

**CAMBRIDGE CITY COUNCIL**  
**ENVIRONMENT DEPARTMENT**  
**REFUSE AND ENVIRONMENT SERVICES**

**STATUTORY ENFORCEMENT WORK PLAN FOR  
HEALTH AND SAFETY  
LAW ENFORCEMENT  
2011/2012**

Drawn up in accordance with the  
Health and Safety Executive's  
Guidance to Local Authorities

February 2011

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## INTRODUCTION

This is the ninth Enforcement Work Plan dedicated to the health and safety law enforcement functions carried out by Cambridge City Council under the provisions of the Health and Safety at Work etc. Act 1974 (HASWA) and associated Regulations. The scope of the health and safety enforcement work plan covers the following specific areas: -

- Health and Safety proactive work, including inspections, self-assessment, promotional and educational activities.
- Health and Safety reactive work, including accident investigations, ill health and complaints about business premises and work related activities.

The health and safety enforcement work plan is an expression of the authority's commitment to the development of the health and safety service and is required by the Health and Safety Executive (HSE), the body that monitors local authorities activities on health and safety enforcement.

The Food and Occupational Safety (FOS) service is also committed to working with local businesses in Local Enterprise Partnerships to try to develop the supportive environment essential for businesses to flourish and develop in the City.

The HSE guidance to local authorities issued under Section 18 of the HASWA provides guidance on matters, which must be included within a service plan. It also promotes the importance of service planning in ensuring that national agenda priorities set out in the HSE's Strategic Plan, "The Health and Safety of Great Britain \\\ Be part of the solution" are addressed and delivered locally. The strategic plan aims to build on the successes of the previous initiatives and continue to improve the safety of everyone associated with work by building on the closer cooperation which has developed between the enforcement arm of the HSE and local authorities, and to work closer with everyone else associated with work. Even with the improvements in the safety of work, still too many people and families are adversely affected, and the HSE's main objective is "*to find ways of beginning again the process of improvement.*" Cambridge City Council's Food and Occupational Safety service is part of this process, and the adoption of a business-focused inspection programme demonstrates our commitment to improving both the effectiveness and efficiency of the service.

The HSE, in the Section 18 Mandatory Guidance, requires that the Health and Safety Enforcement Work Plan be submitted to the relevant elected member forum for agreement to ensure local transparency and accountability and make clear the arrangements for contributing to current HSE policies and priorities.

Jas Lally  
Head of Refuse and Environment

February 2011

## SECTION 1 : HEALTH AND SAFETY SERVICE AIMS AND OBJECTIVES

### 1.1 Aims and Objectives

1.1.1 The Refuse and Environment (R&E) Mission Statement is:

***“To protect the health and environment of the local community.”***

1.1.2 It seeks to pursue this through a number of key objectives, which include:

- Securing compliance with relevant health and safety legislation for those work activities allocated to the City Council for enforcement, in accordance with the official codes of practice and Local Government (LG) Regulation guidance;
- The maintenance of an accurate register of businesses in the City;
- Encouraging standards of health, safety and welfare higher than the minimum acceptable in law;
- Increasing the knowledge of managers, supervisors and employees about their legal responsibilities for the maintenance of clean, safe and healthy working environments and practices;
- Raising awareness in the workplace and amongst the general public about the principles and practices of occupational health and safety by providing information, advice and training particularly to assist small businesses;
- Inspecting workplaces under the HASWA and the Regulations made under the Act in accordance with relevant guidance;
- Following-up the notifications of serious accidents, by investigation in appropriate cases;
- Investigating all complaints about unsafe working conditions, and to take effective remedial action as required and keep complainants informed of the progress made;
- By enforcing legislation responsible for maintaining and promoting health, including;
  - Promoting, advising, and where necessary, enforcing the legislation relating to smoking in the workplace,
  - Working with the Licensing Service of Cambridge City Council to enforce the legislation relating to tattooing, cosmetic piercing, acupuncture and electrolysis.

## 1.2 Links to Corporate Objectives and Plans

### 1.2.1 The Council's vision, specifically for;

- *A City where people behave with consideration for others and where harm and nuisance are confronted wherever possible without constraining the lives of all, and*
- *A City with a thriving knowledge-based economy that benefits the whole community and builds on its reputation as a global hub of ideas and learning*

Are at the core of the Food and Occupational Safety (FOS) service, and is at the heart of our health and safety enforcement objectives to improve the safety of everyone associated with work in the City.

