



# South Hams District Council

## **Occupational Health & Safety Strategy**

**2008 – 2012**

**Environmental Health Service  
(Commercial Division)**

# Occupational Health & Safety Strategy 2008 – 2011

## 1. Introduction

This document sets out a strategy for the Council's statutory health and safety enforcement function for 2008 – 2012. It supercedes the previous strategy document for 2003 – 2007. Progress will be reviewed on a regular basis and will form part of our service plan.

The document seeks to embrace ever changing national and local strategies relating to occupational health and safety and builds upon existing partnership arrangements between the Health & Safety Executive (HSE) local authorities and other stakeholders. It also encompasses successful interventions with local business in order to reduce their risk liability under health and safety law. This strategy links to the Council's core priorities:

- CP2, 'creating the conditions for the growth and maintenance of quality economic activity';
- CP5 'working with others to improve access to key services';  
and
- CP6 'improving core service performance in a cost effective way'.

This strategy incorporates those priorities highlighted in

- (a) The Environmental Health Service Plan 2007-2010
- (b) 'A Strategy for Workplace Health & Safety in Great Britain 2010 and beyond'. (HSE)
- (c) The Health & Safety Commission/Health and Safety Executive Standards under Section 18 of the Health & Safety at Work etc. Act 1974. 'Improving outcomes from Health & Safety – A report to Government by the Better Regulation Executive'.
- (d) 'The Regulators Compliance Code - statutory code of practice for Regulators' issued by the Department for Business Enterprise and Regulatory Reform.
- (e) The workplan developed by the Devon Health and Safety sub group.
- (f) Local authorities and HSE working together strategic programme; - Joint Vision and Statement of Intent.
- (g) 'Revitalising Health & Safety' – Strategy statement 2000 (DETR)

## 2. Main Objectives

- To ensure resources are directed appropriately to occupational health and safety enforcement and to focus these in a cost effective manner.
- To embrace local and national initiatives so as to protect those affected by a work activity and also to reduce business risk liability from criminal and civil action.
- To ensure that service delivery involves working in partnership with business and other stakeholders including HSE and other

local authorities.

- To ensure that the Council's officers authorised as Inspectors under the Health and Safety at Work etc. Act 1974 are competent.
- To meet local and national targets for inspections and other interventions.
- To explore further ways of working with business and other stakeholders.
- To continue to rationalise our approach with respect to reactive and proactive work, i. e. inspections versus complaints/investigations etc.

### 3. Significant Drivers for this Strategy

There are a number of key drivers that will shape this strategy, both on a national and local level. The drivers, the issues they raise and our planned approach are detailed below.

<b>Key driver</b>	<b>Issues</b>	<b>Planned approach</b>
<p>HELA Strategic Plan and Revitalising Health &amp; Safety Strategy Statement (June 2000)</p>	<p>Nationally to</p> <ul style="list-style-type: none"> <li>- reduce the number of working days lost per 100,000 workers by 30% by 2010</li> <li>- reduce the incident rate of fatal and major injury accidents by 10%</li> <li>- reduce the incidents rate of cases or work related ill health by 20% by 2010</li> </ul> <p>The HELA Strategy believes this will be achieved by adopting a long term four point plan i. e.</p> <ol style="list-style-type: none"> <li>1. effective management of the health and safety enforcement function by LA's</li> <li>2. a compliance agenda which concentrates on key risk/hazards and issues</li> <li>3. a new focus on LA's contribution to occupational health</li> <li>4. full engagement of stakeholders including small firms.</li> </ol>	<p>Active participation in national priority subject areas including.</p> <ul style="list-style-type: none"> <li>- slips and trips</li> <li>- workplace transport</li> <li>- muscular skeletal disorder</li> <li>- falls from height</li> <li>- work related stress</li> <li>- occupational dermatitis</li> <li>- work related asthma</li> </ul> <p>Operation of enforcement and educational campaigns in these areas.</p> <p>Ensuring trained and competent workforce.</p> <p>Partnership working.</p>

