

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 20 SEPTEMBER 2012
title: HEALTH AND SAFETY INTERVENTION PLAN 2012/2013
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: JAMES RUSSELL – HEAD OF ENVIRONMENTAL SERVICES

1 PURPOSE

1.1 To consider and approve the Ribble Valley Borough Council Health and Safety Intervention Plan 2012/2013.

1.2 The Council's vision shared with the Ribble Valley Strategic Partnership states that we aim to ensure Ribble Valley will be "an area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, businesses and visitors".

This function of environmental health should be recognised as making an important contribution to the Council delivering this vision.

1.3 Relevance to the Council's ambitions and priorities:

- Council Ambitions – This key service document sets out how this Council is to fulfil its duties in relation to health and safety at work "to help make peoples lives safer and healthier".
- Community Objectives – To promote and support health, environmental, economic and social well-being of people who live, work and visit the Ribble Valley.
- Corporate Priorities – To promote healthier environment and lifestyle.
- Other Considerations – This document meets the Health and Safety Executives (HSE) guidance and requirement to produce an annual service plan complying with the national template.

1.4 The content of this document will be a principal constituent in the Ribble Valley Borough Council Environmental Health service delivery with items contained within the action plan being incorporated accordingly.

2 BACKGROUND

2.1 At the end of 2001 the Health and Safety Executive's Local Authority Unit (LAU) published guidance to local authorities which required local authorities to produce an annual service plan relating to health and safety enforcement and set out how they will meet their stated obligations.

2.2 In November 2011, the Health and Safety Executive/Local Authority Enforcement Liaison Committee HELA produced extensively revised guidance, which has significantly altered the future approach for local authority enforcement. The new guidance requires a 'lighter touch' approach concentrating on higher risk businesses, tackling serious breaches of the rules and to carry out an annual programme of only 'higher risk' health and safety premises (Category A). This guidance has been incorporated into this year's service plan.

3 ISSUES

- 3.1 Attached as the Appendix to this report is a recently completed annual Health and Safety Intervention Plan in relation to Ribble Valley Borough Council. For consistency, the Plan is set out in a similar format to that required by the Food Standards Agency Service Planning Guidance.
- 3.2 I would, in particular, draw your attention to the contents of Part 7, which sets out the service activity and service improvements achieved during the last financial year and also lists the proposals for the forthcoming year. Whilst the total number of workplace audits achieved last year was only 15, a further 110 businesses receiving targeted advisory campaign material of the target intended for last year. This level was due to a combination of long term staff vacancy, a period of long term absence in a very small team and elevated levels of food safety inspections and infectious disease which received priority. In addition, the section experienced elevated levels of reactive work including several complex accident investigations and ongoing regulation of large outdoor events. I am pleased to report again that we have received no complaints against the delivery of the service.
- 3.3 Currently, Ribble Valley has 1178 premises on the health and safety database with a further 1400 in relation to smokefree enforcement transferred from the Health and Safety Executive (HSE). Of these 48 are currently identified as “high risk” Category A premises. Our ‘established’ inspection programme this year would normally have identified a minimum of 200 premises to be inspected. However, this year we will move away from a purely inspection based programme, in line with recent HELA guidance, and with your agreement, and to implement the work programme set out in the intervention plan attached as the appendix to this report. In addition to inspecting the identified 48 Category ‘A’ premises, the annual inspection programme will be supplemented with the development of targeted promotional advice and educational initiatives together with providing information and advice on health and safety to businesses. This in particular being ‘to encourage effective management structures and policy are in place by businesses to embrace the culture of health and safety to manage risk’ and ‘to increase information to small businesses in a form that is both accessible and relevant to their needs’.
- 3.4 In relation to Smokefree Workplace enforcement, it is proposed to focus on the above and discontinue routine smoke free enforcement audits as businesses (and their employees & patrons) have recognised and generally embraced their duties. Inspections will only be undertaken in response to observed or reported non-compliance or complaint.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – No implications identified.
 - Technical, Environmental and Legal – There are no environmental or legal implications. Failure to provide this document contravenes HSE Local Authority Unit guidance and could result in an audit of the service. This is also an essential performance management and review document.
 - Political – This document confirms the Council's intended service provision in relation to this important statutory function.
 - Reputation – This document meets this Council's obligations in relation to producing an obligatory annual Health and Safety Service Plan in accordance with national framework.

- Equality and Diversity – No implications identified.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Approve the Health & Safety Service Plan 2012/13 as set out for implementation in the current financial year.
- 5.2 Approve the proposed discontinuation of routine smoke free enforcement audits and that Inspections will only be undertaken in response to observed or reported non compliance or complaint.

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for James Russell, extension 4466.

BACKGROUND PAPERS

1. Audit Framework for Local Authorities Management of Health and Safety Enforcement.
2. HELA LAC 67/2 Rev. 3 guidance (Nov 11)



Health & Safety Intervention Plan 2012/13

RIBBLE VALLEY BOROUGH COUNCIL

CHIEF EXECUTIVES DEPARTMENT

ENVIRONMENTAL HEALTH SECTION

HEALTH & SAFETY INTERVENTION PLAN

2012/13

September 2012

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1.0 Service Aims and Objectives

1.1 Aims and Objectives

Departmental Aims

- To respond promptly and courteously.
- Be accessible, open and fair.
- Provide quality services.