### 1.2.2 The FOS service works to the standards and values laid down in the Council's Equal Opportunities Policy and Citizen's Charter as well as the Council's corporate values, which are:

- Putting public services first
- Showing active concern for the environment
- Being open and democratic
- Treating everyone fairly and with respect
- Basing services on need
- Involving people in seeking solutions
- Encouraging innovation, skills and training

### 1.2.3 The Council gives due consideration to performance criteria contained in the Environmental Health Service Plan and corporate plans including best value and Comprehensive Area Assessment (CAA) indicators. In addition to those general performance indicators, the FOS service will strive to meet local performance indicators e.g. same day initial response to complaints and accidents of a serious nature.

### 1.2.4 Overall, the plans and initiatives to which the FOS team complies with or has regard to include:

- Cambridge City Council, Equal Opportunities Policy, Citizen's Charter, Investors in People Initiative
- Customer Charter and Service Guarantee
- Enforcement Concordat
- Feedback from consultation groups
- Approved Codes of Practice and relevant central guidance; and
- Guidance from external organisations such as the HSC

## **SECTION 2 : BACKGROUND**

### **2.1 Authority Profile**

- 2.1.1 Cambridge is a major employment centre with a pronounced emphasis on high technology, research and development, and education. The city hosts the famous Cambridge University that has in excess of 10,000 under graduates and its wealth of buildings of historic or architectural interest attracts in excess of 3 million tourists each year. Addenbrookes hospital is also located within the City boundary.
- 2.1.2 According to the 2001 Census, the city has a population of approximately 109,000 of which 7-11% are from minority ethnic backgrounds. With the Council boundary lying very close to the city itself, the surrounding villages fall within the local jurisdiction of South Cambridgeshire District Council which itself is mainly rural. Cambridgeshire County Council, which has its base in Cambridge, is responsible for a range of functions such as education, libraries, highways, trading standards and social services.
- 2.1.3 The majority of food businesses within the city fall within the catering and retail sectors.

### **2.2 Organisational Structure**

- 2.2.1 The FOS service forms part of R&E that in turn is part of a larger Environment Department. As far as R&E is concerned, FOS is one of four teams supported by a dedicated administration section. Refuse and Environment is managed by the Head of Refuse and Environment (HRE), who reports to the Director of Environment
- 2.2.2 Through the Council's Standing Orders, the HRE has delegated responsibility for food safety enforcement and authority to instigate legal proceedings in consultation with the Head of Legal Services. The health and safety enforcement function falls within the remit of the Community Services Scrutiny Committee.
- 2.2.3 The day-to-day management and overall co-ordination of the Service's health and safety law enforcement function is the responsibility of the Environmental Health Manager. The FOS Team Leader (FOSTL) also has certain responsibilities for operational management of the section.
- 2.2.4 Where staff shortages or long term vacancies arise overtime (time off in lieu) or contractors may be used to maintain inspection programmes.

2.2.5 The FOS team members currently involved in health and safety enforcement activities are as follows:

Yvonne O'Donnell	Environmental Health Manager (EHM) (responsible for overseeing all work within the team including setting targets, monitoring performance, training and development, and carrying out a nominal number of food hygiene inspections to retain competency)
Frank Harrison	FOS Team Leader (FOSTL)(Deputises for the EHM, has day-to-day management responsibility for the team, a nominal number of food hygiene inspections to retain competency, monitoring of outgoing correspondence, quality control and initial field officer back-up)
Suzanne Lane	Assistant Principal EHO (full range of duties and deputises for FOS Team Leader p/t)
Rebecca Broadbelt	Senior EHO (full range of duties)
Anne Galliano	Senior EHO (full range of duties p/t) (Maternity Leave)
Tracy Chabot	Senior EHO (full range of duties p/t)
Ross Goodfellow	Senior EHO (full range of duties)
John Leggett	Health & Safety Enforcement Officer (full range of health and safety enforcement duties)
Christian Moore	EHO (full range of duties p/t) (Maternity Cover)

## 2.3 Scope of the Health and Safety Service

2.3.1 The FOS team is responsible for the following work areas:

- Health and safety inspections, interventions and requests for service
- Investigation of reported accidents, dangerous occurrences and cases of occupational ill-health
- Investigation of complaints relating to premises, practices or procedures;
- Consultee for licence applications under the Licensing Act 2003
- Consult on planning applications in relation to relevant commercial premises
- The investigation and consideration of matters relating to cosmetic piercing registration legislation
- The investigation and consideration of matters relating to smoking legislation

Other work areas covered by the FOS team include:

- Food safety enforcement (including sampling of food and water)
- Prevention and control of infectious disease
- General health education and promotion

2.3.2 Officers from the Environmental Protection team based within R&E have responsibility for investigating complaints relating to refuse, noise and odour from business premises and where appropriate, they will liaise with officers in the FOS team. In instances where contraventions of health and safety legislation exist, the FOS team would normally take the appropriate enforcement action to secure compliance.

