



Policy and Resources – 14 February 2011

Food Law Enforcement Service Plan and Health and Safety Service Plan 2011/12

Purpose of report

A Food Law Enforcement Service Plan and a Health and Safety Service Plan are requirements of the Food Standards Agency and the Health and Safety Commission respectively. These plans are produced from the frameworks provided by these agencies

Attachment(s)

Appendix One - Food Law Enforcement Plan 2011/12

Appendix Two - Health and Safety Service Plan 2011/12

1.0 Background

- 1.1 The Food Law Enforcement Plan and Health and Safety Service Plan are statutorily required and whilst separate from the Environmental Services Service Plan and Team Plans contribute towards their aims and objectives.
- 1.2 The Council's Constitution (Article 4.02) requires Council approval of the Food Law Enforcement Service Plan Service Plan.
- 1.3 The Health and Safety (Enforcing Authority) Regulations 1998 – Section 18 requirements place a duty on the Council to monitor and enforce the requirements of the Health & Safety at Work, etc Act, 1974 on premises identified under the above Regulations.

2.0 Statutory Plans

- 2.1 The Food Safety and Health and Safety Services have a challenging year especially in implementing the Section 18 action plan for health and safety and for food safety the introduction of a National Food Hygiene Rating system.

3.0 Equality and Diversity Implications

- 3.1 There are no equality and diversity implications arising from the proposals.

4.0 Legal Implications

- 4.1 There are no legal implications arising from the proposals.

5.0 Risk Management

- 5.1 There are no identified risks arising from the proposals.

6.0 Financial Implications

- 6.1 There are no financial implications arising from the proposals.

7.0 Corporate Outcomes

- 7.1 The Corporate Outcomes affected by this policy are:

- Good Quality of Life
- Effective Partnership Working
- Effective Management
- Good Reputation
- High Quality Service Delivery
- Knowledge of Customers and Communities.

8.0 Recommendations

8.1 The Committee is asked to recommend that the Food Law Enforcement Service Plan 2010/11 and the Health and Safety Service Plan 2010/11 be approved by Council.

Legal	Power: Health and Safety at Work etc Act 1974 Health and Safety (Enforcing Authority) Regulations 1998 Food Safety Act 1990				
	Other considerations:				
Background Papers: Health and Safety Commission – “Section 18” guidance Food Safety Act Codes of Practice Food Standards Agency Framework Agreement					
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Date: 21 January 2010					
CFO		MO		CX	

(Committee Report Normal Rev. 22)



East
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Food Law Enforcement Service Plan



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Links to other documents

Document	Link
Health and Safety Service Plan 2011/12	
Environmental Services Service Plan 2011/12	
Team Plan 2011/12	

Additional Comments to note

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Executive Summary

The Framework Agreement with the Food Standards Agency requires that we produce a service plan for food safety.

A range of different interventions with businesses designed to improve food safety are incorporated into this plan.

There continue to be developments in the manner in which regulatory activities are carried out. There has been an increase in the number of four and five star premises over the previous year which reflects the work done by the service to work with businesses to improve standards of food hygiene. The implementation of the National Food Hygiene Rating scheme will see further increases in those obtaining the higher ratings.

The plan explains the background to the food safety regulatory service, identifies the scope of the service and the resources that have been allocated to meet the statutory requirements.

1. Overview of Key Service Challenges in 2011/12

- 1.1 The “Framework agreement on official feed and food controls by local authorities” has been updated effective from April 2009. This Service Plan has been prepared in accordance with the agreement.
- 1.2. The Food Standards Agency’s new Code of Practice which governs the Council’s approach to food inspections and enforcement matters was introduced in June 2008. The approach to Regulation will extend the types of regulatory interventions available for use and will require greater use of business support interventions. This year will see a focus on those premises that are not broadly compliant and those highlighted as a risk in our red, amber and green matrix system.
- 1.3. East Northamptonshire Council is leading a county wide grant funded consortium to implement the National Food Hygiene Rating scheme.
- 1.4. The team will need to address the challenges introduced by the freezing of the Health Promotion Officer post and the removal of the Health Improvement Officer and deliver promotional activities as part of the intervention strategy.
- 1.5 The new Regulators’ Compliance Code and the introduction of Primary Authorities continue to develop and as a result there will be revisions throughout the year to our enforcement approach, policies, procedures and processes. The aim is to ensure a risk-based, proportionate and targeted approach to regulatory inspection and enforcement.
- 1.6 There is an opportunity in 2011/12 for a wider range of regulatory interventions to be implemented.

2 Background

- 2.1. East Northamptonshire is a large rural district in the East Midlands made up of six towns and 55 villages with a population of 83,954 (estimated).



- 2.2. It is served by major road networks such as the A14, which continues to impact on the district by increasing the number of food businesses, in particular manufacturers.
- 2.3. The Commercial Health Team in Environmental Services undertakes the food safety function.
- 2.4. For food safety, Members will receive reports through the Policy and Resources Committee and through the Member Champion for Environmental Services. The service may also be reviewed by the Scrutiny Committee.