Service Objectives

- Ensure the health, safety and welfare of people at work and also to protect society from such activities through the proportionate enforcement of legislation, the provision of advice to members of the community and training and information to operators of local businesses and their employees, and to:
 - To move to a lighter touch approach concentrating on higher risk businesses, tackling serious breaches of the rules and to carry out an annual programme of 'higher risk' health and safety inspections in accordance with Government policy framework, Codes of Practice and HELA LAC 67/2 Rev. 3 guidance;
 - Investigate notified accidents reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended) in accordance with priorities contained within the Council's Environmental Health Plan;
 - To investigate complaints within service target response times (2 working days) contained within the Council's Environmental Health Plan and to take appropriate action in accordance with the Council's Health and Safety Enforcement Policy, HSE and HELA Guidance;
 - To give due consideration to act as "lead authority" to any businesses originating within the borough of Ribble Valley and to undertake lead authority enquiries referred by other agencies;
 - Support the annual inspection programme with targeted promotional advice and educational initiatives together with providing information and advice on health and safety to businesses. In particular, to encourage effective management structures and policy are in place by businesses to embrace the culture of health and safety to manage risk and to increase information to small businesses in a form that is both accessible and relevant to their needs

1.2 The Council's Vision

Council's vision shared with the Ribble Valley Strategic Partnership states that: **"Ribble Valley will be an area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, business and visitors."**

The Council's overarching corporate priority is **'to ensure a well-managed Council providing efficient services based on identified customer needs'**.

Environmental Health activity is driven by 3 of the 4 Council's ambitions, namely:

- To ensure a well-managed Council providing efficient services based on identified customer needs'.
- To help make peoples lives safer and healthier;
- To protect and enhance the existing environmental quality of our area.

From these ambitions, the Council's Corporate Strategy has identified a number of objectives to be delivered through the Council's supporting Action Plan.

There are also other corporate documents that influence service delivery including the Sustainable Community Strategy, the Crime and Disorder Strategy, Data Quality Policy, Equality Scheme, Customer Care Policy, Consultation Strategy and Citizens Charter.

Along with these key corporate documents, it is important that the services are delivered in a manner that provides satisfaction to the public. Therefore it is an integral element of all the services delivered that they are done so efficiently and effectively by appropriately qualified and experienced staff.

As a frontline Council service environmental health services commit to treat all customers fairly, with respect and professionalism regardless of gender, race, nationality or ethnicity, age, religion or belief, disability or sexual orientation.

KEY OBJECTIVES AND POLICY STATEMENTS

Links to Sustainable Community Strategy

- To improve the health of people living and working in our area

- To encourage economic activity to increase business and employment opportunities
- To support the regeneration of Market Towns as sustainable service centres
-
- To support the priority outcomes of the Strategic Health Improvement Group within the Ribble Valley Local Strategic Partnership (LSP)
-

- To seek continuous improvement
- To treat everyone equally and ensure access to services is available to all

Corporate Perf & Imp.Plan

“ To help make people’s lives safer and healthier”

To encourage the adoption of healthy lifestyles in the local community

Service Committee Policies

Health & Housing Committee:

To protect and where possible improve the environment and the general public health of the community, by taking all reasonable measures available;

To ensure that all other eligible organisations and establishments comply with the relevant public health requirements.

Health Prevention Strategy:

To support through local activities, campaigns organised nationally by ROSPA.

To support through local activities, campaigns organised nationally by the Department of Trade and Industry (Health & Safety Executive).

To support relevant safety issues outside of the home, eg firework safety.

- e.Government:

to develop greater provision of information and service through this media in line with Corporate Policy.

1.3 Links to annual 'Corporate Strategy'

The Council produces an annual Corporate Strategy.

This strategy contains key summary service information, performance information and includes key actions for the forthcoming year. It is anticipated that this year's Corporate Strategy will not contain anything specific in relation to health & safety

1.3.1 Service development history

In March 2011, the Minister for Employment announced the next steps in the Governments plans to reform the health and safety system in Britain with the publication of 'Good Health and Safety, Good for Everyone'. Under the proposed reforms, protecting people in the workplace and in society as a whole remains a key priority. The focus and emphasis of health and safety enforcement regime being moved to a 'lighter touch approach' concentrating on higher risk businesses and on tackling serious breaches of the rules. Government reforms require HSE and Local Authorities to reduce numbers of inspections carried out; to have greater targeting where proactive inspections continue; and to increase information to small businesses in a form that is both accessible and relevant to their needs. As such, this intervention plan has been prepared to meet this new approach.

Detailed individual Service Plans for Food Safety, Health and Safety are prepared on an annual basis.

The Health & Safety Intervention Plan will contribute to the corporate vision, values and objectives set out in the Council's Corporate Strategy and, will be a key contributor to the delivery of the Environmental Health Service.