<p>'Health &amp; Safety Commission Strategy for workplace health and safety in Great Britain to 2010 and beyond' (February 2004)</p>	<ol style="list-style-type: none"> <li>1. Developing closer relationships – by working with and through others, HSE and LA's working together and rising together to occupational health challenges.</li> <li>2. Helping people to benefit from effective health and safety management and a sensible health and safety culture by helping business understand the benefits of health and safety, involving the workforce and providing accessible advice and support.</li> <li>3. Focussing on core business and the right interventions where we are best placed to reduce workplace injury and ill health – by being clear about our priorities, having an interventions strategy and continuing to enforce where appropriate.</li> <li>4. Communicating the vision – by communicating effectively.</li> </ol>	<p>Continue working with partner agencies.  Provision of advice and education.  Utilising a risk-based approach to inspections and complaint / accident investigations.  Provision of advice on effective safety management during inspections</p>
<p>'Improving Outcomes from Health and Safety' – BRE report published by the Department for Business, Enterprise and Regulatory Reform (August 2008)</p>	<ol style="list-style-type: none"> <li>1. To improve penetration rates and distribution of the support provided to small medium enterprises (SME's) and to help employers make more informed choices of when and when not to pay for support on health and safety.</li> <li>2. To improve outcomes in lower risk small businesses in the regulatory areas employers associate with health and safety.</li> <li>3. To seek to improve the tone and impact of media coverage of health and safety, the HSE and local government with support from other partners including the Better Regulation Office.</li> <li>4. To ease unnecessary burdens on business from</li> </ol>	<p>Information on visits, requests and on website.  Publicity associated with prosecutions and campaigns.  Identification of new business start-ups.  Adopting a balanced approach to enforcement.</p>

	<p>requirements in health and safety procurement pre-qualification schemes.</p> <p>5. To strengthen the contribution of the insurance industry towards low levels of work-related injury and illness, and to further improve clarity for businesses.</p> <p>To address issues and challenges from the current division between the HSE and local authorities of health and safety inspection and enforcement, especially barriers to targeting overall health and safety inspection and enforcement resource in workplaces where the risk of injury or ill health is greatest.</p>	
<p>Health and Safety at Work etc. Act 1974 Section 18 Statutory Standards</p>	<p>1. 'Make it happen' - This sets out the requirement for management systems and enforcing authorities are to set out their commitment priorities and planned interventions</p> <ul style="list-style-type: none"> <li>a) put in place the capacity, management infrastructure, performance management and information systems required to deliver an effective service and comply with their statutory duties</li> <li>b) operate systems to train, appoint, authorise, monitor and maintain a competent inspectorate</li> </ul> <p>2. 'Do it right' - This sets out the enforcing authority enforcement consistency and to use interventions, including enforcement action, in accordance with their enforcement policy and within the principles of proportionality,</p>	<p>Utilisation of the Service's M3 computer system to store and analyse information. Performance management of individual officers. Provision of advice and training to officers. Consistent approach through use of our EH enforcement policy. Continued support and working with partner agencies</p>

	<p>accountability, consistency, transparency and targeting.</p> <p>3. 'Work Together' – This sets out the requirements for partnership working and work within their own organisation in partnership with other regulators and stakeholders to make best use of joint resources and to maximise their impact on local, regional and national priorities and also to actually contribute to liaison policy and governance arrangements at a local, regional and nation level.</p> <p>4. 'Sell the Story' – This requires every enforcing authority to promote sensible risk management.</p>	
Devon Health and Safety sub Group Workplans	<p>The workplan includes:-</p> <ul style="list-style-type: none"> <li>- Performance Indicators</li> <li>- Training Opportunities</li> <li>- Identification of effective methods of enforcement</li> <li>- Initiate and participate in local and regional awareness campaigns</li> <li>- Drive through the FIT3 Hela Strategy</li> <li>- Review new legislation and guidance</li> </ul>	

#### 4. Review

This strategy will be subject to review as required during the period of operation.

#### 5. Action Plan to Implement Policy

The attached Appendix provides guidance of a way forward to meet the expectations in the enforcement of occupational health and safety requirements.

## Appendix

### 1. General Inspections/interventions (proactive)

<b>Where do we want to be</b>	<b>How do we get there</b>	<b>Achievement Monitoring</b>
<p>i) to have an integrated health and safety inspection programme reflecting local and national priorities</p>	<p>i) Ensure Hela priorities are built in to food safety and health and safety inspections along with other risk based work. Continue to examine accident and near miss accident trends and intervene as appropriate. Participate in specific projects i.e. themed inspections e.g. warehouses etc. Engage with partner LA's to deliver service and liaison via H&amp;S sub group. Review lower risk premises and consider alternative intervention i.e. mailshots, self assessment questionnaires. Adopt in concert with other partner LA's meaningful performance indicators.</p>	<p>i) Monitoring of inspection programme by management. Assessment of officer targets. Success in PI's being met. Comparison of service delivery with partner LA's.</p>
<p>ii) To have a reliable, regularly updated database to reflect nature and depth of</p>	<p>ii) Examine computer database to ensure all fields operate properly and</p>	<p>ii) Management checks on database and officer input.</p>

interventions.	accurately populated. Staff refresher training. Review procedure for identifying new premises and entry onto database to enable follow up.	Peer review with team.
iii) To have adequate resources to undertake health and safety inspection/intervention work.	iii) Management to adopt competency framework for officers (see late) <ul style="list-style-type: none"> <li>- re-examine cross warranting between LA's and with HSE.</li> <li>- identify resources for sharing between LA's etc.</li> <li>- use of standardised procedures.</li> </ul>	iii) overall success with strategy and business satisfaction.

