



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR ENVIRONMENT

TOPIC

THE FOOD STANDARDS AGENCY – FRAMEWORK AGREEMENT ON LOCAL AUTHORITY FOOD LAW ENFORCEMENT - FOOD SAFETY SERVICE PLAN 2008/09

THE HEALTH AND SAFETY COMMISSION. SECTION 18 GUIDANCE - HEALTH AND SAFETY SERVICE PLAN 2008/09

PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of the Principal Scrutiny Committee and all Members of the relevant Scrutiny Panel (individual Ward Members are consulted separately where appropriate). In addition, all Members are notified.

Five or more of these consulted Members can require that the matter be referred to Cabinet for determination.

If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Committee Administrator by 5.00pm on Monday 17 November 2008.

Contact Officers:

Case Officer:

Kevin Gosling Tel: 01962 848520 e-mail: kgosling@winchester.gov.uk

Committee Administrator:

Ellie Hogston Tel 01962 848155 e-mail ehogston@winchester.gov.uk

SUMMARY

The Food Standards Agency (FSA) and the Health and Safety Commission (HSC) are responsible for directing, monitoring and auditing local authority work in respect of law enforcement.

The Framework Agreement on Local Authority Food Law Enforcement and the Health and Safety Section 18 Guidance requires local authorities to produce annual Service Plans for Food Safety and Health & Safety.

It is a requirement that these Service Plans receive elected member agreement on their content.

PROPOSED DECISION

That the Service Plans for Food Safety and Health and Safety be approved as attached.

REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

Central Government agencies require Service Plans to be approved by Council. The Council's scheme of delegation allows such plans to be approved under the portfolio holder decision making process.

The Council's Food Safety and Health and Safety Services make a significant contribution to the Councils' strategic aim to promote a healthier, safer and more caring community.

Service Plans are seen as important part of the process to ensure national priorities and standards are addressed and delivered locally. They are designed to focus debate on key delivery issues, provide an essential link to financial planning, set objectives and provide a means of managing performance and making performance comparisons.

Both service plans have been drafted based on a template which has been used for the last few years and includes a review of last year's achievements in addition to objectives for the year.

With the new format of Business Plans to only include overall objectives to support corporate priorities, service plans will provide an essential framework for directing individual services such as food safety and health & safety priorities.

FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE

N/A

DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED

None.

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

None.

RESOURCE IMPLICATIONS

None

Approved by: (signature)

Date of Decision

Councillor F Pearson – Portfolio Holder for Environment

APPENDICES:

Appendix 1 – Food Safety Service Plan 2008/09

Appendix 2 – Health and Safety Service Plan 2008/09

ENVIRONMENT DIVISION

COMMERCIAL TEAM

FOOD SAFETY SERVICE PLAN

2008/09

AUTHOR: KEVIN GOSLING
DATE: APRIL 2008
DOCUMENT No: FS 1

1.0 Introduction

1.1 The Council is designated as a Food Authority under the Food Safety Act 1990 and as the Enforcing Authority under The Food Hygiene (England) Regulations 2006 as such has a statutory duty to enforce food safety legislation made under the Food Safety Act 1990 or the European Communities Act 1972. This document should be read in conjunction with the Food Safety Enforcement Policy

1.2 Staff working within the Commercial Team have delegated authority to enforce the legislation. Authorisation Matrix

1.3 This document examines the following:

- (a) the food safety objectives that express the Authority's responsibility as set out in legislation and associated Code of Practice;
- (b) the current work programmes within the unit;
- (c) the Authority's approach on food safety enforcement, sampling, provision of information to business, response to food safety incidents and infectious disease control.

2.0 Service Aims and Objectives

2.1 **Aim**

It is the Authority's aim to strive to ensure that food and drink on sale for human consumption, which is produced, stored, distributed, handled or consumed within the City Council's area is without risk to the health and safety of the consumer.

2.2 **Objectives**

- a) To ensure all premises due for inspection are inspected in accordance with the statutory Code of Practice.
- b) To ensure that the appropriate safe2eat rating is given to all food premises following an inspection.
- c) To ensure that the number of broadly compliant premises does not fall below %90.
- d) To take appropriate enforcement action according to the risk involved and in accordance to the Authority's Food Safety Enforcement Policy.
- e) To ensure all staff involved in food safety work are properly qualified and competent for the work including imported food control.
- f) To respond to all complaints regarding food safety within 3 working days and in the case of risks to health on the day of receipt.
- g) To respond to all Food Alerts for Action on the day of receipt and to respond to all Food Alerts for Information within 3 days of receipt.

- h) To maintain a food sampling programme.
- i) To respond to all cases of food borne infectious diseases on the day of receipt.
- j) To provide advice to business on food safety matters within 3 working days of any request.
- k) To provide training to food business operators and food handlers.
- l) To ensure that all imported food has been properly controlled in order to protect public health.

2.3 Links to other Council Objectives and Plans

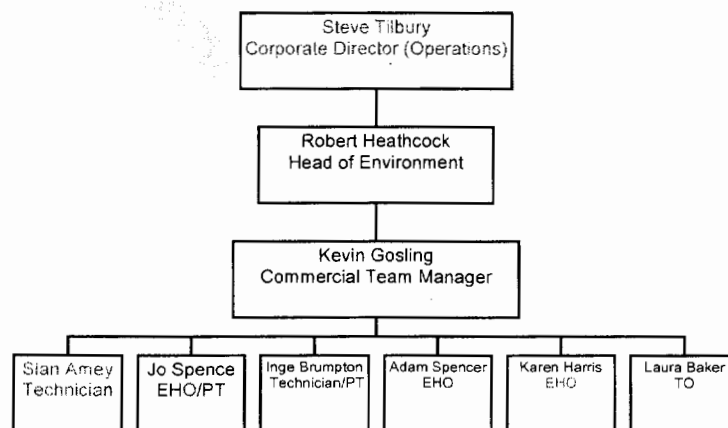
2.3.1 The Council’s Food Safety function makes a significant contribution to the City Council meeting its statutory responsibilities and ensures that it meets the Corporate Strategy on Safe and Strong Communities.

3.0 Background

3.1 Profile of Winchester City Council

Winchester City Council covers a large geographical area (240 square miles) with an estimated population of 110,000. There are approximately 1100 food premises mainly composed of restaurants, takeaways and retailers. There are no specific unusual demands on the food safety service except tourism whereby the population within the district can significantly increase due to visitors.

3.2 Service Profile



3.2.1 The Commercial Team Manger is responsible for the delivery of the Food Service Plan. Including the Team Manager there is a total of 3 full time Environmental Health Officers, 1 part time Environmental Health Officer and one Technical Officer and 1 ½ Technicians with responsibility for Food Safety. Several within the Team also assist in the health and safety function. The Authority has appointed Hampshire Scientific Services and the Health

Protection Agency (Southampton), as its Food Examiners when specialist advice is necessary.