2.0 Background

2.1 Profile of the Local Authority Ribble Valley Borough is situated in North East Lancashire, and with an area of 226 sq miles is the largest geographical district in the County. The Borough Council is one of 12 District Councils, 1 County Council and 2 Unitary Authorities within the County of Lancashire. Within the Borough, some functions relating to health and safety are the responsibility of the Health & Safety Executive, based regionally at Leeds eg inspections of large industrial complexes and most factories and agricultural activities.

Over 70% of the Borough is in the 'Forest of Bowland' Area of Outstanding Natural Beauty, a clear reflection of the landscape quality of the area.

The Borough has a population of around 57,000 (2011), with Clitheroe, the main administrative centre having 15,000 inhabitants. Clitheroe lies at the heart of the Borough, whilst Longridge, the other main town, lies in the West. Longridge has a population of approximately 8,250. The remainder of the area is mainly rural with a number of villages ranging in size from large villages such as Whalley, Sabden and Chatburn through to small hamlets such as Great Mitton and Paythorne.

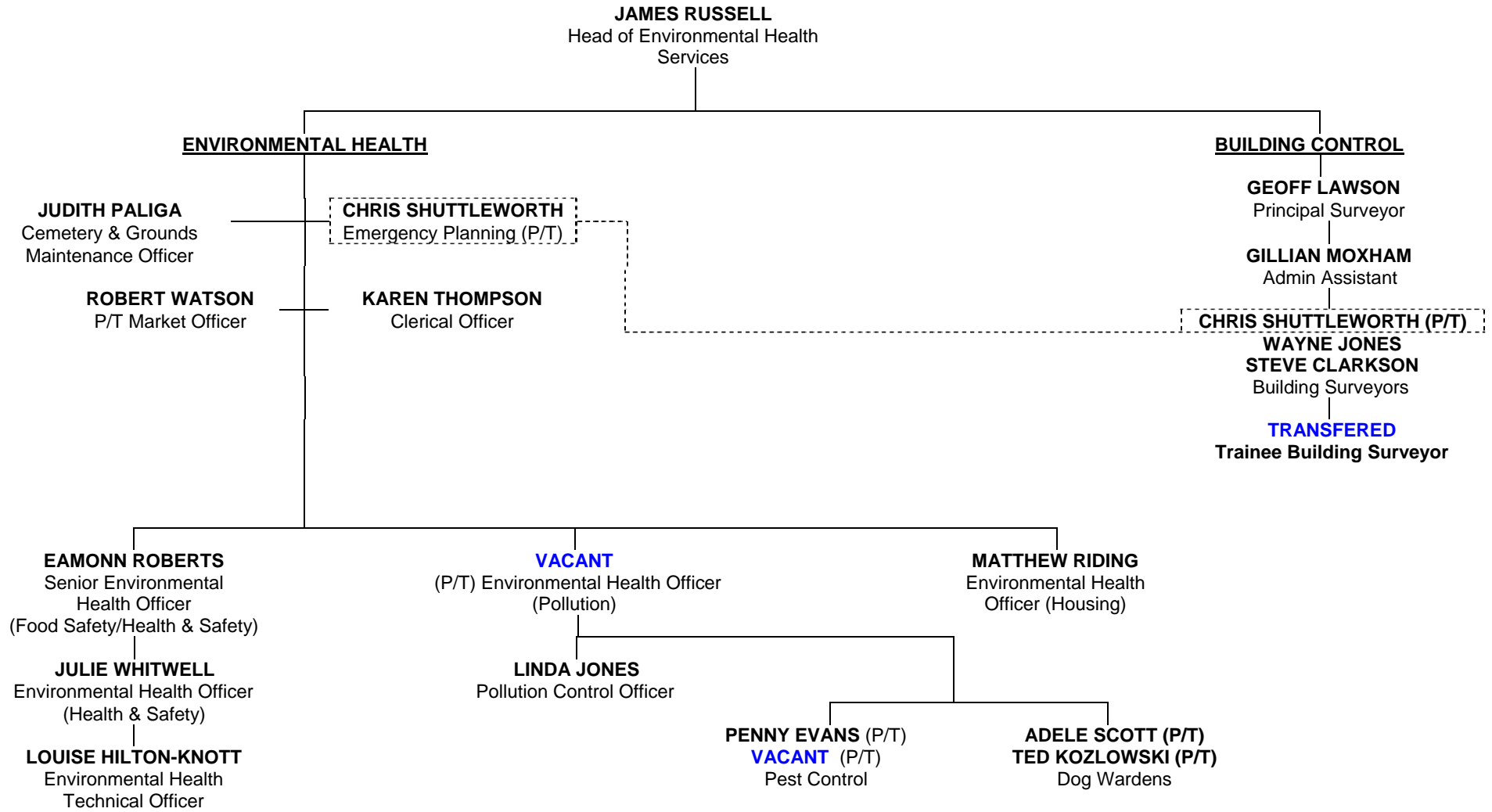
The Borough has a mixed economy, with good employment opportunities and a consistently low rate of unemployment. Given the rural nature of the area it is not surprising that agriculture is a primary employer through the District. Large manufacturing activity is represented by several major national and multi-national companies, for example: British Aerospace, Hanson Cement, Johnson Matthey, Ultraframe and 3M.

