

HUNTINGDONSHIRE DISTRICT COUNCIL

Title:	Report on the Delivery of the Health and Safety Service Plan
Meeting/Date:	Licensing and Protection Committee – 17 November 2016
Executive Portfolio:	Executive Councillor for Community Resilience – Cllr Steve Criswell
Report by:	Commercial Team Leader – Keith Lawson
Ward(s) affected:	All

Executive Summary:

The Health and Safety Service Plan was considered on 21 June 2016 and deferred to the meeting on 19 July at which it was approved. Members requested that further information be provided at the next meeting.

This report provides more information about the health and safety service together with numerical data about the level of activity in each of the service areas in the approved plan. The programmed work is largely driven by the Health and Safety Executive (HSE), in particular the National Enforcement Code and the Help GB Work Well Strategy. Much of the necessary preparatory work was completed in the first quarter of the year and several pieces of work have now begun. This is reflected in the number of premises inspections.

This year has already seen a high number of reported accidents that require investigation. These investigations often require officers to carry out extensive research as they relate to unusual work activities in non-food businesses.

The number of complaints and service requests is also higher than expected. These range from concerns about staff welfare facilities to notifications about asbestos removal.

Appendix 1 shows a detailed breakdown of each service area.

Recommendation(s):

Members are requested to:-

1. Comment on the delivery of the Health and Safety Service Plan for the period 1 April to 30 September;
2. Consider the need to receive further reports at future meetings

1. PURPOSE OF THE REPORT

- 1.1. The report provides information about the delivery of the Health and Safety Service Plan and covers the period between 1 April 2016 and 30 September 2016.

2. WHY IS THE REPORT NECESSARY?

- 2.1. At the meetings on 21 June and 19 July Members asked for further details about the content and delivery of the Service Plan.

3. THE SERVICES COVERED BY THE REPORT

- 3.1 Health and Safety regulation consists of these areas of work:
 - a) Planned activities such as unannounced inspections of high risk businesses and targeted interventions in line with the HSE's strategic aims;
 - b) Unplanned (reactive) work such as the investigation of notifiable accidents, prescribed diseases, complaints and dealing with serious risks that are identified during other activities: so called Matters of Evident Concern (MEC);
 - c) The provision of compliance advice to businesses.

4. PROGRESS AGAINST THE APPROVED PLANS

- 4.1 Appendix 1 compares the recorded activity in each of the service areas with the predicted activity in the approved Service Plan.
- 4.2 Several inspections of the highest risk businesses have already been carried out and two targeted projects have also begun. These projects focus on the management of work-related dermatitis in small catering businesses and the management of forklift trucks in small warehouses. Over 200 businesses have been included in these projects, 34 inspections have already been carried out and officers will maintain this commitment for the rest of the year.
- 4.3 The number of complaints received and the number of accident investigations are both higher than anticipated. Officers follow up every complaint but accidents are selected for investigation using the established risk-based criteria in Local Authority Circular (LAC) 22/13. This means that only 25% of the reported accidents are actually investigated.
- 4.4 Business advice is an integral part of every visit but we recognise the importance of providing information and advice to new and start-up businesses. This helps businesses to "get it right first time", to make an effective contribution to the growing local economy and is consistent with the Council's aspiration to promote business growth. We have produced a bespoke business card aimed at new businesses in order to signpost them to the best sources of health and safety advice.
- 4.7 Officers continue to witness serious health and safety problems whilst carrying out other duties. These are identified as "Matters of Evident Concern" (MEC), fifteen of which have been recorded since 1 April. This is the first full year in which MECs have been formally recorded and will be reported in our annual return to the HSE. The frequency with which they are identified is an indication of the extent to which businesses fail to manage serious risks without our intervention. There is no adverse effect on service delivery and this approach is consistent with the commitment to risk-based interventions in section 2.1.2 of the Service Plan

5. RISKS

- 5.1. The failure to monitor the delivery of the approved Service Plan could invite criticism from the HSE in their capacity as the national regulator.
- 5.2. Members must be kept informed about the delivery of the approved Service Plan in order that they can comment on the way in which the service is provided and the available resources.

6. LINK TO THE CORPORATE PLAN

- 6.1. These reporting arrangements support the wider corporate objectives to “*Create safer communities*” and to “*Promote business growth*”.

7. LEGAL IMPLICATIONS

- 7.1 None

8. RESOURCE IMPLICATIONS

- 8.1 The Licensing & Protection Committee, on behalf of the Council, approved the Service Plan for 2016/17. At the time of approval, the resources allocated to the plan were considered to be sufficient to deliver the Plan in year. With the increased reactive activity demonstrated within this report Officers are satisfied that the Plan remains deliverable.

9. OTHER IMPLICATIONS

- 9.1. None.

10. REASONS FOR THE RECOMMENDATION

- 10.1. To keep Members informed about the delivery of the approved Service Plan.

11. APPENDICES

Appendix 1 – Health and Safety Activity

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