3.3 Scope of the Service

- 3.3.1 The food safety service consists of food premises inspection, food inspection, food sampling, investigation of food complaints, the investigation of complaints relating to food safety or food premises, responding to food safety incidents, provision of training and the provision of advice to businesses and the public on food safety matters.
- 3.3.2 The Commercial Team is also responsible for health and safety enforcement, infectious disease control and health promotion activities in relation to the Health Improvement Programme (HIMP).
- 3.3.3 In order to maximise the use of limited staff resources and to ensure a more coherent service to business, the same officer will deal with all food safety and health & safety relating to any single premises. Where appropriate, inspections in relation to these activities will be combined.

3.4 Demands on the Service

- 3.4.1 The premises profile for Winchester is as follows:

TYPE OF PREMISES	NUMBERS
Producers	2
Manufacturers	26
Packers	9
Importers	0
Distributor	22
Retailers	307
Restaurants	750
Materials and Articles	0
Total	1116

In addition: -

- 2 premises require an occasional export certificate;
- 3 premises have dairy approval;
- 2 premises have meat product approval
- 1 premises has fish product approval

- 3.4.2 The service is delivered during normal working hours, (0830 to 1700 hours) by officers based at the City Offices (Abbey Mill). An emergency contact number is available to the Food Standards Agency and the Health Protection Agency outside these hours via the Authority's out of hour's telephone number. Due to the nature of the operation of food premises flexible working arrangements are in place for officers to visit premises outside the normal working hours.

3.5 Enforcement Policy

- 3.5.1 The Authority has signed up to the Central and Local Government Enforcement Concordat and has a documented enforcement policy that meets both these requirements and is in accordance with both statutory codes of practice and LACORS (Local Authority Coordinators on Regulatory Services) guidance. This document has also been written with consideration to the Department for Business Enterprise and Regulatory Reform – Regulators Compliance Code.
- 3.5.2 All food safety enforcement decisions shall be made following consideration of the Food Safety Enforcement Policy. Any departure from the Policy will be documented.
- 3.5.3 A copy of the Enforcement Policy and/or a summary leaflet explaining the key elements is available on request. In addition, where formal action is being considered, a copy of the summary leaflet will be provided to the business concerned including information concerning rights of appeal.
- 3.5.4 All food law enforcement will be carried out in accordance with the relevant Food Safety Act Code of Practice and other Official Guidance produced by the Food Standards Agency and LACORS.

4.0 Service Delivery

4.1 Food Premises Inspections

- 4.1.1 The enforcement of food safety legislation is governed by a statutory Code of Practice. This specifies procedures and forms to be used by staff when enforcing the legislation. In particular it specifies a risk assessment scheme to be used to assess the risk associated with each food business and its priority for inspection.
- 4.1.2 The use of the risk assessment scheme ensures that the highest priority is given to food manufacturers, caterers where conditions are below standard and premises that cater for vulnerable groups (e.g. hospital and residential care homes). The scheme allows for alternative strategies to be used rather than carrying out inspections for very low risk premises, Cat E premises.
- 4.1.3 During 2007 the Hampshire wide project on "scores on the doors" known as 'safe2eat' was introduced. Following an inspection the business will be rated into one of 3 categories excellent, satisfactory and unsatisfactory. The scheme was launched using historical inspection data which was used to categorise each business. The emphasis will be to ensure that there is a minimal amount of premises in the unsatisfactory banding and every effort will be made to ensure that these premises are complying with the law. This is likely to result in enforcement action being taken. Please refer to the Operational Procedures for further details on the scheme. Unsatisfactory

premises will be reassessed after 3 months and may remain the same or move to the satisfactory rating, however additional revisits will be undertaken to ensure standards are being maintained.

- 4.1.4 New national performance indicators have been created and for food safety NI184 is relevant. This indicator requires local authorities to provide the percentage of premises that are broadly compliant. Broadly compliant means that the compliance score applied to premises following an inspection does not exceed 10 in any of the compliance scores. The City Council will endeavour to maintain a PI of 90% for 08/09.
- 4.1.5 Inspection priorities will be given to new businesses and those businesses that are broadly non-compliant as per NI184 and are unsatisfactory or borderline satisfactory/unsatisfactory in the safe2eat scheme as these will be deemed to be the least compliant premises and pose a greater risk to the public.
- 4.1.6 The current profile of premises by risk in Winchester is as follows;

Risk Category	Number of Premises	Inspection Period	Number of Inspection/intervention Due for 2008/2009
A	2	6 months	4
B	35	12 months	35
C	424	18 months	250*
D	174	2 years	54*
E	407	AS**	241
Total	1043		
New premises awaiting a visit or communication			
Total due 2008/09			676

* Priority will be given to those premises that are broadly non-compliant as per NI184, that are unsatisfactory or borderline unsatisfactory in the safe2eat scheme

**AS = Alternative strategies Premises contacted via letter with 10% verified by inspection.

In addition: -

- An estimated 70 premises per year require re-visiting to check on compliance following adverse inspection reports.
- Initiatives will be undertaken to visit premises during their normal trading hours to access key criteria i.e. cleanliness,

- 4.1.7 The national and local priorities for inspection are:-
- To ensure premises that require approval comply with the requirements of EC/853/2004
 - To ensure that all imported food complies with food safety legislative requirements.
 - To ensure that all food produced in the area has done so in line with food safety legislation
 - To ensure compliance with Article 5 of EC/852/2004 requirement for a food safety management system based upon the principles of HACCP.
- 4.1.8 The authority maintains a Register of all food businesses within the City in accordance with relevant legislation, Code of Practice and centrally issued guidance.
- 4.1.9 Certain staff within the team have or will receive appropriate training to ensure knowledge of food specific legislation (i.e. dairies and dairy products).
- 4.1.10 Food businesses can expect to receive an inspection at anytime that they are trading and not just during office hours.
- 4.1.11 Food businesses that are in the ownership and managed by the City Council will receive an inspection. The outcomes of that inspection will be reported to the Chief Executive and relevant Director of service.
- 4.1.12 Currently it is estimated that the resources necessary for the provision of this service equate to 2.2 FTEs of staff.

4.2 Food Complaints

- 4.2.1 During the course of the year the Authority receives approximately 40 complaints concerning unfit food or food failing to comply with food safety requirements. In addition a further 40 service requests relating to hygiene at premises or other issues relating to food safety are received. Food complaints represent a small proportion of the work as many requests go unreported, or are reported straight to the retailer or manufacturer.
- 4.2.2 Investigations into food complaints are given a high priority since these can give an indication of where the food supply chain has broken down. Such breakdowns may be one-offs or can indicate a problem, which if left unattended could have serious consequences. Food complaints will normally be responded to within 3 working days or on the day of receipt in case of potential risks to health.
- 4.2.3 Where companies involved are unable to provide a satisfactory defence that they take all reasonable precautions and exercise all due diligence to prevent such a complaint, legal proceedings may be instituted. The decision to prosecute would be taken at the recommendation of the officer concerned in consultation with the Commercial Team Leader and the City Secretary's Department in accordance with the Food Safety Enforcement Policy.

4.2.4 Currently it is estimated that the resources necessary for the provision of this service equate to 0.3 FTEs of staff.