The Ribble Valley has excellent lines of communication, which open up the area to the rest of the country. The A59 trunk road, a main artery from the west coast through to the East, dissects the Borough, and links to the M6. Main line rail services are available from Preston, which is only 30 minutes from Clitheroe. In addition, Manchester Airport is only 60 minutes away from Clitheroe and provides links to over 200 destinations worldwide.

POLITICAL MAKE-UP OF THE BOROUGH

40 Local District Councillors
33 Parish Councils (and 7 Parish Meetings)
2 Town Councils
1 Member of Parliament

2. SERVICE STRUCTURE



Political Arrangements	Health and Safety falls under the terms of reference of the Health & Housing Committee. The Health & Safety Intervention Plan will be reported to the Council's Health & Housing Committee for approval and adoption.														
Provision for Specialist Services	<table border="0"> <tr> <td data-bbox="590 272 957 342">'Chemical' Analytical Service</td> <td data-bbox="972 272 2028 342">Lancashire County Council Public Analyst plus specialist service providers as necessary</td> </tr> <tr> <td data-bbox="590 347 957 417">Legionnaire/Microbiological Examiner</td> <td data-bbox="972 347 2028 417">Food and Environmental Microbiology Services (PMS), Preston</td> </tr> <tr> <td data-bbox="590 422 957 521">Public Health Advice</td> <td data-bbox="972 422 2028 521">National Infectious Disease Centre and Health Protection Agency CHP/DPH – Consultant in Communicable Disease Control/Director of Public Health, Health Protection Agency.</td> </tr> <tr> <td data-bbox="590 526 957 563">Enforcement Liaison Officer</td> <td data-bbox="972 526 2028 563">Health & Safety Executive, Regional Offices, Leeds.</td> </tr> <tr> <td data-bbox="590 568 957 638">Occupational Medical Advice</td> <td data-bbox="972 568 2028 638">Employment Medical Advisory Service (EMAS) (Contact through Health & Safety Regional Office – Leeds / Manchester)</td> </tr> <tr> <td data-bbox="590 643 957 712">L A Sector Enforcement Guidance</td> <td data-bbox="972 643 2028 712">Health & Safety Executive/Local Authority Enforcement Liaison Committee (HELA)</td> </tr> <tr> <td data-bbox="590 717 957 732">Accident Prevention Advice</td> <td data-bbox="972 717 2028 732">Royal Society for the Prevention of Accidents (ROSPA)</td> </tr> </table>	'Chemical' Analytical Service	Lancashire County Council Public Analyst plus specialist service providers as necessary	Legionnaire/Microbiological Examiner	Food and Environmental Microbiology Services (PMS), Preston	Public Health Advice	National Infectious Disease Centre and Health Protection Agency CHP/DPH – Consultant in Communicable Disease Control/Director of Public Health, Health Protection Agency.	Enforcement Liaison Officer	Health & Safety Executive, Regional Offices, Leeds.	Occupational Medical Advice	Employment Medical Advisory Service (EMAS) (Contact through Health & Safety Regional Office – Leeds / Manchester)	L A Sector Enforcement Guidance	Health & Safety Executive/Local Authority Enforcement Liaison Committee (HELA)	Accident Prevention Advice	Royal Society for the Prevention of Accidents (ROSPA)
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2.3 The Scope of the Environmental Health Section's Health & Safety Service	<p>As a District Council, this Authority is responsible for health and safety enforcement in most offices, shops, warehouses, residential care homes and places of worship as prescribed by the Health & Safety (Enforcing Authority) Regulations 1998.</p> <p>Health and safety enforcement in heavy industrial premises, mines, factories, agricultural activities and local authority operated premises is the responsibility of the Health & Safety Executive.</p> <p>Within the Chief Executives Department the Environmental Health Section also deliver the following services along side health and safety.</p> <table border="0"> <tr> <td data-bbox="590 1078 957 1115">• Food Safety</td> <td data-bbox="972 1078 1260 1115">• Clitheroe Cemetery</td> </tr> <tr> <td data-bbox="590 1120 957 1190">• Local Authority Air Pollution Control (LAAPC/IPPC)</td> <td data-bbox="972 1120 1260 1157">• Infectious Disease</td> </tr> <tr> <td data-bbox="590 1195 957 1232">• Air Quality Review</td> <td data-bbox="972 1195 1260 1232">• Pest Control & Dog Warden Services</td> </tr> <tr> <td data-bbox="590 1237 957 1274">• Nuisance Complaints</td> <td data-bbox="972 1237 1260 1274">• Health Education</td> </tr> <tr> <td data-bbox="590 1279 957 1317">• Management of Clitheroe Market</td> <td data-bbox="972 1279 1260 1317">• Animal Welfare Licensing</td> </tr> <tr> <td data-bbox="590 1321 957 1359">• Emergency Planning</td> <td data-bbox="972 1321 1260 1359">• Building Control</td> </tr> <tr> <td></td> <td data-bbox="972 1364 1260 1401">• Smokefree Workplace</td> </tr> </table>	• Food Safety	• Clitheroe Cemetery	• Local Authority Air Pollution Control (LAAPC/IPPC)	• Infectious Disease	• Air Quality Review	• Pest Control & Dog Warden Services	• Nuisance Complaints	• Health Education	• Management of Clitheroe Market	• Animal Welfare Licensing	• Emergency Planning	• Building Control		• Smokefree Workplace
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<p>2.4 Service Delivery Points</p>	<p>Environmental Health Section Chief Executives Dept. Council Offices, Church Walk CLITHEROE Lancashire BB7 2RA Email environmental.health@ribblevalley.gov.uk</p>	<p>(01200) 425111 (switchboard) (01200) 414464 (direct) Fax: (01200) 414487 Web Site: www.ribblevalley.gov.uk</p> <p>Opening Hours: 08.45 – 17.00 Monday – Friday</p>	<p>Out of Hours: Emergency Service available by contacting 01200 444448</p>																																
<p>2.5 Demands on the Environmental Health Section</p>	<p>There are ongoing significant demands on the environmental health service in relation to the issue of dealing with smoke-free workplace, clean environment, animal welfare, nuisance complaints, licensed premises, emergency planning, and protecting the interests of the local community.</p> <p>In relation to health and safety, the area contains a mix of office, wholesale, retail, residential care homes and catering premises. Catering and wholesale/retail are the dominant sectors within this mix. The businesses are predominantly small to medium sized establishments.</p> <p>The Borough has a relatively normal cross-section of health and safety businesses but has a significant number of residential care homes, garden centres, industrial unit warehousing, 'large' outdoor events and golf courses which, by their nature, are relatively high risk, complex and resource intensive.</p> <table border="1" data-bbox="1365 763 2026 1006"> <thead> <tr> <th colspan="2">Number of Premises (as at 01/04/2012)</th> </tr> </thead> <tbody> <tr> <td>Total number of Health and Safety Premises (Total)</td> <td>1178</td> </tr> <tr> <td>Categories A (High Risk)</td> <td>48 (4%)</td> </tr> <tr> <td>Categories B₁</td> <td>14 (1%)</td> </tr> <tr> <td>B₂- C (Other)</td> <td>955 (81 %)</td> </tr> <tr> <td>Non Rated</td> <td>161 (14 %)</td> </tr> </tbody> </table> <p>The above are contained within the following categories:</p> <table border="1" data-bbox="525 1088 2026 1455"> <tbody> <tr> <td>Retail Shops</td> <td>385</td> </tr> <tr> <td>Wholesale Shops</td> <td>26</td> </tr> <tr> <td>Offices</td> <td>142</td> </tr> <tr> <td>Catering Services</td> <td>248</td> </tr> <tr> <td>Hotels/Residential Care Homes</td> <td>51</td> </tr> <tr> <td>Leisure</td> <td>65</td> </tr> <tr> <td>Consumer Services</td> <td>102</td> </tr> <tr> <td>Other</td> <td>159</td> </tr> <tr> <td>Premises where the Section acts as "Home Authority"</td> <td>None</td> </tr> <tr> <td>External factors impacting on service delivery:</td> <td>None</td> </tr> </tbody> </table>			Number of Premises (as at 01/04/2012)		Total number of Health and Safety Premises (Total)	1178	Categories A (High Risk)	48 (4%)	Categories B ₁	14 (1%)	B ₂ - C (Other)	955 (81 %)	Non Rated	161 (14 %)	Retail Shops	385	Wholesale Shops	26	Offices	142	Catering Services	248	Hotels/Residential Care Homes	51	Leisure	65	Consumer Services	102	Other	159	Premises where the Section acts as "Home Authority"	None	External factors impacting on service delivery:	None
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2.6 Enforcement Policies