2.3.3 Where health and safety matters relating to premises or activities enforced by the HSE are received by the service, they are referred to the HSE as soon as possible. However where the matters are of imminent concern, and under the terms of the Flexible Warrant Scheme jointly agreed by the HSE and all of Cambridgeshire's Local Authorities, authorised officers will attend and initiate the necessary remedial action before referring the matters to the HSE. Liaison and joint visits will take place between officers of both enforcement organisations as the need arises to address specific problems and issues or to take part in joint activities.

2.3.4 The service will frequently liaise, seek advice from, and give advice to a number of agencies including the HSE, The Health Protection Agency (HPA), The Care Quality Commission, and Cambridge Fire and Rescue Services.

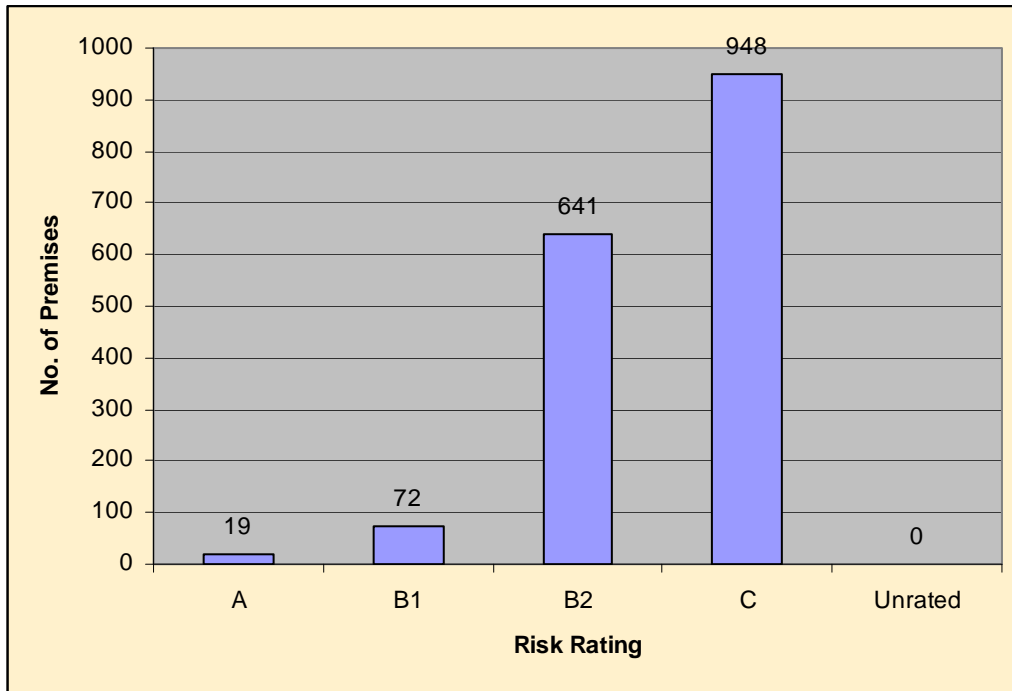
## **2.4 Demands on the Health and Safety Service**

### **2.4.1 Authority Profile**

2.4.1.1 The authority has approximately 1700 premises on its database that are subject to health and safety enforcement by Cambridge City Council. Over the past year a number of spurious premises records have been removed from the database, and work is continuing to verify the accuracy of the information stored. It is believed that an additional approximately 300 businesses are recorded on the database, but have yet to be properly assessed; these will be addressed during the year.

2.4.1.2. The profile of risk categories, as defined by the HASWA and Local Authority Circular 67/1 (revision 3), is as shown in Figure 1, overleaf. (Table 1, also overleaf, gives the frequency of inspection for each of the categories)





Total = 1680

**Figure 1: Overall risk rating for all registered businesses in the City**

2.4.2 Frequency of Inspections

All premises identified on the database are classified in accordance with HELA Guidance LAC 67/1 (rev 3) and programmed for inspection as per Table 1, below;

Description	New Category	Intervention Frequency
Highest Risk	A	Inspection within 1 year
	B1	Intervention based upon local priorities, but contact within 18months
	B2	Intervention based upon local priorities within 5 years
Lowest Risk	C	Use of non-inspection interventions with contact within 5 years

Non-inspection intervention strategies include use of questionnaires, monitoring incident reports, seminars/business forums, etc.