4.3 Home Authority Principle

4.3.1 The Home Authority Principle is supported by the City Council and will undertake its enforcement work in this area in accordance with the guidance issued by the FSA and LACORS. In particular the Council will:

- Provide advice to businesses on legal compliance where they act as home and/or originating authority.
- Will have regard to any information or advice it has received from any liaison with home and/or originating authorities.
- The Authority, having initiated liaison with any home and/or originating authority, shall notify that authority of the outcome.

4.3.2 Definitions:

Home Authority: the Authority where the relevant decision making base of the enterprise is located.

Originating Authority: an authority in whose area a decentralised enterprise produces goods or services.

4.3.3 Resources

Currently, the City Council does not act as Home Authority for any local businesses. However, it has a voluntary liaison arrangement with Hampshire County Council whereby the Authority will co-ordinate arrangements with Social Services and the Education Authority on behalf of all the District Councils in Hampshire. It is the Originating Authority for 25 businesses but they are comparatively small in nature. Therefore no significant resources are committed to this area of activity.

4.4 Advice to Business

4.4.1 Whilst the Authority will utilise its powers to enforce the food legislation, it realises that where food businesses break the law it is often due to ignorance rather than intent. As a consequence, it is the Authority's policy to provide advice to business in a number of different ways including:

- Advisory visits on demand,
- Visits and advice prior to the setting up of a food business,
- The provision of informal advice on best practice during inspections,
- Provision of free advisory leaflets and information where appropriate,

- The provision of advice further to Planning or Building Control applications,
- The provision of food hygiene training courses.

4.4.2 The FSA will expect LAs to advise businesses on the requirements of the new food safety legislation.

4.4.3 Currently it is estimated that the resources necessary for the provision of this service equate to 0.2 full - time equivalent members of staff but this may increase once the new legislation and guidance comes into effect.

4.5 Food Sampling

4.5.1 The Authority believes that a pro-active point of sale food sampling programme can provide useful information about the microbiological fitness of food for sale within the District.

4.5.2 The Authority therefore actively participates in the Portsmouth and South East Hampshire sampling group which has a co-ordinated food-sampling programme based on Food Standards Agency, LACORS and agreed local priorities.

4.5.3 The sampling plan for the year is produced in March each year and consists of approximately 250 samples. All samples are taken in accordance with procedures designed to ensure continuity of evidence and the prevention of deterioration or damage to samples whilst under the Authority's control.

4.5.4 Arrangements have been made with the Wessex Public Health Laboratory Service at Southampton to carry out the microbiological examination of samples.

4.5.5 In addition approximately 5 complaint samples per year are sent to Hampshire Scientific Services at Portsmouth for detailed analysis.

4.5.6 Currently, it is estimated that the resources necessary for the provision of this service equate to 0.2 FTEs of staff.

4.5.7 Sampling programme for 2008/09

The sampling programme is attached at annex A

4.6 Control and Investigation of Outbreaks of Food Related Infectious Disease

4.6.1 The measures to be taken to control the spread of infectious diseases are contained in various Acts of Parliament and their associated Regulations. This legislation includes the control of food poisoning and food and water-borne diseases. Although the number of cases reported locally is comparatively low, it is widely acknowledged that the vast majority of cases go unreported. Moreover, a single case may lead to the discovery of an outbreak and could lead to a further outbreak if the person concerned is a food handler.

4.6.2 Salmonella cases have been decreasing nationally in recent years however there has been concern over a recent increase due to the import of Spanish

eggs. The FSA have been targeting campaigns to raise awareness to ensure that eggs are properly cooked. Campylobacter species still remains the number one cause of gastro-enteritis from consumption of food. Emerging pathogens resulting in life threatening conditions such as E.coli 0157 and Listeria species are on the increase.

- 4.6.3 There is a need for new initiatives in the prevention of these illnesses. The rigorous enforcement of legislation and the provision of food hygiene training to food handlers should have an impact, but the authority realises that many cases occur in the home. The Authority will therefore continue to promote food hygiene message through its own newspaper publication, the provision of food safety information points in local supermarkets and by running high profile campaigns at appropriate times such as Christmas.
- 4.6.4 The investigation of food poisoning cases is therefore given a high priority and in an outbreak situation can necessitate utilising qualified staff from the Environmental Protection Team in addition to those in the Commercial Team. In such case priority will be given to containment and prevention of spread over routine work where necessary.
- 4.6.5 All investigations will follow the procedures laid out in the Health Protection Agency's Outbreak Control Plan.
- 4.6.6 The Authority supports the Southampton and Winchester Infectious Disease Liaison Group which exists to promote best practice and consistency of approach in this area of work between the neighbouring local authorities.
- 4.6.7 Currently there are approximately 300 cases of food poisoning notified every year.
- 4.6.8 The resources allocated to this area of work are approximately 0.2 full - time equivalent members of staff.

4.7 Food Safety Incidents

- 4.7.1 From time to time the Food Standards Agency issue Food Alerts formally known as hazard warnings related to the consumption of various foods. Such warnings vary in significance between Food Alert For Action (FAFA) and Food Alert For Information (FAFI) and are received through the EHC net system.
- 4.7.2 Arrangements are in place to liaise with the HCC Trading Standards Department for deciding on appropriate action following receipt of a FAFA.
- 4.7.3 The Authority has standing arrangements for dealing with food alerts that ensure the most senior food safety officer available is informed immediately on receipt. These arrangements are in accordance with the relevant Food Safety Act Code of Practice.
- 4.7.4 Where an incident occurs out of normal working hours the Food Standards Agency is aware of the Environmental Health Emergency Telephone Number and may use this to alert the Authority.
- 4.7.5 Where a response is necessary this has absolute priority. This may necessitate contacting, or in some cases visiting premises where the relevant food is likely to be on sale.

- 4.7.6 Where the Authority becomes aware of a serious localised incident or a wider food safety problem, it has arrangements to notify the Food Standards Agency in accordance with the appropriate Food Safety Act Code of Practice.
- 4.7.7 Food alerts appear to be on the increase with approximately 80 received per year. The resources allocated to this area of work are approximately 0.1 FTEs members of staff.

4.8 Liaison with Other Organisations

- 4.8.1 The Authority fully supports the work of Hampshire and Isle of Wight Food Liaison Committee. This body, which has representatives from all Hampshire and Isle of Wight Food Authorities, Hampshire Scientific Services and the Wessex Public Health Laboratory Service. Amongst its objectives, it aims to ensure that any enforcement action taken is consistent with other neighbouring local authorities.
- 4.8.2 There are internal arrangements to ensure that appropriate Planning and Building Control applications are reviewed for their compliance with Food Safety and other legislation.
- 4.8.3 There are also good liaison arrangements in place with neighbouring authorities, the health services and other agencies.
- 4.8.4 The resources allocated to this area of work are approximately 0.1 full - time equivalent members of staff.

4.9 Food Safety Training, Education and Promotion Activities

- 4.9.1 The Authority education and promotion activities can have a direct impact on food safety standards. It is therefore committed to providing advice and information both to business and the public through a number of initiatives including:
- **Food Safety information leaflets** – these are located in public information points including local supermarkets, libraries and doctors surgeries and are used to promote food safety to the public.
 - **Other Publications** – information and articles for the public will be published in the Council's magazine "Insight" and other publications. A bi-annual newsletter has been developed for commercial premises.
- 4.9.2 The Service offers training for food handlers and currently operates 6 chargeable courses per year.
- 4.9.3 This work is largely dependent on the resources available at the time but it is currently estimated that the resources allocated to this area of work are approximately 0.2 full - time equivalent members of staff.