Corporate adoption of the Enforcement Concordat – 2000
 Health & Safety Enforcement Policy (Revised January 2011)
 Environmental Health General Enforcement Policy (Revised June 2005)

3.0 Service Delivery

3.1 Health & Safety Premises Inspections

It is Ribbles Valley Borough Council's policy to carry out programmed inspections of High Risk premises annually only in accordance with the minimum inspection frequencies specified in the Environmental Health Plan which are determined to meet the provisions of HASAWA Section 18 and HELA LAC 67/2 Rev. 3 guidance guidance.

Premise Profile:

	Number of Premises as at 01/04/09	Programmed number of inspections required for the year (01/04/09 – 31/03/10)
Category A (annual)	48 (1.5%)	48
Category B ₁	14	
Category B ₂	{	
Category C	{ 955	
Non Rated (check 20%)	161	32
TOTAL	1178	80
Smoke-free Enforcement	2,500 est.	non compliance or complaint only

In line with recent Government reform and minister guidance, the Council is asked to move away from undertaking a formal annual inspection programme as set previously and to adopt a lighter touch approach concentrating on ' higher risk' businesses and on tackling serious breaches of the rules. As such , inspection will be limited to Category A premises and those subject to justified complaint where significant risk factors are identified in line with the general Hampton principle of 'no inspection of a premises on health and safety grounds only should be undertaken without good reason'.