**Table 1: Inspection / Intervention Frequency**

### 2.4.3 Service Delivery

2.4.3.1 In delivering the health and safety enforcement function, the following factors have a significant impact its delivery:

- We investigate approximately 170 infectious disease notifications each year, with the vast majority being food poisoning; a significant number relate to University students returning to the city following travel abroad;
- Officers are responsible for a full range of duties in the FOS team including food safety enforcement. They may, therefore, be called upon to respond to unforeseen emergencies within that work area e.g. to deal infectious disease notifications;
- Being a tourist and university city, there are a number of outdoor events that take place during the summer involving catering e.g. College May Balls, Cambridge Folk Festival, The Big Weekend, Midsummer Fair, Pink Picnic, Mill Road Street Fayre, which create an additional workload for officers;
- There are increasing demands being placed on the service by other Council departments involving corporate initiatives including service reorganisation, health promotion, and smoking cessation. All these have a knock-on effect and reduce the availability of staff to target their primary enforcement and monitoring roles;
- EHO's have a growing role in the emergency planning field by providing support in the event of significant emergencies, for example include avian or swine flu.

## 2.5 Enforcement policy

2.5.1 Cambridge City Council has signed up to the Enforcement Concordat. R&E endorses the principles laid down in the Concordat and has regard to the Code for Crown Prosecutors' guidelines when making enforcement decisions. The Councils Health Safety Enforcement Policy outlines the various enforcement options ranging from advice/education to formal action including the service of notices and prosecution for non-compliance with legislation. In addition to these policies, Local Authorities are now required to apply the HSE's Enforcement Management Model (EMM) when considering enforcement action to ensure consistency in approach in respect to enforcement decisions.

## **SECTION 3 : SERVICE DELIVERY**

### **3.1 Health and Safety Inspections**

3.1.1 It is the Council's policy that routine health and safety inspections are:

- Focused on higher-risk premises as a top priority; and
- Carried out in accordance with the HELA Strategic Plan, relevant HELA circulars, HSC section 18 guidance and other relevant guidance.

3.1.2 The topic areas upon which inspections should be focused remain those identified under HELA document LAC 67/1 (rev 3) as these are still the main causes of accidents, injury and ill health in the workplace. Using a risk-based inspection approach allows officers to concentrate on the main risk areas associated with the business found during proactive inspections and reactive investigation rather than necessarily complete all-encompassing inspections. If any of the topic areas fail to meet the required standard, officers should consider carrying out an all-encompassing inspection.

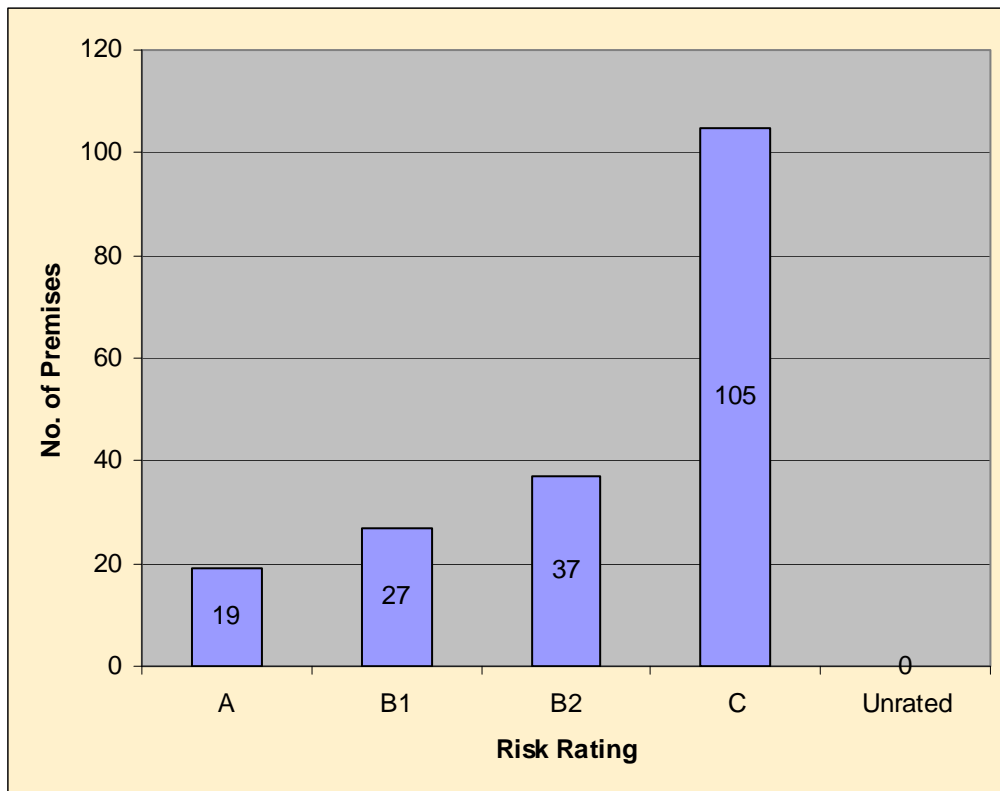
3.1.3 In addition to assessing the main risk areas, officers are required to look in detail at any imminent risks associated with the particular business identified during the inspection.