5 Resources

5.1 Financial Allocation

- 5.2 The total financial resources allocated to the Food Safety Service are as follows

Cost Centre	2006/07 Actual	2007/08 Budget	2008/09 Budget
Food Safety	256,560	264,350	264,120
Infectious Diseases	11,480	11,890	11,730
Food Hygiene Courses **	30,400	35,000	17,580

** element of health education budget allocated to food hygiene courses.

5.3 Staffing Allocation

5.3.1 The resources allocated to food safety are approximately 3.7 FTEs members of staff. The breakdown of staff allocated for each element of the service as is as follows: The priorities can be seen at Annex B

ACTIVITY	STAFF (FTEs)
Inspections	2.2
Complaints and Service Requests	0.3
Advice	0.3
Food Sampling	0.2
Infectious Diseases	0.2
Food Safety Incidents	0.1
Liaison	0.1
Training/education/promotion	0.3
Total	3.7

5.3.2 All staff involved in food safety work are fully competent to inspect all risk categories of premises as required by the Code of Practice. The Team Manager and 3 EHOs, are authorised to serve Hygiene Improvement Notices and the Team Manager, 3 EHOs for Hygiene Emergency Prohibition Notices and Remedial Action Notices.

5.4 Staff Development Plan

5.4.1 The Authority's policy is to ensure that all officers involved in food safety work receive a minimum of 10 hours continuing professional development training annually as required by the Code of Practice.

5.4.2 This training may be provided through attendance at externally organised courses and seminars or through in-house training activities.

5.4.3 All training received will be documented as part of the Department's assessment on competency.

6 Quality Assessment

6.1 **Monitoring Arrangements**

6.1.1 The Authority has in place quality assurance procedures designed to ensure that its food safety service is provided in a way that is consistent with the Food Standards Agency Standard, Statutory Code of Practice and nationally issued guidance.

6.1.2 The Hampshire and Isle of Wight Food Advisory Committee have an advanced system of Inter-Authority Auditing that is carried out on a 5-year cycle. The Authority is committed to this initiative and accepts that there is much that can be learned from the process.

6.1.3 The Council's staff development procedures are documented.

6.1.4 In addition the Authority operates a system of peer review where officers carry out joint inspections to ensure a consistent interpretation of legislation, codes of practice and national guidance.

6.1.5 The City Council has gained the Investors in People award.

6.2 **Benchmarking**

The Authority is committed to supporting the Hampshire and Isle of Wight Environmental Health Performance Improvement Group. The aim of this group is to provide a simple and effective means of comparing services provided by different authorities.

7 Review

7.1 **Review Against the Service Plan**

The Authority annually reviews its performance against the service plan throughout the year. A report is presented annually to the relevant performance scrutiny committee for consideration by elected Members.

7.2 **Identification of Variances from the Plan**

The ongoing review identifies variances from the service plan and where appropriate reasons for those variances. These variances are reported on a regular basis to the Council's Principal Scrutiny Committee. Where additional work carried out in other areas of the enforcement mix have achieved the same objective these are identified.

7.3 **Identification of Improvements**

Any areas of improvement identified as a result of the review will be included in the service and performance plans for the following year. The service will also be reviewed as part of the Best Value Review Programme.



Winchester City Council Sampling Plan for 2008/09

		2008												2009		
		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Speciality Meats																
Egg Mix and Environmental swabs	Egg Mix															
	Environmental Swabs															
Shelled Nuts	1 x Water from sink tap															
	1 x Water from container															
Mobile Water (16 Samples ~ 4 vans)	1 x Cloth (Optional)															
	1 x Swab															
Prepared Salads	Plain non acidic salad															
	1 x Swab															
Nurseries Cloths and Environmental swabs	1 x Clean Cloth															
	1 x Cloth in use															
	Borderline Excellent															
Snap Tests 100 Premises x 5 Swabs	Borderline Satisfactory															
	Borderline Unsatisfactory															
	Borderline Unsatisfactory															

Priorities 2008/09

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much resource fte?	Who's Accountable?
Leg Req	carry out primary inspections of premises for food safety in line with the inspection rating scheme in the Food Law COP issued under Reg 24 Food Hygiene (England) Regs	08/09	Number of high risk inspections done against those that were due. % of premises broadly compliant	2.2 fte	Kevin Gosling
Leg req	deal with request for service, which includes complaints about food and premises, requests for advice? Where these are urgent they will be dealt with within 24 hours, non urgent requests will be dealt with within 3 days.	08/09	Number of rfs and response times.	0.5 fte	Kevin Gosling
Leg Req	deal with food safety alert issued by the FSA. FAFA to be dealt with within 24 hours and FAFI within 3 days	08/09	Number of alerts and number requiring actions	0.1fte	Kevin Gosling
Leg req	carry out sampling of food products as part of a well balanced enforcement approach.	08/09	Number of samples taken. No of samples requiring further action	0.2fte	Kevin Gosling
Leg req	Investigate individual cases and outbreaks of food borne illness that have been notified to the authority by the CCDC and to investigate suspected cases notified by other means	08/09	Number of individual cases officially notified. Number of outbreaks associated with premises within the district	0.2fte	Kevin Gosling
Consistency	Liaise with both internal and external organisations to ensure that the approach to enforcement is consistent	08/09		0.1fte	Kevin Gosling
Good Practice	Education and training To provide six training course Implement the safe2eat scheme	08/09	No of persons trained No of passes/failures % of businesses that are unsatisfactory	0.2fte	Kevin Gosling/Averil Wedeman
Total				3.7fte	

Outcomes 2007/08

Why are we doing this?	What we did?	When will we do it?	How will we measure our success?	How much resource fte?	Who's Accountable?	Results
Leg Req	carry out primary inspections of premises for food safety in line with the inspection rating scheme in the Food Law COP issued under Reg 24 Food Hygiene (England) Regs	07/08	Number of high risk inspections done against those that were due	2.0 fte	Kevin Gosling	97% achieved 10 premises not inspected
Leg req	deal with request for service, which includes complaints about food and premises, requests for advice? Where these are urgent they will be dealt with within 24 hours, non urgent requests will be dealt with within 3 days.	07/08	Number of rfs and response times.	0.5 fte	Kevin Gosling	60 RFS made
Leg Req	deal with food safety alert issued by the FSA. FAFA to be dealt with within 24 hours and FAFI within 3 days	07/08	Number of alerts and number requiring actions	0.1fte	Kevin Gosling	48 For Information 1 For Action
Leg req	carry out sampling of food products as part of a well balanced enforcement approach.	07/08	Number of samples taken. No of samples requiring further action	0.2fte	Kevin Gosling	109 samples
Leg req	Investigate individual cases and outbreaks of food borne illness that have been notified to the authority by the CCDC and to investigate suspected cases notified by other means	07/08	Number of individual cases officially notified. Number of outbreaks associated with premises within the district	0.45fte	Kevin Gosling	230 cases no proven outbreaks linked to premises
Consistency	Liaise with both internal and external organisations to ensure that the approach to enforcement is consistent	07/08		0.1fte	Kevin Gosling	
Good Practice	Education and training To provide six training courses Implement the safe2eat scheme	07/08	No of persons trained No of passes/failures % of businesses that are Unsatisfactory	0.45fte	Kevin Gosling/Averil Wedeman	105 Persons Trained 105 Passed 1% premises Unsatisfactory
Total				3.8fte		