Interventions in the form of advisory campaigns in line with HELA guidance/national/Lancashire priorities focusing on the national Disease Reduction Programme (targeting Asbestos, Asthma & Dermatitis) and the Workplace Safety Programme (concentrating on work & height , slips & trips, workplace transport, stress and musculo-skeletal disorders) will be undertaken in Cat B1 and B2 rated small and medium sized enterprises (SME's) within available resource.

In line with the above principle, it is also proposed to discontinue routine smoke free enforcement audits as businesses have accepted and embraced their duties and inspections will only be undertaken in response to observed or reported non compliance or complaint.

	Estimated number of revisits: (including associated management monitoring/administration):	50
	Estimated number of officer hours for these visits	750
	Priority is to be given to the following 'higher risk' businesses:	
	<ul style="list-style-type: none"> • Swimming pools • Golf Clubs • Garden centres • Caravan Parks • Warehousing (retail and wholesale) • Tyre fitters • Riding Establishments • Leisure • Builders/timber merchants • Zoo 	
	<i>Estimated number of Officer hours for these targeted visits:</i>	included in the above
3.2	Health & Safety Complaints	
	Local Performance Indicators EH 2:	100% of Category 'A' Health & Safety premises
	It is the policy of Ribble Valley Borough Council to give a first response within 2 working days to all health and safety premise complaints/service requests. The 2011/12 performance target to respond to 95% within 48 hours. We received a total of 39 service requests of which 37 (95%) received a response within 48 hours.	
3.3	Smoke-free Enforcement	
	Estimated number of health and safety related service requests:	50
	<i>Estimated number of Officer hours per year:</i>	125
	discontinue routine smoke free enforcement audits with inspections only being undertaken in response to observed or reported non compliance or complaint.	
	Estimated number of smoke-free related service requests	10
	<i>Estimated number of officer hours per year</i>	25
3.4	Lead Authority Principle	
	Ribble Valley Borough Council subscribes to the current Health & Safety Executive/Local Authority Enforcement Liaison Committee (HELA), Lead Authority Principal (LAP). The Authority has not been approached by or is aware of any local company likely to be within the remit of Lead Authority Partnership Scheme (LAPS) currently entered into a formal agreement with any local company.	
	<i>Estimated resources spent on Home Authority Work:</i>	0

3.5 Advice to Business	<p>The Authority has a policy of offering advice to any business which has trading premises within our area unless the trader has a Home Authority arrangement with another Local Authority.</p>														
	<table> <tr> <td>Planning/Building Control consultations/property searches</td> <td>60 (Planning & B. Control consultations)</td> </tr> <tr> <td>Estimated officer hours</td> <td>45</td> </tr> <tr> <td>Estimated number of advisory visits:</td> <td>15</td> </tr> <tr> <td><i>Estimated number of Officer hours:</i></td> <td>30</td> </tr> <tr> <td>Number of Health & Safety/Welfare related enquiries involving significant work:</td> <td>30</td> </tr> <tr> <td><i>Estimated number of Officer hours on general customer advice per year:</i></td> <td>45</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total 120</td> </tr> </table>	Planning/Building Control consultations/property searches	60 (Planning & B. Control consultations)	Estimated officer hours	45	Estimated number of advisory visits:	15	<i>Estimated number of Officer hours:</i>	30	Number of Health & Safety/Welfare related enquiries involving significant work:	30	<i>Estimated number of Officer hours on general customer advice per year:</i>	45	Total 120	
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<i>Estimated number of Officer hours on general customer advice per year:</i>	45														
Total 120															
3.6 Accident/Dangerous Occurrence Investigation	<p>The general policy of Ribble Valley Borough Council is to assess and investigate 'as appropriate' reportable accidents and dangerous occurrences as a matter of urgency but at least within 2 working days. This area of work has tripled over the past 4 years.</p>														
	<table> <tr> <td>Average annual number of reported accident/dangerous occurrences</td> <td>25</td> </tr> <tr> <td><i>Estimated number of officer hours per year for general investigation</i></td> <td>75</td> </tr> <tr> <td><i>Estimated number of officer hours to undertake 2 full formal investigations per annum</i></td> <td>75</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total 150</td> </tr> </table>	Average annual number of reported accident/dangerous occurrences	25	<i>Estimated number of officer hours per year for general investigation</i>	75	<i>Estimated number of officer hours to undertake 2 full formal investigations per annum</i>	75	Total 150							
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<i>Estimated number of officer hours to undertake 2 full formal investigations per annum</i>	75														
Total 150															
3.7 Liaison with other Organisations	<p>The Authority participates in the following liaison groups related to health and safety issues in order to ensure that enforcement action taken within the Borough of Ribble Valley is consistent with those of neighbouring local authorities:</p> <ul style="list-style-type: none"> • Environmental Health Lancashire (EHL) – Health & Safety Officer Sub-Group (HASOG) 														
	<p><i>Estimated number of Officer hours devoted to liaison activities per year:</i> 25</p>														
3.8 Health & Safety Promotion	<p>The Authority will seek to be involved in the following promotional/training activities in relation to health, safety and welfare at work:</p> <p>Training Courses:</p> <ul style="list-style-type: none"> EHLancs/ Health and Safety Officer Group initiatives Foundation Health & Safety Courses – referred to Lancashire County Council Education Service/Local Colleges 														

Estimated number of Officer hours devoted to Health & Safety Promotion/ Special Projects per year: (including course administration support) **150**

3.9 Health & Safety Training for Officers

The general aim is to provide adequate relevant officer training to achieve and maintain required officer competence levels, this will be achieved within an allowance of 10 hours per Officer each year to attend ad-hoc training seminars. Specific additional training is provided to address needs identified within the Officer annual appraisal system and subject to course availability and within available resources.