2.5. The Commercial Health Team is structured as follows:

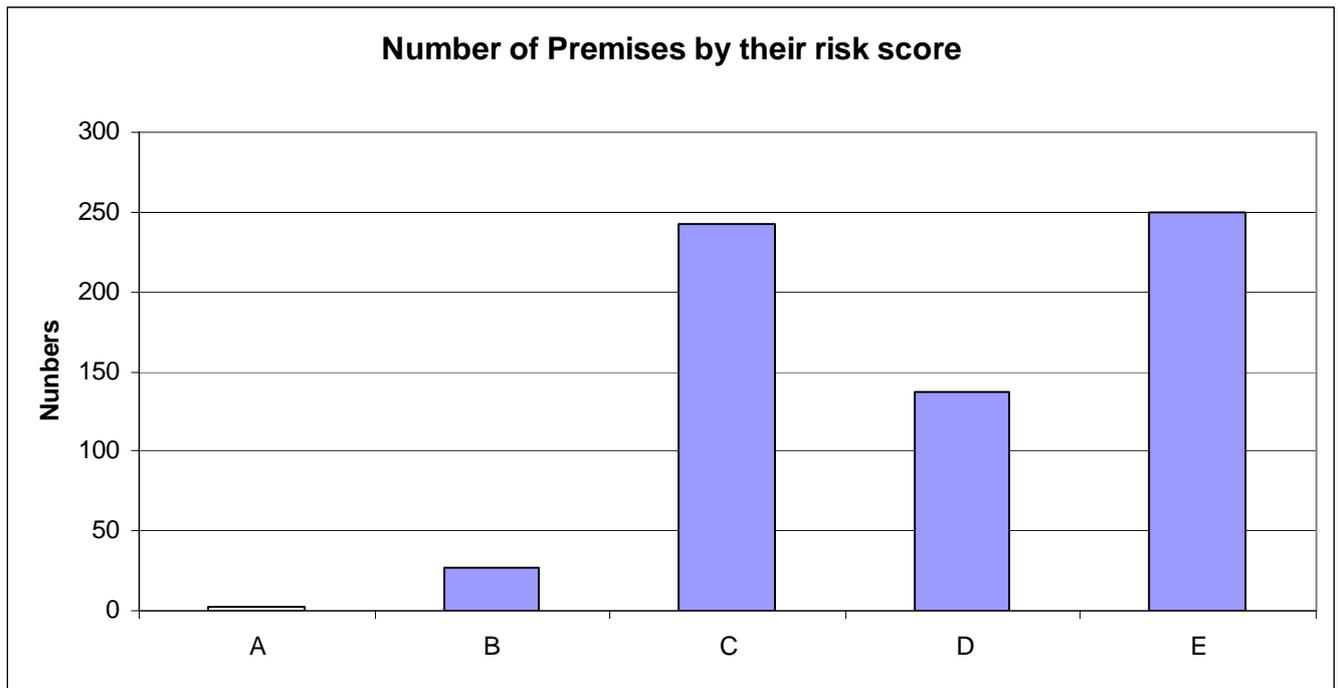


2.4. The service inspects and audits food premises, takes food samples, provides advice, provides training, undertakes food poisoning investigations and education to food businesses and the public. Complaints about food and food businesses are investigated as are individual cases and outbreaks of food poisoning. The officers involved in the food safety function also provide the Health and Safety enforcement function, infectious disease control, licensing, health promotion, advice for planning applications and nuisance complaints relating to commercial premises.

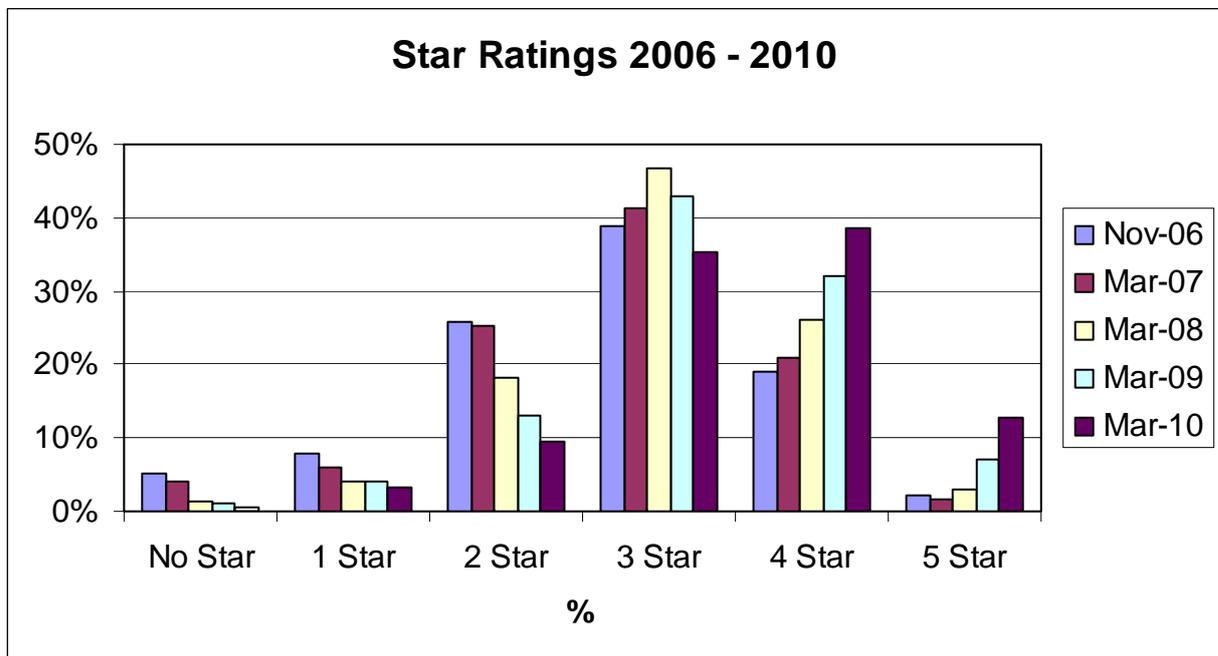
2.6. The team currently act as a Home Authority for Whitworths Limited, Tilleys Sweets Limited and the London Burger Company.