ENVIRONMENT DIVISION

COMMERCIAL TEAM

HEALTH AND SAFETY

SERVICE PLAN

2008/09

AUTHOR: KEVIN GOSLING
DATE: April 2008
DOCUMENT No: HS 01

1.0 Introduction

- 1.1 The Council is responsible for enforcing the Health and Safety at Work etc Act 1974 in premises as defined in the Health and Safety (Enforcing Authority) Regulations 1998.
- 1.2 Environmental Health Service staff working within the Commercial Team and other key Department staff have the delegated authority to enforce the legislation.
- 1.3 This document examines the following:
 - (a) the health and safety objectives that express the Authority's responsibility as set out in legislation and associated Health and Safety Commission's Guidance documents.;
 - (b) the current work programmes within the unit;
 - (c) the Authority's policy on health and safety enforcement, intervention strategies, accident investigation, provision of information to business, response to complaints and training initiatives.

2.0 Service Aims and Objectives (Summary at Annex 1)

2.1 Aim

The aim of the Service is to protect the health, safety and welfare of people who may be exposed to risks from work activities within the City Council's area, including employees and members of the public, by continuing to secure improvements to the working environment and by promoting the health of the population.

2.2 Objectives

- 2.2.1 Priority is being given to interventions that form part of the national strategy to reduce accidents, ill health and sickness absence through participation in major campaigns. These campaigns are combined education and inspection initiatives – with significant resources applied to developing support materials, advertising campaigns and events.

To select premises where we can have the most impact, we will ensure that the highest risk premises are identified for our interventions. These will be identified through the current priority planning process, through national targeting work undertaken by HSE

and through the effective use of local knowledge about employment, poor performers and rogue employers.

Programmed high-risk inspections will form the basis of up to 40% of inspection effort – with the FIT 3 suite of ongoing interventions used to assist appropriate topic selection. Programmed high risk inspections will include premises rated A, B1 and B2 due for inspection in accordance with the risk rating set out in national guidance. FIT 3 is a national initiative which produces a portfolio of interventions based around project work which enables the Local Authorities and Health and Safety Executive (HSE) to collectively deliver required targets.

Where greater reductions in accidents, ill health and sickness absence is achieved by working in partnership with other regulators we will ensure effective participation e.g. through the Lead Authority Partnership Scheme (LAPS), Large Organisation Pilot Projects (LOPP), supply chain initiatives or county and regional based approaches.

To use alternative inspection strategies, to continue to use campaigns from the HSE's Fit 3 programme, to contribute to the National Targets to reduce the number of accidents and days lost through work related ill health. These campaigns are evidence based to ensure that there is the greatest scope for incidence reduction and is based on input from HSE and LAs and their effectiveness will be evaluated nationally by HSE. We will also look locally at accident and injury rates to ensure that the campaigns also address local priorities.

We will continue to liaise with organisers of outdoor events to ensure that they minimise the risks to event goers

Current Section 18 requirements and inspection requirements are under review to make sure Local Authorities can begin to work in a more flexible manner to contribute to this. The Commercial Team Manager in conjunction with other local LA colleagues has been working with the LAU to ensure that changes to the Section 18 Guidance are clear and effective.

2.2.2 The Commercial Teams Approach to Implementing the Ongoing Strategies

To work in partnership with all regulating authorities both locally and nationally to ensure that the most appropriate intervention is used at appropriately targeted businesses e.g. through Lead Authority Partnership Scheme (LAPS), Large Organisations Partnership Pilot (LOPP), supply chain initiatives and county based approaches through the Hampshire and Isle Of Wight Environmental Health Managers Health and Safety Advisory Committee. The programme

and terminology - “Fit for Work, Fit for Life and Fit for Tomorrow” (‘Fit 3’). ‘Fit 3’ is considered to be a strategic delivery programme clearly and directly focused on achieving the HSC/E’s PSA targets. Within ‘Fit 3’ all interventions are focused under 3 themes: Injury reduction, Days lost reduction and Ill health reduction. Along side this is the “LAs and HSE Working Together” strategic programme which ensures that the two regulating bodies discuss how this will be implemented. As part of this the following document has been produced to assist the process ‘Portfolio of Intended Projects For Local Authority Involvement’. FIT 3 LA Roadmap

Priority will be given to interventions that form part of the national strategy to reduce accidents, ill health and sickness absence through participation in major campaigns. These campaigns are combined education and inspection initiatives, with significant resources applied to developing support materials, advertising campaigns and events.

To select premises where we can have the most impact we will ensure that the highest risk premises are identified for our interventions. These will be identified by using the EH database, through national targeting work undertaken by HSE and through the effective use of local knowledge about employment, poor performers and rogue employers. We believe this will make a greater difference to accident and ill health reduction. This type of strategy is used by our partners in the HSE and is considered to be a more effective way of using limited resources to achieve a greater impact. It will also enable us to work in partnership with our colleagues in HSE, take advantage of the benefits of their high profile national campaigns, and ensure we are approaching situations in the same way so that we can work together on cross cutting issues and joint enforcement initiatives. The constraints of this new way of working is the ability to set numerical targets that we are all used to seeing and producing, however it is now acknowledged that the causal link between numbers of inspections completed is such that this is no longer the best way to demonstrate the effectiveness of the health and safety work undertaken by the team. When as a small local authority you are aiming to contribute towards a national reduction in work related ill health and accidents, it can be difficult to show a causal link to positive trends and contributions towards national goals. Therefore the national target of reducing ill health and injuries will be applied locally.

Programmed high-risk inspections will form the basis of much of inspection effort - with the FIT 3 suite of ongoing interventions used to assist appropriate topic selection. Programmed high risk inspections will include premises rated A, B1 and B2 due for inspection in accordance with the risk rating set out in national guidance 67/1 (rev 3). LAC 67 -1 rev 3.

To measure the performance of our regulatory service by concentrating on the following:

- Number of interventions undertaken;
- Time spent in contact with businesses;
- Delivery of our local share of the county, regional, and national plan;
- Indicators of outcomes from major campaigns that the City Council has participated in;
- Number of workplace accidents and those requiring investigations;
- Number of request for service received and actioned within 3 days;

To use alternative inspection strategies, and in particular during 2008-9 campaigns from the HSE's 'Fit 3' programme, to contribute to the National Targets to reduce the number of accidents and days lost through work related ill health.

- Injury Reduction- 3% reduction in the incidence rate of work-related fatal and major injuries
- Ill health Reduction- 6% reduction in the incidence rate of cases of work-related ill health
- Days Lost- 9% reduction in the incidence rate of days lost due to work-related injuries and ill health.