3.1.4 After the inspection, Officers will determine the inspection frequency using the inspection rating system identified in HELA LAC 67/1 (rev 3).

3.1.5 All officers undertaking inspections, investigating accidents or complaints, or giving advice are appointed in accordance with Section 19 of the HASWA and are authorised in accordance with the Service's policy on competency which implements the requirements of the HSE guidance to local authorities issued in October 2002.

3.1.6 Where an initial inspection identifies significant contraventions, where there is a history of non-compliance or where a formal notice has been served, then a revisit will be carried out to ensure that any remedial works or controls have been affected.

3.1.7 The risk rating profile of premises due an inspection during 2011/2012 and the numbers of inspections due is shown in Figure 2, below. A full breakdown of the profile of inspections due and the estimated number of revisits is given in Appendix 1.



Total = 188

**Figure 2: Risk Rating Profile of the Inspections due in 2011/2012**

3.1.8 In addition to the number of rated due an inspection during 2011/2012, new businesses opening in the City will have to be inspected. Those that are food businesses are inspected for food and health and safety as part of the food safety enforcement work, and an estimated 184 were received during 2010/2011. In addition to these, non-food businesses also need to be inspected for health and safety, and due to the issues experienced with the database, approximately 50 will have been inspected during 2010/2011, but a further approximately 130 businesses have been identified as will be need an inspection.

## 3.2 Health and Safety at Work Complaints

3.2.1 Complaints received under the HASWA are dealt with in accordance with the departmental procedure and investigated in accordance with HELA guidance. Investigations are undertaken in order to determine whether an offence has been committed, whether action has been taken to prevent any potential recurrence, to secure compliance with the law, and decide on an appropriate response.

3.2.2 The initial response to complaints will be within one working day if the complaint is of a serious nature, e.g. an allegation of a potentially serious risk to health and safety, otherwise the maximum response time is three working days. In the event of extreme demands on the service such as a major food poisoning incident, or multiple fatality accident this target may need to be temporarily revised.

### **3.3 Injuries, Diseases and Dangerous Occurrences at Work**

3.3.1 Investigations are carried out in accordance with the HELA guidance and the departmental operating procedure. In deciding which accidents to investigate, regard will be had to the severity and scale of the potential or actual harm, the seriousness of any potential breach of the law, previous history of the duty holder, level of public concern and the practicality of achieving results. Where appropriate, enforcement action proportionate to the circumstances shall be instigated.

### **3.4 Liaison with Other Organisations**

3.4.1 Health and safety at work legislation has an impact on a large number of businesses and their employees, and the Service liaises with a wide range of organisations in varying degrees of formality.

3.4.2 The Council recognises the importance of ensuring the enforcement approach it takes is consistent with other local authorities. Accordingly, regular dialogue on health and safety enforcement and related matters takes place through the following forums

- Cambridgeshire Health and Safety Managers' Liaison Group
- CIEH Eastern Centre Health and Safety Group
- Cambridgeshire and Eastern Region Chief Officers' Group
- Eastern Region Health and Safety Liaison Group

3.4.3 The Cambridgeshire Public Protection Strategic Group has established Cambridgeshire Health and Safety Managers' Liaison Group, which sets out a yearly work plan. The Group collaborates on health and safety issues to produce common policies and procedures and promote consistency between both officers and authorities. The Group has regular meetings with the HSE to discuss current issues.