2.7 The current statistics for food businesses in East Northamptonshire are as follows:

The total number of premises for food inspection is 729. In addition there are 2 Approved Premises (London Burger Company and Polebrook Farm). There are also other specialist premises in the district including a water bottling plant and a confectionary manufacturer. The following graph details the risk ratings for the premises within our district, A being highest risk and E being the lowest.



2.8 The food hygiene rating scheme gives each premises a numerical rating based on their food safety management systems, structure and confidence in management. The ratings range from 0 to 5, and are publicly available www.food.gov.uk/ratings. The following graph shows the ratings for our premises that are included within the scheme.



2.9. The service is delivered both in and out of normal office hours to ensure premises are inspected whilst they are operational. There is also a 24 hour call out system for emergencies. It is the policy for food inspections, unless in exceptional circumstances, to be carried out unannounced to allow the actual business operations to be observed.

2.10. The rural nature of the district accounts for the high percentage of caterers due to the majority of villages having public houses and the continual growth of the catering industry. Seasonal slaughterhouses can impact on the number of inspections carried

out in a year as they have irregular operating periods, as do many premises that only open in the summer for short periods of time. These premises opening times do not always coincide with programmed inspection dates. Also for the efficient use of resources interventions in the remoter areas for lower priority premises may take place when other premises in the same area require an intervention.

- 2.11. Environmental Services has a general enforcement policy and a specific food safety enforcement policy. All enforcement action will be taken in line with these policies. In addition to this there are comprehensive procedures available to ensure consistency of service.

3. Links to other Strategies, Plans and Programmes

- 3.1. This service plan should be read in conjunction with the Environmental Services Service and Performance plan the [Health and Safety Service Plan](#) , the Health Improvement Plan and the Commercial team plan as these documents are integral to service delivery.

- 3.2. This plan supports the corporate plan in the following areas:

Good Quality of Life – Cleaner - through the correct disposal of food waste, and the control of odour from food businesses.

Good Quality of Life – Healthier - diet and nutrition is central to any strategy to prevent deaths from heart disease and cancer. Food is a key marker of social inclusion and as such this plan has the potential to impact on reducing health inequalities. Reducing incidences of food poisoning has a positive impact on the community's health.

Good Quality of Life – Prosperous - by providing low cost training, business start up packs, business coaching, leaflets and advice, the service assists the economy in complying with legislation and encourages the provision of healthier choices through the heartbeat award. In addition, it tackles businesses which are not investing to the same degree as those who are responsible and diligent.

By making sure that businesses are compliant with regulation in a way that is consistent and intelligent and which avoids unnecessary burdens, we contribute significantly to the conditions for sustainable economic growth.

Good value for money – providing an efficient and effective service and low cost training opportunities.

High quality service delivery – providing a quality service to both businesses and consumers to ensure the provision of safe food within the community.

Effective partnership working – working with other local authorities, Northamptonshire County Council, Trading Standards, the Primary Care Trusts, local businesses, FSA, Serve and consumers.

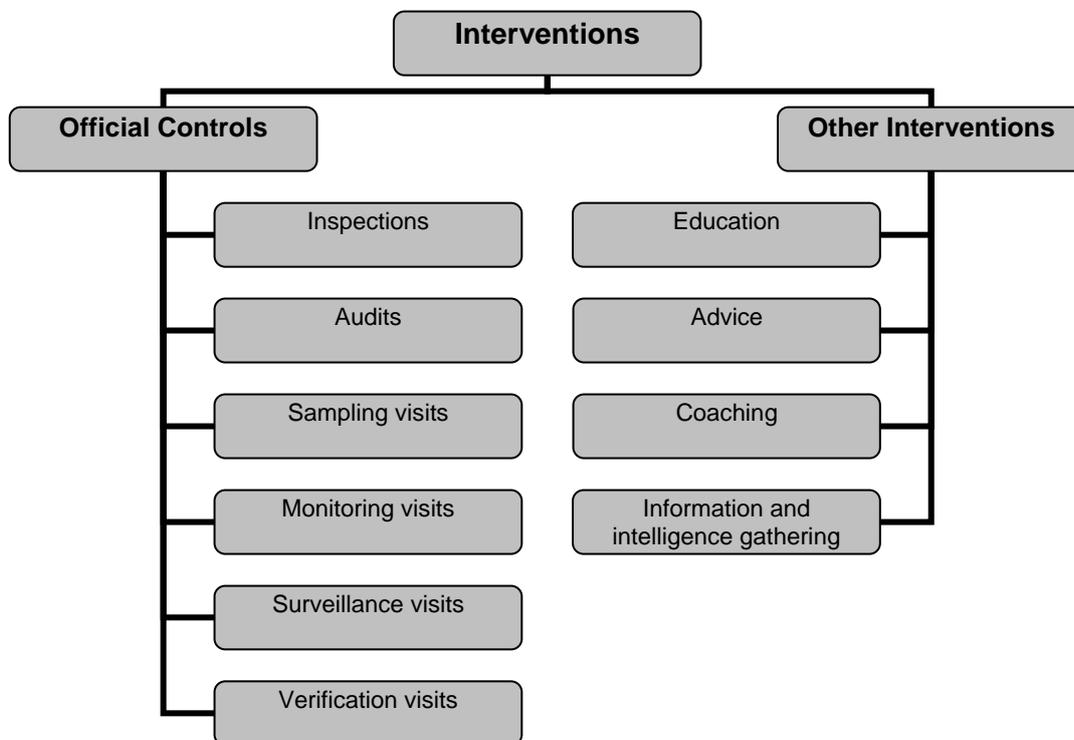
- 3.3. This plan complements the following corporate strategies:

Corporate Plan
Performance Management Framework
Customer Service Strategy
Sustainable Community Strategy
Economic Development Strategy