These campaigns are evidence based to ensure that there is the greatest scope for incidence reduction and is based on input from HSE and LAs and their effectiveness will be evaluated nationally by HSE. We will also look locally at accident and injury rates to ensure that the campaigns also address local priorities.

To take appropriate enforcement action according to the risk involved and in accordance to the Council's Health and Safety Enforcement Policy.

To ensure that all staff involved in health and safety work are properly qualified and competent for the work.

This service plan will outline the premises we aim to visit over the year, and the specific topics that will be covered. It will also indicate where partnership working can be undertaken.

2.2.3 The Hampton Review

Since the review in 2005 the Department for Business Enterprise and Regulatory Reform has been created. A Regulators Compliance Code has been published and the City Council will ensure that it is compliant with the requirements of the Code. The Regulatory

Enforcement and Sanctions Bill is in progress through the Lords and when published will inform local authorities how they may take enforcement action.

2.3 Links to other Council Objectives and Plans

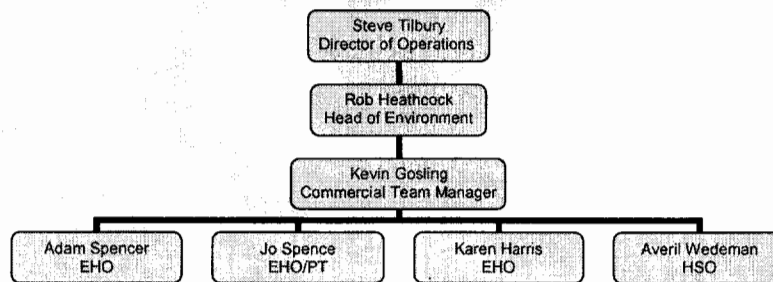
The Council’s Health and Safety Service makes a significant contribution to the City Council meeting its statutory responsibilities and links to several key themes in the existing corporate strategy.

3.0 Background

3.1 Profile of Winchester City Council

Winchester City Council covers a large geographical area (240 square miles) with an estimated population of 110,000. There are approximately 2000 premises mainly composed of retailers, offices and warehousing. There are no specific unusual demands on the health and safety service except tourism whereby the population within the district can significantly increase due to visitors.

3.2 Organisational Structure



3.2.1 The Commercial Team Manager is responsible for the delivery of the Health and Safety Service Plan. Including the Team Manager there are a total of 3 EHOs (FT) 1 EHO (PT) and 1 HSO appointed as inspectors for Health and Safety. The Scientific Officer and 1 EHO (Licensing) are also appointed to enforce health and safety but are managed elsewhere in the Division. All these officers are also engaged in other areas of work within the Team.

3.3 Scope of the Service

3.3.1 The health and safety service consists of planned premises inspection, planned special interventions, surveys or enforcement initiatives, workplace accident investigation, workplace complaint

investigation, large outdoor events and the provision of advice to businesses and the public on health safety matters.

3.3.2 The Commercial Team are also responsible for food safety enforcement, infectious disease control and health promotion activities in relation to the Health Improvement Programme (HIMP).

3.3.3 In order to maximise the use of limited staff resources and to ensure a more coherent service to business, where possible the same officer will deal with all food safety and health & safety relating to any single premises. Where appropriate, inspections in relation to these activities will be combined.

3.4 Demands on the Service

3.4.1 The premises profile for Winchester is as follows:

TYPE OF PREMISES	Numbers 06/07	Numbers 07/08	Number 08/09
Retail Shops	690	577	567
Wholesalers/warehouses	74	65	66
Offices	476	468	467
Catering/Bars	321	342	337
Hotels/Camps	17	17	16
Residential	43	36	33
Leisure/Cultural Services	203	216	213
Consumer Services	171	183	186
Other Premises	28	30	30
Total	2023	1934	1915

3.4.2 The service is delivered during normal working hours, (0830 to 1700 hours) by officers based at the City Offices (Abbey Mill). An emergency service is available outside these hours and can be contacted through the Authority's out of hours telephone number. However due to the nature of the operation of some premises flexible working arrangements are in place for officers to visit premises outside the normal working hours.

3.5 Enforcement Policy

3.5.1 The Authority has signed up to the Central and Local Government Enforcement Concordat and has taken into account the requirements of the Regulators' Compliance Code issued by the Department for Business Enterprise and Regulatory Reform and the enforcement policy meets both these requirements.

3.5.2 All enforcement decisions shall be made following consideration of the Enforcement Policy. Any departure from the Policy will be documented.

3.5.3 A copy of the Enforcement Policy and/or a summary leaflet explaining the key elements is available on request. In addition, where formal action is being considered, a copy of the summary leaflet will be provided to the business concerned including information concerning rights of appeal.

3.5.4 All law enforcement will be carried out in accordance with the relevant Codes of Practice and other Official Guidance produced by central government departments.

4.0 Service Delivery

4.1 Premises Inspection Programme

4.1.1 The enforcement of the Health and Safety at Work etc Act 1974 and its associated Regulations are governed by a series of statutory Codes of Practice and guidance. These specify procedures and forms to be used by staff when enforcing the legislation. In particular, Section 18 guidance specifies that LAs must have a planned inspection programme using a risk-based priority planning system and that they consider the HELA Strategic Plan.

4.1.2 The use of the risk-based assessment scheme ensures that the highest priority is given to premises that pose the greatest risk to health and safety. The Strategic Plan requires LA's to focus on particular risk/hazards. The frequency of inspection is in accordance with HELA document Local Authority Circular 67/1 (rev 3).

- 4.1.3 Programmed high risk inspections will include premises rated A, B1 and B2 due for inspection in accordance with the risk rating set out in national guidance 67/1 (rev 3).
- 4.1.4 Premises that fall into the medium risk grouping (B3 and B4) may not receive an inspection but will be subject to other intervention strategies appropriate to the FIT 3 programme.
- 4.1.5 Premises that are categorised as low risk, Cat C, are unlikely to receive an inspection. A Self-Assessment Strategy has been in place now for a number of years and is used upon request.
- 4.1.6 Planned special interventions, surveys or enforcement interventions will make up the largest part of any enforcement activity for premises inspection. Premises will be visited in support of initiatives within the Fit 3 strategy. Premises will be selected where the hazard is known or expected to be present. Additionally Partnership Projects and joint working with the HSE or between groups of neighbouring authorities may be implemented. See Annex 2 for the approved work programme as recommended by the Hampshire and Isle of Wight Health and Safety Advisory Group.
- 4.1.7 It is not possible or appropriate to investigate all incidents and a systematic approach will be adopted to ensure that the more serious incidents are investigated. LAC 22/13 INCIDENT INVESTIGATION SELECTION PROCEDURES gives more detailed advice on the selection and management of accident investigations. In summary, priority should be given to the investigation of accidents or incidents which demonstrate the following features: fatalities, serious injuries or cases of ill health or dangerous occurrences, potentially serious events; public concern investigations in support of initiatives within the HELA Strategy; incidents giving rise to a complaint; incidents where there appears to be a serious breach of the law; incidents which recur in a particular trade or premises; incidents involving young persons, children, or other vulnerable groups; incidents which indicate a general management failure; incidents involving a new process, technique, or item of plant, incidents that are within the Fit3 programme.
- 4.1.8 The current profile of premises by risk in Winchester is as follows;

