness to CMT by target audits.
- Implement risk assessment and accident reporting arrangements across the organisation.

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

The Corporate Manslaughter and Corporate Homicide Act 2007 created a statutory offence of 'corporate manslaughter'. Borough Services Directorate will ensure that all proper steps are undertaken in compliance with current legal duties.

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.

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 1st April 2010 and 31st March 2011.

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.

Pro-active out of hours smoke free compliance visits will be conducted throughout the year based on the number of complaints received by the Borough Services Directorate.

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 a topic based inspection approach.

The 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 2010-2011 and included are the tasks carried forward from previous years. This table is based on the 2009/10-premise profile by risk. These figures will be reviewed taking into consideration outstanding inspections as of 31st March 2010 and the completion of the LAE 1 return to HSENI form for 2008/09.

INSPECTION ACTIVITY

Risk Category	No. Of Premises (based on LAE1 form for 2008/09 premise profile)	Inspection Period	Planned Inspections 2010-11
A	5	Not less than once per year	5
B1	33	Not less than once per 18 months	5
B2	69	Not less than once per 2 years	17
B3	96	Other intervention strategies but (review after 3 years)	39
B4	94	Other intervention strategies but (review after 5 years)	29
C	118	Other intervention strategies	37
Total	415	Total	132

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, namely:-

- Work related Stress
- Risk Assessments
- Musculo-skeletal disorders (Back Injury/ Work Related Upper Limb Disorders)
- Workplace transport
- Slips, trips
- Falls from height

- Asbestos
- Vulnerable workers.
- Disease reduction including Asbestos & Legionella.
- Noise.

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 = 27 Premises

Officers Responsible: DEHO's

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:

75% of low risk premises B3, B4 and C due for inspection will be subject to alternative enforcement strategies.

25% of premises will still be inspected to show commitment to enforcement action.

Officers Responsible: DEHO's

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.

2.4 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 Borough 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 are identified -;

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

The service is represented on the Northern Group's Chief Officers' Health, Safety and Licensing Sub Group, which meet 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 **Gas Safety – Focus on Landlord Duties.** Raising the awareness among landlords of the necessity that maintenance checks are conducted ensuring safety of gas appliances.

3.2 **Undertake initiatives to support Business with undertaking risk assessments.**

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

3.4 **Safety at Sports Grounds.** Supporting clubs and designated sports grounds to comply with the terms and conditions of their certificates. Improve working relationships with local clubs improving safety.

PERFORMANCE TARGET:

April 2010-March 2011

4.0 ANTICIPATED RESOURCE DEMAND

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

Health and Safety Activities	Anticipated Total
Accident Reported/Investigated	4
Complaint Investigations/Hazard Warnings	8
H&S Sub Group Meetings	4
Firework Displays	2
Manufacture & Storage of Explosives inspections	0
Total	18

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 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 selected 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.

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

8.0 EDUCATION

8.1 The Borough Services Directorate plans to participate in this years' European Week for Safety and Health which will focus on undertaking Risk Assessments.

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

Officers Responsible: DEHO's/ DDBS

9.0 FIREWORKS

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: DEHO's/ 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 /DEHO's

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: DEHO'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

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 2009/2010 was 714 hrs 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 with Deputy Director of Borough Services and produce personal work and Development plans.

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 and/or 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: DEHO's/ DDBS