Estimated number of Officer hours devoted to Health and Safety Training per year: **50**

3.10 Health & Safety Service Management

Estimated number of hours on Health & Safety Management per year:

125

3.11 Total estimated Officer hours required to deliver Health and Safety Function

**1520
(0.95 FTE)**

(*excluding clerical support)

4.0 Resources

4.1 Financial Allocation

The Health & Safety Service financial costs are contained within the main "Environmental Health Services" cost centre. This cost also contains the majority of costs relating to the provision of the Environmental Health Service eg food safety, PPC, complaint/service requests, animal welfare etc.

The individual service costs have been partially disaggregated. This has been established by the periodic use of time allocation exercise to determine average Officer time spent undertaking each function.

A breakdown of the Officer time estimated and used to calculate the service costs is contained within the Best Value 'Year One' Review which were based on calculated service costs used for CIPFA purposes.

The overall budgeted expenditure for the Environmental Health Service cost centre over the last year and forward budget for 2012/13 is as follows. These figures also include income and expenditure related to enforcement, food safety regulation, LAAPC, complaint/service request, annual welfare, clean neighbourhood licensing enforcement, emergency planning.

Environmental Health Function	11/12	12/13
Employee Expenditure	0	0
Premises Expenditure	25,080	17,800
Transport Related	3,790	4,210
Supplies & Services	18,300	15,510
Third Party Payments	6,750	5,330
Support Services	375,210	363,900
Capital Financing	3,830	2,020
Other Grants and reimbursements	-6,890	-2,890
Customer and Client Receipts	-25,970	-32,250
Net Service Expenditure	400,100	389,420

Estimated Health & Safety costs within the Environmental Health Service cost centre are as follows:

Health & Safety Function	11/12	12/13
Supplies & Services	1,071	1,103
Support Services	31,971	32,290
Capital Financing	0	0
TOTAL	33,042	33,393
Total Income	0	0
Net Service Expenditure	33,042	33,393

4.2 Staffing Allocation

The Commercial Environmental Health Section is responsible for the delivery of a range of services in addition to health and safety, namely:

- Complaint Investigation (Commercial);
- Local Authority Air Pollution Control (LAAPC);
- Air Quality Assessment and Monitoring;
- Food Safety Regulation;
- Infectious Disease Control;
- Animal Welfare Licensing;
- Pest Control and Dog Warden Service.
- Licensing Enforcement
- Emergency Planning

The total resources currently available within the section for the above is: 10.9 (FTE)

This is made up of:

- Enforcement Officers 9.9 (FTE)
- Administrative Support 1 (FTE)

of the above, the resource required to deliver the health and safety service is: 0.95 (FTE)

of which:

- Qualified to inspect Cat. A premises: 0.95% (FTE)
- Qualified to inspect Cat B₁ . B₂ as above

It is intended that for the year 2012/13, the health and safety service will be delivered within existing resources ***and will adopt a lighter touch approach concentrating on 'higher risk' businesses and on tackling serious breaches of the rules. As such , inspection will be limited to Category A premises and those subject to justified complaint where significant risk factors are identified and in line with the Hampton principle of 'no inspection of a premises on health and safety grounds only should be undertaken without good reason'.***

Advisory campaigns in line with HELA guidance/national/Lancashire priorities focusing on the national Disease Reduction Programme (targeting Asbestos, Asthma & Dermatitis) and the Workplace Safety Programme (concentrating on work & height , slips & trips, workplace transport, stress and musculo-skeletal disorders) will be undertaken in Cat B1 to B2 risk rated small and medium sized enterprises (SME's) within available resource.

However, if during the year it becomes apparent that the service is under resourced, priorities in all areas of work will be reassessed and resources will be allocated to the health & safety regulation of Category A businesses and complaint investigations. **In line with Committees previous agreement, Food Safety will continue to be given overall priority.**

Members will be duly informed of any such re-allocation.

4.3 Staff Development Plan

The staff training programme is determined each year through the Council's formal appraisal system on an annual basis. Any training needs are identified and are provided within available resources, normally within the same financial year.

Officers are encouraged to attend relevant training courses as and when available. Officer members attending courses are normally limited to one, who is then required to cascade the information to other team members, normally during section management meetings.

Relevant ad hoc training is provided through the year as course details are received. Ribble Valley Borough Council actively support the initiatives organised through the Environmental Health Lancashire 'Chief Officers' Health and Safety sub group.