Risk Category	Number of Premises	Inspection Period	Number of Inspections Due for 2007/2008	Number of Inspections Due for 2008/2009
A	7	1year	5	7
B1	47	2 years	13	18

B2	62	2 years	21	16
B3	172	AS*		
B4	232	AS*		
C	1414	AS*		
Planned intervention inspections			100	100
Total	1934		139	141

*AS = Alternative strategies

4.1.9 The national and local priorities for inspection are:-

- To ensure compliance with health and safety legislation.
- To implement the following priorities as stated in the HSC's and HELA Strategic Plan and Fit 3 strategy. This maybe in partnership with the HSE or neighbouring authorities.
 - Slips and trips
 - Falls from heights
 - Workplace transport
 - Musculoskeletal disorders
 - Stress
 - Occupational Asthma
 - Contact Dermatitis
 - Asbestos Duty to Manage

As part of a local intervention the following items will be considered:

- To review electrical safety and noise safety levels within licensed premises

4.1.10 All authorised staff will receive appropriate training to ensure that they are adequately trained and competent to enforce health and safety legislation.

4.1.11 Priority will be given to inspecting high-risk premises.

4.1.12 Currently the estimated resources allocated to this work equate to 1.66 full -time equivalent.

4.2 Request for Service

- 4.2.1 During the course of the year the Authority receives approx 70 requests for service concerning workplace health and safety.
- 4.2.2 As part of the Joint Warranting Scheme in partnership with the HSE, WCC will deal with requests on behalf of the HSE providing it fits in with the criteria of the scheme.
- 4.2.3 Currently it is estimated that the resources necessary for the provision of this service equate to 0.2 full - time equivalent members of staff.

4.3 Lead Authority Principle

4.3.1 The Lead Authority Principle is supported by the City Council and will undertake its enforcement work in this area in accordance with the guidance issued by the HSC. In particular the Council will:

- Provide advice to businesses on legal compliance where they act as Lead Authority
- Will have regard to any information or advice it has received from any liaison with Lead Authorities.
- The Authority, having initiated liaison with any Lead Authority, shall notify that authority of the outcome.

Currently, the City Council does not act as Lead Authority for any local businesses. Therefore no significant resources are committed to this area of activity.

4.4 Advice to Business

4.4.1 Whilst the Authority will utilise its powers to enforce health and safety legislation, it realises that where businesses break the law it is often due to ignorance rather than intent. As a consequence, it is the Authority's policy to provide advice to business in a number of different ways including:

- Advisory visits on demand,
- Visits and advice prior to the setting up of a business,
- The provision of informal advice on best practice during inspections,
- The provision of a annual newsletter,
- Provision of free advisory leaflets and information where appropriate,

- The provision of advice further to Planning or Building Control applications,

4.4.2 Currently it is estimated that the resources necessary for the provision of this service equate to 0.2 full - time equivalent members of staff.

4.5 Accident Investigations

4.5.1 There is a duty on employers, the self-employed and those in control of work premises to report work related accidents, diseases and dangerous occurrences. The report can either go direct to the Incident Contact Centre or the City Council.

4.5.2 All accident notifications will be initially investigated usually by correspondence to the accident victim to verify the facts. Further investigations will depend on the seriousness of the accident, the type of accident and the premises where it occurred.

4.5.3 Should an accident at work result in a death then WCC will work in partnership with the relevant authorities as per the Death at Work Protocol.

4.5.4 Currently it is estimated that the resources necessary for the provision of this service equate to 0.33 full - time equivalent members of staff.

4.6 Liaison with Other Organisations

4.6.1 The Authority fully supports the work of Hampshire and Isle of Wight Chief Environmental Health Officers Health and Safety Advisory Committee.

4.6.2 There are internal arrangements to ensure that appropriate Planning, Building Control and Licensing applications are reviewed for their compliance with health and safety and other appropriate legislation.

4.6.3 There are also good liaison arrangements in place with neighbouring authorities, the HSE and other agencies.

4.6.4 The resources allocated to this area of work are approximately 0.1 full - time equivalent members of staff.

4.8 Training for Businesses

4.8.1 No formal training is provided by the City Council

5.0 **Resources**

5.1 **Financial Allocation**

5.1.1 The total financial resources allocated to the Health and Safety Service are as follows:

Cost Centre	2006/07 Budget £	2007/08 Budget £	2008/09 Budget £
Health and Safety	230,900	159,220	217,640

5.2 **Staffing Allocation**

5.2.1 The resources allocated to health and safety are approximately 2.2 full time equivalent members of staff. The breakdown of staff allocated for each element of the service as is as follows:

ACTIVITY	STAFF (ftes)
Programmed Interventions	1.4
Requests for Service	0.2
Advice	0.2
Accidents	0.3
Liaison	0.1
Total	2.2

5.2.2 Staff involved in health and safety work are competent to carry out enforcement for which they are authorised for.

5.3 **Staff Development Plan**

5.3.1 The Authority's policy is to ensure that all officers involved in health and safety work receive a minimum of 10 hours continuing professional development training annually. Training needs will be identified at the annual appraisal in January.

5.3.2 This training may be provided through attendance at externally organised courses and seminars or through in-house training activities.

5.3.3 All training received will be documented as part of the Division's assessment on competency.

6.0 Quality Assessment

6.1 **Monitoring Arrangements**

6.1.1 The Authority has in place procedures designed to ensure that its health and safety service is provided in a way that is consistent with the Health and Safety Commission's Statutory Codes of Practice and guidance.

6.1.2 The Hampshire and Isle of Wight Health and Safety Advisory Committee have an advanced system of Inter-Authority Auditing that is carried out on a 5-year cycle. The Authority is committed to this initiative and accepts that there is much that can be learned from the process. An audit is to be carried later this year.

6.1.3 The City Council carries out an annual staff appraisal and development programme that is documented.

6.1.4 In addition the Authority operates a system of peer review where officers carry out joint inspections to ensure a consistent interpretation of legislation, codes of practice and national guidance.

6.1.5 The City Council has gained the Investors in People award for 2002.

6.2 **Benchmarking**

6.2.1 The Authority is committed to supporting the Hampshire and Isle of Wight Environmental Health Policy Improvement Group. The aim of this group is to provide a simple and effective means of comparing services provided by different authorities.

7.0 Review

7.1 **Review Against the Service Plan**

7.1.1 The Authority annually reviews its performance against the service plan that is presented to the relevant performance scrutiny committee for consideration by elected Members.