3.4.4 There is regular liaison and consultation with officers from other departments within the Council on issues relating to health and safety including planning and building control applications, leisure activities and outdoor events, public entertainment licensing, street trading, markets and Legal Services, where appropriate.

### **3.5 Advice to Businesses**

3.5.1 The FOS team will work with businesses to help them to comply with the law and to encourage the use of best practice. This is achieved through a range of activities including:

- The development and maintenance of the FOS website;
- Advice given during the course of inspections, audits or other visits;
- The provision of free advice leaflets (including leaflets in other languages where available);
- Through responding to enquiries;
- Provision of the Chartered Institute of Environmental Health (CIEH), Level 2 health and safety training (including courses in languages other than English) (subject to demand);
- Proactively commenting on plans at building regulation application stages;
- Awareness seminars and targeted mail shots arising from legislative and policy change;
- Provision of a business focused newsletter including health and safety issues;
- The use of consultation mechanisms to seek comments on proposals and policies;
- Working with Local Enterprise Partnerships to try to develop the supportive environment essential for businesses to flourish and develop in the City.

3.5.2 The offering of business advice is integrated as part of the general inspection process and as part of the Service's health and safety promotion function.

3.5.3 Approximately 150 enquiries were received from businesses and the public during 2010/2011 where specific advice or assistance on health and safety issues is sought.

### **3.6 Promotion of Health and Safety at Work Issues**

3.6.1 The proposed promotional work for 2011/2012 by officers will include (subject to resources being available):

- Provision of the CIEH Level 2 Health and Safety courses, subject to demand
- A Business focused newsletter incorporating Health and Safety issues
- The distribution of free advisory leaflets for businesses and employees
- Maintenance and development of relevant information on the department's website
- Provision of topic specific and targeted seminars where appropriate and subject to demand.

3.6.2 Promotional work undertaken may include project work on key HELA strategic issues such as slips and trips, stress, transport related accidents and manual handling or other health and safety matters as they arise.

3.6.3 The Council is committed to ensuring equal access to promotional literature and training courses and will consider the needs of those businesses or employees whose first language is not English, or when the spoken language is not the main means of communication. Where a need has been identified and it is appropriate to do so, the FOS team will facilitate the Level 2 health and safety courses in minority ethnic languages or through other means of communication, subject to resources being available. Alternatively businesses or employees may be referred to other Authorities or organisations in Cambridgeshire currently running the appropriate courses in minority ethnic languages or with the communication skills.

## SECTION 4 : RESOURCES

### 4.1 Financial Allocation

4.1.1 The budgets for the 2010/2011 and 2011/2012 financial years are shown in Table 3 below:

	2010/2011	2011/2012
Expenditure:		
Staffing (including travel costs)*	£286,900	Budget for this year has not been set
Supplies and Services		
Departmental Administration		
Income:		
CIEH Level 2 Health & Safety Courses		
Skin Piercing		
<b>Total</b>		

**Table 3: Health and Safety Enforcement Budget 2010/11 and 2011/2012**

4.1.2 All enforcement officers have access to a desktop computer (PC) containing database, e-mail, word processing and spreadsheet packages. All PC's in the FOS teamwork area have Internet access and capability for receiving EHC net messages by which food hazard warnings from the FSA are communicated.

4.1.3 In the event of legal proceedings having to be taken on food safety issues, then costs are met from within the overall approved budget. Requests for funds to pay for Counsel's opinion or case presentation in court are considered on their merits using the Service's enforcement policy as a guide.

### 4.2 Staffing Allocation

4.2.1 The majority of health and safety law enforcement activities are undertaken by the FOS team with very little administrative support after the reorganisation following the service moving to Customer Service Centre. It should be noted that the Environmental Protection team deals with complaints alleging nuisance emanating from business premises. Officers in both teams will liaise and where necessary, carry out joint visits.

4.2.2 All EHO's carrying out health and safety enforcement duties are Environmental Health Officers' Registration Board (EHORB) registered.



### **4.3 Staff Development Plan**

4.3.1 All officers involved in delivery of the health and safety enforcement service are appropriately qualified upon appointment. They will have their competency reviewed annually by means of completing the Regulator Developmental Needs Assessment (RDNA) and a consistency assessment by the FOSTL. The findings of these will form part of the annual review assessment. Training needs identified under these schemes will be addressed to ensure the competency of the officers. During 2010/11 these officers will have access to the equivalent of at least 10 hours update training on health and safety related topics. This will become part of the 20 hours 'continuing professional development' as required by the CIEH for membership (30 hours for officers with 'practitioner' status).