- 3.4. This plan complements the following Regional and National Strategies:
The Public Health Agenda – Environmental Health 2012
Saving Lives – Our Healthier Nation
Choosing Health
Investment for Health – a public health strategy for the East Midlands
Food and Health Action Plan
Northamptonshire Healthier Communities Charter

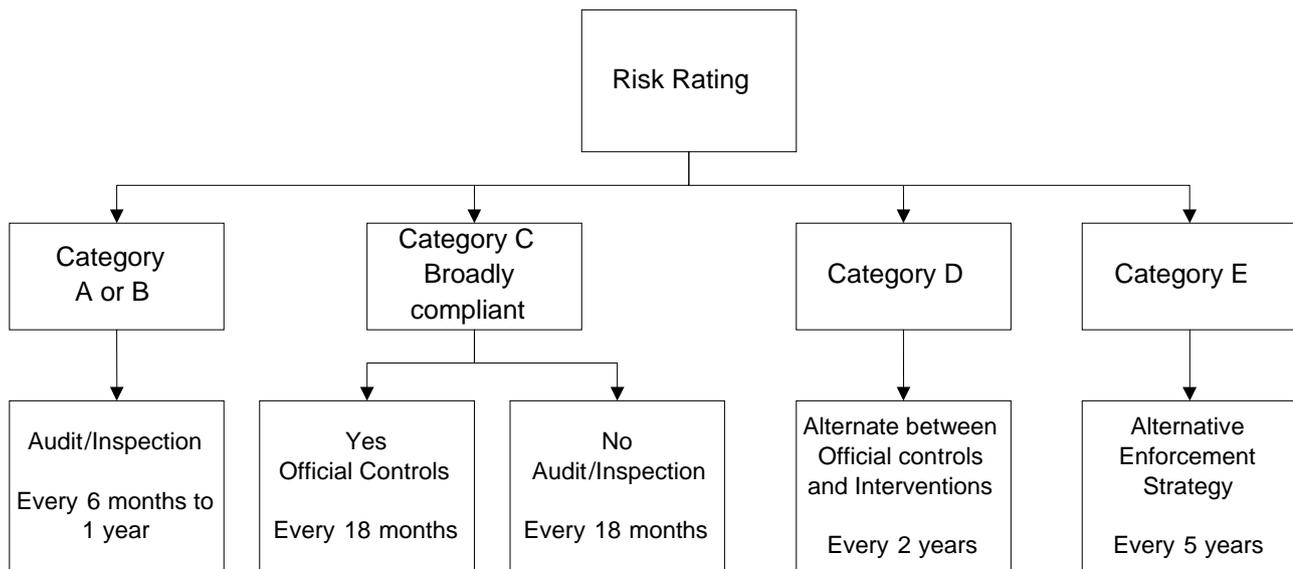
4. Interventions

- 4.1 For premises in the risk groups A-D there are a number of interventions that can be used. All of these interventions must take place on the premises concerned at the specified intervals.



For risk group E alternative strategies may be used such as surveys as such these do not require a visit to the premises.

- 4.2 Selection of Interventions- the diagram below illustrates the broad outline of the interventions that might be selected,



5. Service Delivery

As a rural authority we strive to reduce the burden on businesses by carrying out other regulatory and improvement services for a business at the same time as the food safety service is delivered. This is in line with the “Hampton” principles of better regulation.

- 5.1. The following table shows the interventions that will need to be carried out in the year 2011/12. These figures include inspections outstanding from the previous year.

Risk Rating	Number of Inspections 08/09	Number of Inspections 09/10	Number of Interventions 10/11	Number of Interventions 11/12	Number of revisits
A	2	4	6	4	4
B	65	45	44	38	20
C	178	168	166	158	56
D	67	30	68	40	13
E	52	59	51	34	5
Unallocated			90	60	

The unallocated premises relate to some new premises that now require food registration as a result of legislative changes, such as childminders. Guidance will be produced nationally to detail the interventions required for these premises types.

- 5.2. It is a target that 95% of the A-C interventions are completed. In addition, to the above there will be a focus on markets and festivals to ensure our databases are up to date and to assist the government in ensuring mobile food businesses are fit for purpose for the Olympics.

Interventions for the A, B, C and D categories have to be determined at the time of the previous visit to the business. These are as follows:-

A&B premises.

These premises will be inspected or audited, the exact intervention will be determined by the officer at the time of the visit.

Compliant C premises

Will receive either an audit or an inspection followed by programmed monitoring, surveillance or a verification intervention alternately.

Non compliant C premises

Alternate audit and inspection.

D Premises

In 2011/12 will receive focussed inspections or where it is appropriate a monitoring, surveillance or verification visit. These will alternate with advisory and education/coaching visits.

E Premises

In 2011/12 will receive a questionnaire to complete and return. Non returns will receive an advisory visit.

Future plans will include indications of the type of interventions being applied to the compliant and low risk premises but at present there is no IT capability to report on these.

All premises will receive two copies of an advisory Newsletter.