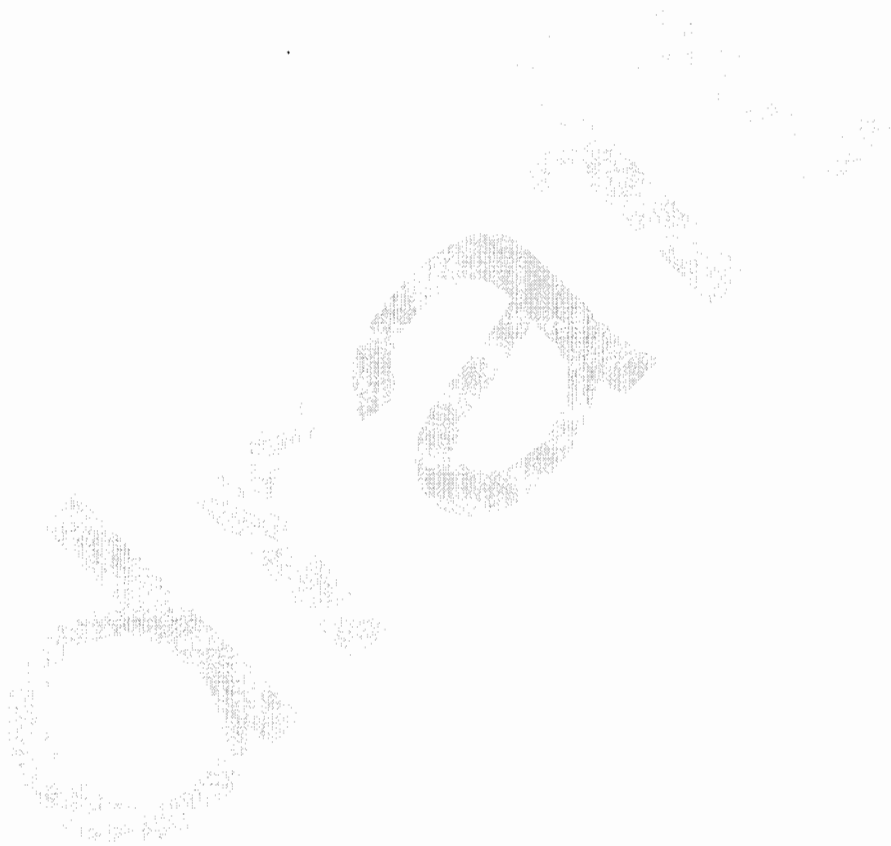
7.2 **Identification of Variances from the Plan**

7.2.1 An ongoing review identifies variances from the service plan and where appropriate reasons for those variances. These variances are reported on a regular basis to the Council's Principal Scrutiny

Committee. Where additional work carried out in other areas of the enforcement mix have achieved the same objective these are identified.

7.3 Identification of Improvements

- 7.3.1 Any areas of improvement identified as a result of the review will be included in the service and performance plans for the following year. The service will also be reviewed as part of the Best Value Review Programme.



Summary of health and safety objectives for 2008/09


Why are we doing this?	What will we do?	How	How will we measure our success? PI.	How much resource fte?	Who's Accountable
Leg req Sec 18 Guidance	Inspection of high risk premises A, B1, B2 Premises with a CIM score >40 Electricity at Work and Noise within entertainment sector FIT 3 interventions Asbestos Slip and Trips	60 Premises 3 Premises 10 Premises plus mail shot	No of premises inspected against those due. No of premises moving to lower rating following inspection and other interventions	1.4	Karen Harris + HS Team
Leg Req Sec 18 Guidance	FIT 3 interventions Asbestos Slip and Trips MSD, Slips and Trips, violence and aggression – legionella and hot water	all premises that are inspected all catering premises during food inspection 21 Residential home	No of premises interventions carried out in. No of hours spent on interventions 21 premises inspected	Inc of above	Karen Harris + HS Team

Leg Req Sec 18 Guidance	Accident investigations	All accidents receive initial communication. Full investigation to be determined by Procedure.	No of accidents reported to the authority. No of accidents requiring and investigation. No of premises requiring enforcement action as a result of an investigation.	0.3	Averil Wedeman
Leg Req Sec 18 Guidance	Investigation of request for service	To investigate all rfs with 3 days	No of requests for service. No of requests responded to within 3 days. No of rfs requiring enforcement action	0.2	Karen Harris
Leg Req Sec 18 Guidance	Provision of advice to the public and businesses via newsletters, leaflets and rfs's Website development	Production of annual newsletter Review of website and update where needed	Reduction in the number of RfS/Accidents/incidents. Website reviewed and updated	0.2	Karen Harris
Leg Req Sec 18 Guidance	Liaison/partnership working with HSE Joint Warrant Scheme Attendance at HSAC Inter Authority Auditing for		Number of interventions carried out in partnership. Number of interventions carried out under the Joint Warranting Scheme WCC Representative at all meetings. To have participated in	0.1	Karen Harris/Kevin Gosling

	2008		auditing scheme by providing auditor for 2 audits and to allocate time for own audit		
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Hampshire Health and Safety Service Plan for 2008-09
Annex 2

		2009														
		2008			Quarter one			Quarter two			Quarter three			Quarter four		
		APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH			
Principle projects																
Violence & Aggression in pubs and clubs																
Stress, Violence and Aggression, Slips & Trips, MSDs, Dermatitis, Falls From Height							Provision of training seminars to door staff and designated premises supervisors, development of policies with relevant partners			Inspection of premises to determine adequacy of controls and documentation			Review of work undertaken, comparison of incident trends to measure effective of campaign			
Lead: Colin Alborough																
Care Homes																
MSD, Slips & Trips, Violence & Aggression																
Lead: Jeremy Stout																
Additional Projects																
Asbestos																
Asbestos only			Cross-county based	on	project	Suffolk										

<p>Lead: Matthew Northard</p>	<p>Model and co-ordinated by Lead to raise duty holders awareness and enforcement as required</p>							
<p>Workplace Transport:</p>								
<p>Promotion of Routemap</p>								
<p>Promotion of Routemap at inspections of all A, B1 & B2 rated relevant premises</p>								
<p>Lead: Fiona Barratt Polish Project</p>	<p>Raising awareness of health and safety standards for Polish workers</p>	<p>Seminars to raise awareness of health and safety for Polish workers</p>						
<p>Lead: Jayme Carne/Tracy Poor Performers</p>	<p>Focus on premises with a high Confidence in Management Score</p>	<p>Focus on businesses with a poor Confidence in Management rating with the aim of reducing the risks presented by one band</p>						
<p>Lead: Gary Howells</p>								

<p>Smoke Free</p> <p>Lead: Colin Alborough</p> <p>LOPP</p>	<p>Review of the implementation of smokefree legislation and continued provision of advice and guidance</p>											
<p>Ongoing development of LOPP between Eastleigh BC and B&Q</p> <p>Lead: Jayme Carne</p> <p>Inward facing work</p>	<p>Ongoing partnership with B&Q to develop further LOPP leading to improved health and safety standards and regulation</p>											
<p>Accident/incident investigation protocol</p> <p>Lead: Jayme Carne/Spencer Scott</p> <p>Evidence & PACE Procedure</p>	<p>Development of a countywide accident and incident selection and investigation protocol</p>											
<p>Lead: Tracy Heath</p> <p>Skills directory</p>	<p>Development of a procedure for the gathering and management of evidence</p>											
<p>Lead: Matthew Northard</p>	<p>Development of a register of health and safety expertise within the county to share good practice</p>											

