

Cheltenham Borough Council
Cabinet – 14th July 2015
Health and Safety Service Plan 2015 - 2018

Accountable member	Councillor Andrew McKinlay, Cabinet Member for Development & Safety
Accountable officer	Sarah Clark, Public & Environmental Health Team Leader
Ward(s) affected	All
Key Decision	No
Executive summary	<p>The Health & Safety at Work etc Act 1974 requires the Council to produce a Health & Safety Service Plan.</p> <p>The Health & Safety Service Plan is the Council's expression of commitment to the delivery of an improving cost effective and efficient regulatory service.</p> <p>This service plan is currently an annual plan detailing how Cheltenham is going to undertake its statutory health & safety regulatory functions. It is an operational plan falling within the Public Protection service delivery under Mike Redman as Director of Environmental and Regulatory Services. It is proposed that this service plan becomes a three year plan, with an annual performance and workplan refresh to be communicated to Members and Senior Leadership Team via a Briefing Note each year.</p>
Recommendations	<p>I therefore recommend that Cabinet approve the attached service plan for 2015-18.</p> <p>I further recommend that Cabinet approve the move to a three-yearly service plan, with an annual performance briefing note to Members</p>

Financial implications	<p>. No direct financial implications arising from the report.</p> <p>Contact officer: Nina Philippidis nina.philippidis@cheltenham.gov.uk, 01242 264121</p>
Legal implications	<p>None.</p> <p>Contact officer: Fiona Samuda; fiona.samuda@tewkesbury.gov.uk, 01684 272062</p>

HR implications (including learning and organisational development)	<p>It is clearly imperative that appropriately trained and qualified staff are available to deliver the service plan. While the current multi-disciplinary staff member is unavailable it may be appropriate to identify either other internal resources if available, agencies who could supply temporary staff as a matter of urgency or local partners who may be able to help should the need arise.</p> <p>Contact officer: Richard Hall HR Business Partner Richard.hall@cheltenham.gov.uk, 01242 77 4972</p>
Key risks	<ul style="list-style-type: none"> • Please see risk register – appendix 1
Corporate and community plan Implications	<p>The Corporate Strategy contains three high level outcomes for 2015-16:</p> <ul style="list-style-type: none"> • Cheltenham's environmental quality and heritage is protected, maintained and enhanced • Sustain and grow Cheltenham's economic and cultural vitality • People live in strong, safe and healthy communities <p>The Health & Safety Service Plan supports these outcomes by working to achieve: safe workplaces that do not cause or contribute to ill health and accidents; a town with a strong safety record that is attractive to investors and employers; businesses and events and festivals that are safe for those who visit them and work in them - all of which contribute to a commercially sustainable town with safe and healthy work communities.</p> <p>The Health & Safety Service's outcomes include topic based interventions in risk areas such as legionella, large scale events, gas safety in commercial premises, the beauty sector, and asbestos management. The officers also undertake the council's animal licensing function.</p>
Environmental and climate change implications	<p>None</p>
Property/Asset Implications	<p>None</p> <p>Contact officer: David Roberts, David Roberts@cheltenham.gov.uk, 01242 264151</p>

1. Background

- 1.1 Section 18 of the Health and Safety at Work etc Act 1974 (HSWA) puts a duty on Local Authorities (LAs) to make adequate arrangements for enforcement.
- 1.2 The Section 18 Standard sets out the broader requirements for Enforcing Authorities (EAs) when complying with this duty.
- 1.3 Full compliance with this standard is mandatory for all EAs from 31 March 2011. This was achieved here in Cheltenham by the successful introduction of flexible warranting as part of a County wide project.
- 1.4 Service plans are seen to be an important part of the process to ensure national priorities and standards are addressed and delivered locally. Service plans also:
 - focus debate on key delivery issues;
 - provide an essential link with financial planning;
 - set objectives for the future, and identify major issues that cross service boundaries; and
 - provide a means of managing performance and making performance comparisons
 - Implement national statutory guidance such as the National Local Authority Enforcement Code and the highest risk activities/sectors for intervention by local authorities.
- 1.5 The plan follows a standard format provided by the Health & Safety Executive (HSE) and is required to be submitted to Members for approval

2. Reasons for recommendations

- 2.1 It is a statutory requirement for Local Authorities to make adequate arrangements for enforcement under the Health and Safety at Work Act 1974.
- 2.2 Planning improves performance of operational services.

3. Alternative options considered

- 3.1 No other alternatives are available as this plan relates to the delivery of a statutory function.

4. Consultation and feedback

- 4.1 County and regional initiatives and priorities are discussed with HSE and other LAs in the South West region. There is a Gloucestershire workplan for occupational health and safety as well as Cheltenham Borough Council specific plan.
- 4.2 A copy of the plan is made available on the Council website

5. Performance management –monitoring and review

- 5.1 Performance against the Health & Safety Service Plan takes place on a monthly basis with the production of an annual statutory data return.

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Appendices	1. Risk Assessment 2. Health & Safety Service Plan
Background information	1. Health & Safety Service Plan

Risk Assessment

Appendix 1

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If there is a lack of staff resource due to vacant post/s or staff illness or change in resource allocation (eg through REST project or shared services progression) then this could result in a failure to investigate fatalities/accidents/health and safety related incidents and deliver interventions	SC	19.06.15	4	2	8	A	Unable to redeploy dual-competency staff to cover short-term resource from the food safety service due to long-term illness of senior officer but could request temporary contract with agency staff (as they will be suitably qualified and competent) or use of resource from neighbouring district short term (mutual aid) Or request authorisation to recruit into vacant post if situation occurs e) re-prioritisation of work plan to focus on most risky activities occurs	In place	SC	
	If there is a lack of resource due to work related death or large scale emergency/ related	SC	19.06.15	3	3	9	R	Likely to be short-term if risk is realised so can reduce risk with mitigation: a) mutual	In place	SC	

	incident then this could result in a failure to deliver statutory function and protect employees and the public from risk of injury or illness								aid from neighbouring districts to cover high risk notifications or complaint investigation (arrangement through Glos H&S Liaison Group) b) notification to HSE of incident and possible impact on performance c) use of agency contract staff to backfill if necessary			
	If Idox Uni-Form cannot be trusted as a stable case management system then risk data relating to any business in Cheltenham cannot be accessed, complaint information cannot be retrieved and priority based interventions cannot be planned	SC	19.06.15	5	4	20	R	Reduce risk by: a) reporting all issues to ICT and user group rep b) have now produced paper versions of inspection forms and Legal Notices etc c) reliance on paper files	Determined by ICT	SC		
	Further change of direction in guidance from central Government or HSE eg priority planned inspections or poor performers	SC	19.06.15	2	2	4	A	Accept risk as must follow statutory guidance. National re-prioritisation of 'high risk' is followed at district level through Work Well Gloucestershire	In place	SC		

I don't see that this is a risk arising directly from this report