- 5.3. All new businesses will receive an advisory visit prior to starting their businesses to provide coaching on how to comply with food safety requirements with a focus on management systems. This appears to seriously affect how the businesses operate resulting in better hygiene and risk ratings.
- 5.4. All food complaints are investigated. The authority receives approximately 100 complaints a year with respect to foodstuffs and food premises.
- 5.5. The Commercial Health Team accepts home authority responsibility for all food businesses that have their head office in East Northamptonshire District. Currently this includes Whitworths and Tilleys Sweets and The London Burger Company. There is an operational procedure to deal with Home Authority enquiries. Approximately 35 home authority enquiries are expected to be received.
- 5.6 Advice and education for businesses, schools and individuals is provided on food safety. This is achieved through the provision of five Level 2 certificate food hygiene courses being run at the council offices, lectures and foundation food hygiene courses to schools/organisations and through direct requests from businesses. Requests from businesses are estimated to be 500 for the year 10/11.
- 5.7 The authority has a Sampling Policy and programme to which it adheres. The authority takes part in LGR, European, and Northamptonshire Food Liaison Groups sampling programmes. Sampling will also be targeted at local businesses identified in the district such as Home Authority premises and those where there are hygiene concerns. Sampling will take place prior to food inspections on a regular basis. This will result in approximately 120 samples being taken. All food samples are analysed by the Public Health Laboratory Service based in Birmingham; The Public Analyst, (Eurofins Scientific Laboratories) in London is used occasionally. The authorities sampling plan is:-

Sampling Programme 2011/12

Month	Sampling Focus
May 2011/May 2012	Vacuum Packaging machines
June /July 2011 and Feb/March 2012	Imported Herbs, Pink Duck and Souis Vide
August 2011 – January 2012	Ready to eat Rice
Ongoing from March 2011	Raw poultry packaging
Jan 2011 – December 2012	Cleaning practices

- 5.8. Between the Health Protection Agency (HPA) and the Authority, there are formal arrangements in place to identify and investigate cases of food poisoning. All laboratory identified cases of food poisoning are sent directly to the authority for investigation. All incidents of food poisoning or alleged food poisoning are investigated with a view to tracing the source and preventing spread and reoccurrence. There was a significant increase in Food Poisoning last year which is thought to be due to foreign travel. It is estimated there will be 148 food poisoning cases and 3 potential outbreaks in the year 11/12.
- 5.9. The authority acts on all food alerts received in accordance with the food alert procedure and the FSA's Code of Practice. There is estimated to be approximately 50 food alerts in the year 11/12 although the number likely to require action will be fewer than 10.
- 5.10. The authority has local partnerships with the following organisations:
- The Northamptonshire Food Liaison Group
 - Northamptonshire Food Surveillance Group
 - Northamptonshire Trading Standards
 - Health Protection Agency
 - LGR
 - Food Standards Agency (FSA)
 - Commission for Social Care Inspection
 - OFSTED.
 - ACRE
- 5.11. Through these groups, particularly the Northamptonshire Food Liaison Group, there have been regular joint inspections with Trading Standards and joint training exercises.
- 5.12. The Council is part of a County group that organises the Heartbeat Award. There is also a smokefree alliance of which the Commercial Health Team is a key partner. We work in partnership with local schools to provide healthy food hygiene training as an extra curricular subject.

- 5.13. All planning applications are considered by the team with respect to food safety. Advice on structures etc. is given to future businesses at this point. Copies of Licensing Act consultations are forwarded to the team.
- 5.14. The Commercial Health Team carries out health promotion exercises covering food safety and nutritional promotion. This includes the provision of foundation food hygiene training, assisting businesses to obtain the Heartbeat Award, and to undertake activities in National Food Safety Week. We currently have 34 Heartbeat Award holders.
- 5.15 It is estimated that 80 officer hours will be spent on health promotional activities in 11/12.

6. Resources

6.1. The current costings of the Food Service are described below:

2011/12	£
Support Costs	113340
Salaries	100,370
Equipment	1,000
Sampling	100*
Health Promotion	2,840**
Training	7,800***

*This figure does not include the allocation from the Health Protection Agency

** £6,480 is recouped through the provision of the Level 2 Food Hygiene Course.

***This figure is for the department and is dependent on identified need and statutory requirements.

6.2. At the time of writing there are 2.10 Full Time Equivalent (FTE) officers for the food safety function. The above calculations can be broken down into officers as detailed below:

Head of Environmental Services	0.05 FTE
Commercial Health Manager (EHO)	0.25 FTE
Senior Environmental Health Officer	0.45 FTE
Environmental Health Officer (J/S)	0.25 FTE
Environmental Health Officer	0.60 FTE
Technical Officer / Trainee EHO	0.35 FTE
Technical Officer	0.15 FTE

6.3. Officer training needs are identified during the PDR process and a training programme is developed once this process is complete. It is Council policy to ensure that officers involved in enforcing food safety legislation receive a minimum of 10 hours continuing professional development training as required by Food Standards Agency Code of Practice and practice guidance. This will be provided through a combination of commercial courses provided by the FSA, Northamptonshire Food Liaison Group and internal training courses.

7. Quality Assessment

A quality assessment of the service as measured by the businesses subject to regulation is carried out in line with the National Indicator 184. This asks a statistically valid selection of businesses the question “Please indicate whether you agree or disagree..... that I felt the contact was helpful.... following your visit from Environmental Services “. The results of this are;

	Compliant Premises	Non Compliant Premises
Strongly agree	31	45
Agree	8	18

Compliant premises meet the regulatory standard, non-compliant do not.

Overall this means that 100% of the premises sampled felt that the intervention carried out by officers was helpful even if the officers needed to take regulatory action.

8. Review

- 8.1. The food safety function will continually monitor and review its performance against the food service plan and report serious deviations to the Policy and Resources Committee. The authority will annually review its performance and report against the Food Service Plan on the intranet after 1st April each year.

9. Outcomes and links to the corporate outcomes

9.1 The outcomes to be delivered by this strategy are:

- Compliance with the Food Standards Agency Framework agreement and Code of Practice
- Improved food safety in the District.