4.3.2 The staff development approach comprises of:

- The employment of competent enforcement officers capable of health and safety law enforcement;
- Evidence of formal qualification (sight of original qualification certificates prior to commencement of work);
- In-house and external competency-based training;
- Identification of training needs during ongoing performance monitoring and the annual performance appraisal interviews.

4.3.3 The training requirement for the FOS team has been budgeted for. Where possible free and low cost training from providers such as the HSE or other similarly recognised training provider will be utilised as much as is practicable.

## **SECTION 5 : QUALITY ASSESSMENT**

### **5.1 Quality Assessment**

5.1.1 The following monitoring arrangements are in place, or under review, to assist in the quality assessment of the work carried out:

- Review by the EHM/FOSTL of 10% of all post-inspection paperwork including the Hazard Analysis assessment sheets in accordance with the departmental standard operating procedure (SOP).
- All inspections records, assessment sheets, letters and reports of new officers will be reviewed for the first 3 months and until the FOSTL is satisfied that written paperwork is consistently satisfactory. This is in accordance with the departmental SOP.
- Inspection performance (peer review)
- Monthly team meetings
- Monthly 'one-to-one' meetings with officers to assess personal performance
- Annual performance appraisal and development interviews
- RDNA interview
- Mid-term appraisals of performance and development
- Countywide working groups addressing specific issues
- Active participation in a benchmarking working group on food safety involving similar authorities
- Participation in the countywide Inter Authority Audit
- The FOSTL will have regular reviews of work performance with the EHM
- The EHM will have regular reviews of work performance with the HRE.

## **SECTION 6: REVIEW**

### **6.1 Review against the Service Plan**

- 6.1.1 Performance indicators covering response times to complaints and the level of programmed inspections form part of the Council's Local Performance Plan which is subject to both monthly and quarterly review by the EHM and HRE.
- 6.1.2 Performance against the Health and Safety Service Plan will be reviewed by the EHM in consultation with the HRE in line with the corporate planning timetable.

### **6.2 Identification of any Variation from the Service Plan**

- 6.2.1 Key performance indicators are reviewed on monthly. Results are formally reported by the EHM to the HRE along with reasons for any significant variation and an action plan setting out remedial action. The Executive Councillor for Community Development and Health is kept informed of progress against the service plan through regular meetings with the EHM and HRE.
- 6.2.2 If it can be shown that any additional activities other than direct enforcement action have taken place achieving the same objective as enforcement action, these will be identified and taken into account during the review.

### **6.3 Review of Performance 2010/2011**

- 6.3.1 This authority reviews its previous year's performance against its plan. At the time of preparation of this eighth plan, it should be acknowledged that we are still within 2010/11(the current year) and therefore it has been necessary in some instances (where indicated) to enter the projected performance.

#### **6.3.2 Health and Safety Premises inspections**

- 6.3.2.1 The Work Plan for 2010/2011 identified 265 premises inspections that were to be undertaken. To the end of February 2011 a total of 393 have been inspected, which, in addition to the original 265, include 46 new premises, and a number of records obtained following a review of the database.
- 6.3.2.2 The service also served 11 Health and Safety Improvement notices have been served, as well as 6 Prohibition notices.

#### **6.3.2 Health and safety complaints**

All health and safety complaints were investigated promptly and efficiently and with the response deadline of 3 working days met in nearly all cases. In this period 52 complaints had been received..

#### **6.3.3 Advice to businesses**

Officers have continued to give free advice and assistance to the public and businesses throughout the year on safety matters.

#### 6.3.4 Accidents

In the period 117 accidents were reported to the department and all had been reviewed within the target time of 3 days, with most being assessed on the day of notification.

#### 6.3.5 Liaison with other organisations

Regular dialogue took place with all the other key organisations including;

- Cambridgeshire Health and Safety Liaison Groups,
- The Cambridgeshire Health and Safety Managers' Group
- HSE,
- Tobacco Control Alliance and
- The Health Protection Agency

The authority was represented at most of the above meetings, and at all the key meetings where decisions affecting the authority were made.

#### 6.3.6 Safety promotion

The Council developed its own business newsletter which has been sent out to all businesses in the City. It includes information on waste management and energy usage. The Newsletter will be able to be downloaded free from Cambridge City Council's web site.