5.0 Analysis of Present Position

5.1 Set out below is the standard SWOT analysis of the Environmental Health & Safety service:

<p><u>Strengths</u></p> <ul style="list-style-type: none"> • Well developed strategies and policies for the service in line with national guidance. • Inspection procedure modified to be topic based in line with recent HELA guidance. • Service well aligned with corporate strategy/policy. • Well established performance monitoring procedures. • Experienced and dedicated staff. • Low staff turnover. • Clear commitment to quality service delivery. 	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • Consistently under achieved to meet 'premise' inspection targets based on risk assessment. • Considerable backlog of premises requiring risk rating. • History of insufficient resources (always fire fighting) – addressed by recent EHO appointment . • Proactive work at risk in event of public health emergency proactive work demands. • Potential remuneration problem in event of vacancies. • Lower priority of health and safety enforcement. • Increasing complexity of regulation and enforcement requirements to specialise to achieve competency. • Diminishing pool of officers nationally.
<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • Multi-skilled public health professionals. • To develop proactive public health agenda with other partners- home safety and accident prevention – No smoking workplaces. 	<p><u>Threats</u></p> <ul style="list-style-type: none"> • Increasing complexity of issues – greater need for research/documented procedures. • Health and safety service audit by HSE (LAU) for consistent under achievement of annual performance targets based on 'risk assessment'. • Increased information gathering and recording – increasing inspection costs. • Projected shortage of EHO's entering profession. • Pressures to Public Health Network to concentrate resources on health care service delivery rather than prevention partnerships. • Increasing duties and demands in relation to food safety, licensing, industrial air pollution regulation, clean environment and animal welfare.

6.0 Quality Systems

It is our policy to carry out all areas of health and safety service delivery in accordance with our Health & Safety documented procedures which were prepared in 2003/04 and are reviewed annually to fulfil HSC Section 16 guidance and any inter and intra authority audit requirements as required with neighbouring authorities.

7.0 Review

7.1 Review Against the Service Plan

The service performance indicators will be reviewed quarterly and reported to members. The review will link into the annual budgetary process and the review of any Performance Plans. Performance monitored monthly and quarterly by management review of progress.

7.2 Identification of Any Variance from Service Plan

* To be completed at the year end.

7.3 Annual Performance

In 2011/12:

As a result of higher than average food safety inspection demands, officer vacancy and long term absence, it was only possible to inspect 15 health and safety businesses although a further 110 businesses received advisory campaign material of the ambitious annual target of 200, set at the beginning of last year.

- service requests were recorded of which 37 of 39 (95%) were actioned within the target response time of 2 working days in accordance with the Environmental Health Plan.
- 21 Notified Accidents 'at work' were received all of which (100%) were investigated.
- Considerable involvement was required with a number of outdoor events within the Borough, most of which principally related to health & safety provisions.

<p>7.4 Service user Satisfaction</p> <p>7.5 Complaints against service delivery</p>	<p>No customer satisfaction surveys were undertaken last year</p> <p>In addition to the service performance statistics listed in paragraph 6.3 above:</p> <ul style="list-style-type: none"> Enforcement of health and safety legislation has been implemented in accordance with the Ribble Valley 'Health & Safety' enforcement Policy and associated standard procedures. In the year 2011/12 there has been no complaints received about the health and safety enforcement activity.
<p>7.6 Service Achievement and Improvement 2011/12</p> <p>i)</p>	<p>Status</p>

Corporate Objective	Action	Standard	Method of Measurement	Target	Responsible Officer	Resources	Links	Achieved
To meet mandatory government guidance	To review Health & Safety procedures and Enforcement Policy, and update to comply HELA guidance	HELA circular 67/2 Revision 3 (Nov 2011) & HSE Guidance	Standard Procedures reviewed and standard documents updated	Review by 31.3.12	Senior EHO (Food/Health & Safety)	Within existing	---	Ongoing

Corporate Objective	Action	Standard	Method of Measurement	Target	Responsible Officer	Resources	Links	Achieved
To meet mandatory government guidance	Focus resources in line with revised HSE guidance on topic based approach to audit Cat A risk premises	HELA guidance	Undertake agreed workplan – re health & safety regulation on 'risk based' principles, with priority where possible, being given to 'Cat A' risk premises.	31/03/12	SEHO/EHO (Health & Safety)			Not achieved but ongoing
To meet recommended government guidance	Participate in Lancashire inter-authority audit programme	HELA guidance	Complete audit of service	31/03/08	SEHO			N/A - Carried forward to this year

ii) The following areas of service development were identified for 2012/13:								
Corporate Objective	Action	Standard	Method of Measurement	Target	Responsible Officer	Resources	Links	Achieved
To meet mandatory government guidance	Focus resources in line with HSE guidance to audit Cat A 'high risk' premises	As per Appendix	Undertake agreed health & safety workplan – Priority being given to the regulation of Cat 'A - high' risk and 20% of unrated premises.	31/03/13	SEHO/EHO (Health & Safety)			
Legend: HSE – Health & Safety Executive LPI – Local Performance Indicator HELA – Health & Safety Executive/Local Authority Enforcement Liaison Committee								