9.2 The Performance Plan contributes to the following corporate outcomes

- Good reputation with customers and regulators
- Good quality of life in East Northamptonshire – cleaner, safer, prosperous, healthier and sustainable
- Council services which provide good value for money
- High quality service delivery
- Effective partnership working
- Effective management
- Knowledge of our customers and communities
Members and staff with the right knowledge, skills and behaviours

Appendix 1 Team Plan

Food safety

Outcome Code	Outcome	Measure	Target	By (date)	Owner	Actions
Team Plan	Compliance with the requirements of the Food Standards Agency	Compliance with intervention programme	Compliant	April 2012	MD/JS	Carrying out the enforcement role of a Food Safety Authority in accordance with the approved codes of practice.
ENV02 NI 184	Food establishments in the area which are broadly compliant with food hygiene law	% of premises which are broadly compliant with food hygiene law i.e. those scoring below 30 on structure, systems and management.	89%	31.03.12	JS CJ AW AR RP	Undertaking food hygiene inspections in accordance with the inspection programme. Rating businesses through the inspection process.
Team Plan	Healthier choices in premises	Number of premises holding the 'Heartbeat' Award	36	31.03.12	CJ	Administering and promoting the Heartbeat Award
Team Plan	Safe food in the District	% of food samples that were unsatisfactory following intervention	<10%	31.03.12	RP	Sampling Programme Follow up of all sampling failures
Team Plan	Enhanced Customer Experience	% of people attending and passing CIEH Level 2 food safety and health and safety c	90%	31.03.12	AR CJ AW RP	6 training courses Evaluation form following courses
Team Plan	Reduction in infectious diseases	% of secondary cases (as a % of outbreaks investigated) of food poisoning determined once investigations are complete	0	31.03.12	AR	Infectious disease investigations.



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Health and Safety Service Plan



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Additional Comments to note

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Executive summary

The Council is a designated Enforcement Authority for the purpose of Health and Safety Regulation. Broadly speaking it is responsible for the regulation of health and safety in commercial premises and is required to discharge this duty having regard to Statutory Guidance (Section 18 Guidance). It must also take into account national and regional programmes and guidance on interventions and priorities.

The Council is committed to this duty with the aim of improving health and safety outcomes from the interventions that it undertakes. We target these interventions on those stakeholders and duty holders that can most influence the reduction of health and safety risk with an emphasis on stopping those who seek to take economic advantage from non compliance with legislation. At all times we will give priority to those activities giving rise to the most serious risk and where the risks are most poorly controlled.

We also seek to engage with a variety of partners in the public and private sector in order to deliver this plan.

The following plan sets out the means of meeting our obligations. It has been prepared in partnership with the other enforcement authorities in Northamptonshire, the Health and Safety Executive Liaison Officer and regional Partnership Manager.

1. Key Service Challenges

- 1.1. The Fit 3 programme has been superseded and now the Health and Safety Executive and Local Authorities have agreed a set of National Priorities that have been taken into account in setting Regional and local priorities when setting out this years County workplan.
- 1.2. The new Regulators' Compliance Code will require changes with respect to our enforcement approach; all policies, procedures and processes will need to be reviewed. The aim is to ensure a risk-based, proportionate and targeted approach to regulatory inspection and enforcement.
- 1.3. There is new section 18 guidance which we have audited ourselves against and produced an action plan to achieve compliance which will be actioned this year. required.
- 1.4. Officers will be required to undertake an assessment on a competency framework during the year (**R**egulators **D**evelopment **N**eeds **A**nalysis). The outcome of this will identify training and development needs.
- 1.5. The risk rating system for prioritising interventions at individual premises changed last year. Our database does not reflect this and this needs to be actioned this year.
- 1.6. One of the projects (LPG safety) will involve "Flexible Warranting" which will require Councils and the Health and Safety Executive to authorise each others regulators to enable cross function regulation.

2. Background

2.1. East Northamptonshire is a large rural district in the East Midlands made up of six towns and 55 villages with a population of 83,954 (estimated).



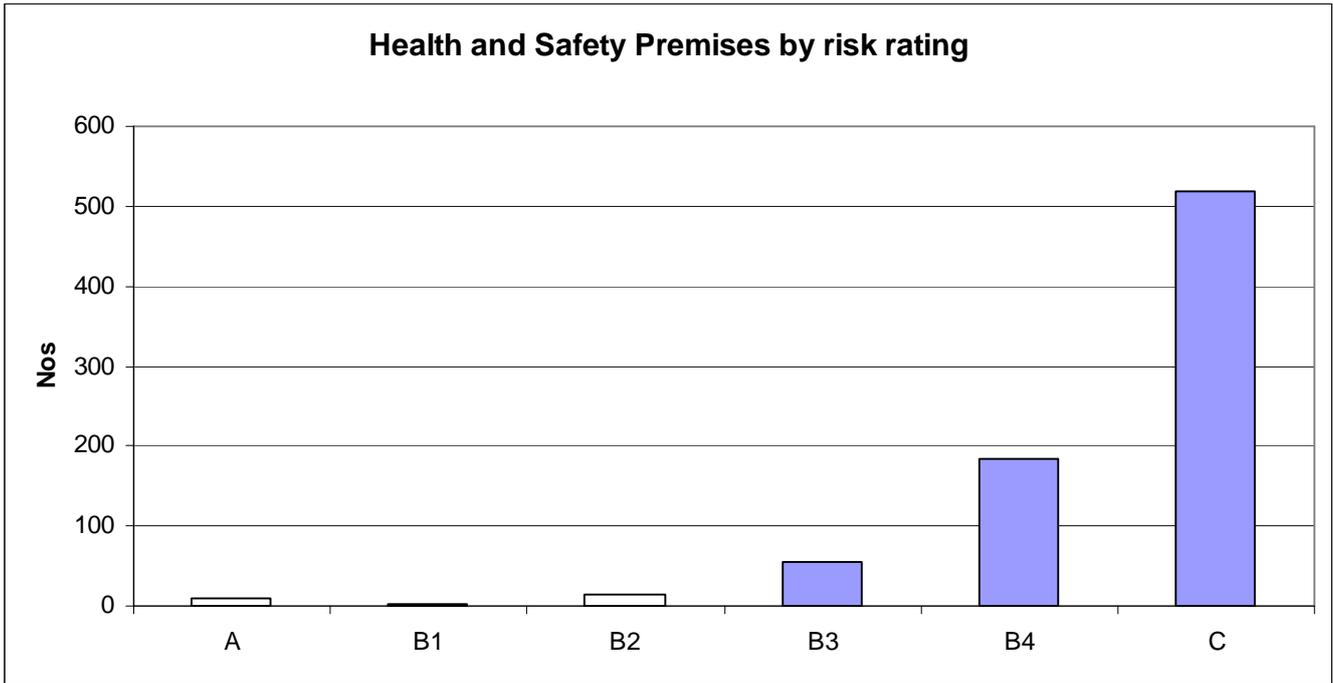
2.2. It is served by major road networks such as the A14, which continues to impact on the district increasing the number of distribution warehouses.