## 2. Accident and Ill Health Notifications (Reactive)

<b>Where do we want to be</b>	<b>How do we get there</b>	<b>Achievement Monitoring</b>
To contribute to the national Hela strategy in reducing working days lost per 100,000 workers from work related injury & ill health by 30% 2010 and reduce the incidence rate of fatal and major injury accidents by 10% by 2010	Consider nature of intervention necessary by adopting national guidance and enshrined within internal procedures. Examine ways of better engaging/communicating with business and injured persons to create greater	Identification within national trends. Assess comparison in local trends. Feedback from businesses.

	<p>awareness and prevention of accidents.</p> <p>Agree reduction targets in appropriate business where accident rates appear to be higher.</p> <p>Business training and awareness sessions.</p>	
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### 3. Complaints (Reactive)

<b>Where do we want to be</b>	<b>How do we get there</b>	<b>Achievement Monitoring</b>
<p>To seek continued reduction in number of complaints and input required for complaints received by the Council regarding occupational health and safety and thereby releasing resources to concentrate on proactive work.</p>	<p>Review input needed to resolve complaints as part of enforcement and complaints policies.</p> <p>In partnership with others e.g. partner LA's and HSE participate in awareness campaigns for business to enable effective health and safety management in business (see 'Working with Business' section).</p>	<p>Monitoring of computer database and actions taken in accordance with procedures.</p>

#### 4. Service Requests (Reactive)

Where do we want to be	How do we get there	Achievement Monitoring
<p>To have a clear strategy for providing timely advice so as to be cost effective and business friendly.</p>	<p>Draw up a strategy to include signposting to other stakeholders, referral to SHDC's website and review of guidance literature available. Assess whether visits are necessary on an individual basis for a particular issue.</p> <p>Review current policy re service request/complaints.</p> <p>Provision of updated 'Business Start Up Packs'.</p> <p>Engage with other service providers internally and externally to provide service.</p>	<p>Monitoring of computer database.</p> <p>Apply 'Hit' counter to relevant website pages.</p> <p>Business feedback.</p>

#### 5. Working with Business

Where do we want to be	How do we get there	Achievement Monitoring
<p>To better engage and work with business to promote good health and safety practice, reduce accidents and enhance health of workforce and</p>	<p>Consider businesses operating regionally/nationally with a base in South Hams and promote Lead Authority Partnership (relates to those</p>	<p>Business feedback.</p> <p>Better compliance with H &amp; S law</p> <p>Assessment of 'hits' on Council website.</p>

<p>reduce risk liability of business.</p>	<p>businesses for which Council has enforcement responsibility). In concert with other stakeholders, especially partner LA's, continue to operate Safety and Health Awareness Days (SHADs) programme for identified business groups. Promotion, and engagement in, regional events for business. Use of project work with business e.g. radon in the workplace. Publicise 'Business start up packs'. Introduce Business Newsletter for Environmental Health. Link to other SHDC mailouts. Advertise SHDC Health &amp; Safety web pages. Engage with Business groups e.g. Chamber of Trade etc. Examine ways of linking further into SHDC's corporate business link mechanisms.</p>	<p>Increase in Service requests. Some reduction in accidents (difficult to assess).</p>
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## 6. Inspector Training/Competency

Where do we want to be	How do we get there	Achievement Monitoring
<p>To have all officers having a responsibility with occupational health and safety issues and authorised as 'Inspector' assessed as competent for their particular role.</p>	<p>Implementation of S18 standard by 2011 (2010 if possible).            Examine current appointment/authorisation procedure so as to be relevant.            Devise individual training plans where needed following assessment.            Draw up joint training plan with partnerships.            Re-examine opportunities for cross warranting with HSE and other LAs            Implement peer review exercises internally and with partner LA's.</p>	<p>Assessment against the S18 Standard.            Peer Review.            Inter authorities audit programme.            Training effectiveness assessment.</p>