### 6.4 Areas of Improvement

- 6.4.1 Any service issues identified during the quarterly reviews or by routine performance monitoring will be recorded in writing and an appropriate action plan to address those service issues agreed with between the EHM, HES and where appropriate, the officer concerned.

6.4.2 During 2011/12, the following areas of improvement are planned:

- To follow and participate in the HSC's Strategic Plan to build on the successes of the previous initiatives and continue to reduce the number of fatal and major work related accidents by developing a closer working relationship with the HSE
- To work with the HSE and the other Cambridgeshire Local Authorities to development, launch and participate in the FWS with the other Cambridgeshire Local Authorities and the HSE as promoted by the HSC's Strategic Plan
- Ensure that key tasks outlined in the Cambridgeshire H&S liaison group work programme are achieved
- To work with the HSE and the County Health and Safety Managers' Liaison Groups to develop and implement the County Health and Safety Work plan.
- To undertake a programme of work to identify and register businesses not currently on the health and safety database.
- To undertake a targeted programme of business compliant inspections of joint Health and Safety and Food Safety licensing, and other environmental health related inspections in the higher risk food businesses
- To continue to implement the Health Act 2006 which bans smoking in all enclosed and substantially enclosed workplaces
- To target cosmetic piercing establishments to ensure they meet their registration conditions along with health and safety requirements
- To target beauty establishments to ensure all health and safety requirements are being met.
- To produce a business newsletter to inform businesses of current issues which may affect them

**SECTION 7: SUMMARY**

The workload proposed for the year 2011/12 incorporates a full range of enforcement actions including a significant element of health promotion, proactive business compliant inspection and allows for reactive intervention as required. It also incorporates the new HSC Strategic Plan to develop the closer working relationship between the HSE and Local Authorities, and to build upon the success of the topic led inspections and other intervention strategies for the lower risk premises originally introduced in previous HSC's strategies. As the vast majority of accidents and work related ill health still fall in to the categories highlighted in last year's work plan, they will continue to the key categories for assessment during programmed inspections. The categories are:

- Falls from heights;
- Workplace transport;
- Musculoskeletal disorders;
- Slips and trips; and
- Stress.

This targeted approach allows Local Authorities to focus their resources on the higher-risk areas where they may have the highest impact. Using a variety of targeted alternative intervention strategies it is hoped that the service will be able to improve the safety and level of compliance of as many small and medium size enterprises (SME's) in the City as possible.

## STAFFING RESOURCES 2011/12

### FTE staffing resource for 2011/2012

Environmental Health Manager	0.1 FTE
FOS Team Leader	0.5 FTE
Environmental Health Officers (Shared role including Food Safety Enforcement)	1.8 FTE
Health and Safety Technical Officer	0.6 FTE
<b>Total (including shared Food Safety Responsibilities)</b>	<b>3.0 FTE</b>

FTE = Full Time Equivalent officers – see Appendix 5

**Table 4: Actual FTE Resource Available for Food Enforcement for 2011/2012**

## OFFICER COMPETENCY PROFILE

The following authorisations have been issued to the FOS team officers in accordance with the section 18 Guidance Note 5.

<b>COMPETENCY</b>	<b>NO. OF OFFICERS</b>
General powers of entry etc. under Section 20 (HASWA)	8
Inspection of premises	8
Service of Improvement Notices	8
Service of Prohibition Notices	7
Seizure of articles and substances	7

(\* These figures are based on full staffing levels. Officers joining the FOS team in will be required to undergo induction/ training in order to meet the required level of authorisation)



## GLOSSARY

<b>ACOP</b>	-	Approved Code of Practice: a code which has been approved by the HSC, as provided under Section 16, HASWA.
<b>CIEH</b>	-	Chartered Institute of Environmental Health: the professional body that represents the interests of environmental health professionals.
<b>HASWA</b>	-	Health and Safety at Work etc. Act 1974 (the Act): the primary piece of health and safety legislation currently in existence in this country.
<b>HELA</b>	-	Health and Safety Executive/Local Authority Enforcement Liaison Committee: responsible for giving national advice, information and guidance to local authorities and the development of local authority enforcement policy.
<b>HSC</b>	-	Health and Safety Commission: the supervisory and advisory body established by HASWA and responsible for seeing that the purposes of the Act are fulfilled i.e. securing the health and safety of people at work.
<b>HSE</b>	-	Health and Safety Executive: the operational enforcement arm of the HSC responsible for enforcing health and safety in businesses such as factories, educational establishments etc.
<b>FTE</b>		Full Time Equivalent