2.3. The Commercial Health Team in Environmental Services delivers the health and safety function. The Commercial Health Team reports to the Policy and Resources Committee

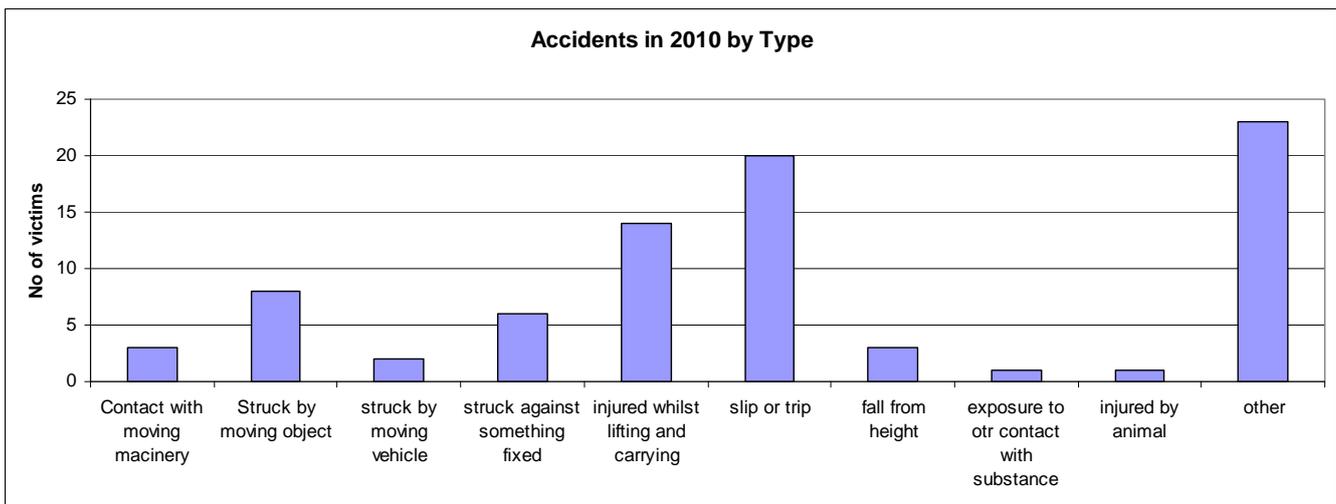
on all Health and Safety matters. The Commercial Health Team is structured as detailed :-



- 2.4. The service undertakes a range of interventions with local businesses, investigates accidents, investigates complaints and provides advice and education to businesses and employees. The officers involved in the health and safety function also provide the food safety enforcement function, infectious disease control, licensing, health promotion, advice for planning applications and nuisance complaints relating to commercial premises.
- 2.5. The total number of businesses where health and safety is enforced by East Northamptonshire Council is currently 1230
- 2.6. The graph on the following page details the risk categories of the health and safety premises that the commercial health team enforce, A being the highest risk and C being the lowest.



- 2.7 The service is delivered both in and out of normal office hours to ensure premises are inspected whilst operational. There is also a 24 hour call out system for emergencies.
- 2.8 Accidents are investigated following a selection protocol that is applied nationally. In general terms serious accidents would be investigated but more minor accidents are recorded and used as local intelligence on the safety performance of individual companies/duty holders. They also help to plan interventions for the most common types of accident.



- 2.9. Environmental Services has a general enforcement policy and a specific health and safety enforcement policy. All enforcement action will be taken in line with these policies.

3. Links to other strategies, plans and programmes

3.1. This service plan should be read in conjunction with the Environmental Services Service Plan the [Food Safety Enforcement Plan](#) and Commercial Team Plan, as there are common areas in these plans.

3.2. This plan supports the corporate plan in the following areas:

Good Quality of Life – Safer – through the inspection, initiatives and investigation of complaints and accidents to ensure the safety of workers and those affected by work activities.

Good Quality of Life – Healthy – this is a key objective of the health and safety function. There are various health promotion initiatives aimed at improving the health of the workforce.

Good Quality of Life – Prosperous – through ensuring that East Northamptonshire is a safe place to live, work and visit. This will be achieved through the provision of low cost training, inspection, health and safety initiatives, business start up packs, leaflets and the provision of advice.

By making sure that businesses comply with regulation in a way that is consistent and intelligent and which avoids unnecessary burdens, we contribute significantly to the conditions for sustainable economic growth.

Value for money – providing an efficient and effective service and low cost training opportunities.

High Quality Services – through providing a quality service to both businesses and citizens to ensure the provision of a safe working environment within the community.

Effective Partnerships – through working with other local authorities, HSE, Primary Care Trusts (PCTs) businesses and citizens.

3.3. This plan complements the following corporate strategies:

- Corporate Plan
- Performance Management Framework
- Customer Service Strategy
- Sustainable Community Strategy
- Economic Development Strategy
- Crime and Disorder Strategy
- Licensing Policy Statement

3.4. This plan complements the following National and Regional Strategies:-

The Public Health Agenda – Environmental Health 2012
Saving Lives – Our Healthier Nation
Choosing Health
Investment for Health – a public health strategy for the East Midlands
Food and Health Action Plan
Northamptonshire Smoke Free Charter
HSE A strategy for workplace health and safety in Great Britain to 2010 and beyond

4. **Service Delivery**

4.1. The following action plan details interventions that have been agreed on a County basis for the year 11/12. The authority in brackets is that which will lead the project for the County in terms of establishing a consistent approach.

LPG/Gas Safety – (Lead ENC) A project that will look at the risk of underground Liquid Petroleum Gas piping from tank installations. As the premises concerned will otherwise be likely to be low risk regulatory officers will be authorised by both the HSE and Local Authorities to overcome any problems with statutory allocations of responsibility.

Violence at work- (Lead CBC). A continuation of this years' project to target premises with high rates of violence and to work with the duty holders to reduce the rates of violence in co operation with other agencies.

Slips and Trips- (Lead DDC). An assessment of the risks at retail / catering premises during other interventions. Followed by action or advice on risk reduction.

Migrant Workers- (Lead NBC). A project looking at the management arrangements for vulnerable groups in relevant work areas eg warehousing, catering, beauty, hairdressing etc.

The following projects have yet to be detailed:-

Falls from Height – (Lead WBC).

Manual Handling – (Lead SNC).

Workplace Transport (Roll Aways) – (Lead DDC / NBC)

Olympics 2010 – (Lead DDC/WBC)

Unclassified Premises - (Lead SNC/ENC).

4.2. These activities are co-ordinated at a County level. The time line below describes when each of the activities will be undertaken although these may vary slightly as the lead authorities carry out the detailed planning.

THEMES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
LPG/Gas Safety (ENC)												
Violence at Work (Licensed premises) (CBC)												
Slips & Trips (DDC)												
Migrant Workers (NBC)												
Maintenance/Falls from Height/Ladder Safety (WBC)												
Manual Handling (SNC)												
ART												
Workplace Transport – Roll Aways (DDC / NBC)												
Olympics 2010 (DDC/WBC)												
Unclassified Premises (ENC/SNC)												
Planning												
Deliver interventions												

- 4.3 The Councils in Northamptonshire have determined co-ordinator leads and supports for each of these projects. The Commercial Health Team will be leading on LPG and those without a rating projects.
- 4.4. The team will still inspect category A and B premises under the new risk rating scheme and other premises where it is felt necessary. Until the conversion and updating project is undertaken it is not possible to give accurate figures for these inspections.
- 4.5. Accident investigations are undertaken based on an assessment of the situation utilising the accident investigation criteria and 100% of complaints are investigated. The authority receives approximately 150 complaints with respect to health and safety issues and 80 accident reports.
- 4.6. Advice and education for businesses, schools and individuals is provided for health and safety on request. The estimated 120 promotion requests from businesses that were dealt with by the health Promotion Officer will be redistributed through the Team but some will have to remain unmet. The Commercial Health Team will produce a business newsletter bringing current health and safety matters to the attention of local businesses. The team has established links with Primary Care Trusts, Health and Safety Executive, National Care Standards Commission and the Employment Medical Advisory Service to address health and safety issues.
- 4.7. The authority has local partnerships with the Northamptonshire Health and Safety Liaison Group, the Health and Safety Executive, Employment Medical Advisory Service, CSCI and OFSTED. We will also partner any other agency or organisation that will add value to our operational work

- 4.8. All relevant planning applications are considered by the team with respect to Health and Safety and advice is given to future businesses at this point, with the aim of designing out health and safety problems.
- 4.9. Copies of Licensing Act licences are forwarded to the team where there is a mechanism to ensure all businesses are registered.
- 4.10. The Commercial Health Team carries out promotional activities covering health and safety.

5. Resources

5.1. The current costings of the health and safety function are described below:

Budget 2011/12	
£	
Support Costs	95090
Salaries	77,630
Equipment	300
Health Promotion	0
Training	7,800*

*This figure is for the department and is dependent on identified need and statutory requirements.

5.2. At the time of writing there are 1.65 Full Time Equivalent (FTE). The above calculations can be broken down into officers as detailed below:

Head of Environmental Services	0.05 FTE
Commercial Health Manager (EHO)	0.25 FTE
Senior Environmental Health Officer	0.30 FTE
Environmental Health Officer (J/S)	0.15 FTE
Environmental Health Officer	0.20 FTE
Technical Officer	0.40 FTE
Technical Officer	0.30 FTE

5.3. Officers' training needs are identified during the appraisal process and a training programme is developed once this process is complete. It is the policy of the Council to ensure that officers involved in enforcing health and safety are competent in accordance with section 18 of HSWA. During the year officers will be assessed against the **RDNA** competency framework and this will be used as a tool to identify training needs against the performance plan.

6. Quality Assessment

- 6.1 A quality assessment of the service as measured by the businesses subject to regulation is carried out in line with the National Indicator 184. This asks a statistically valid selection of businesses the question “Please indicate whether you agree or disagree..... that I felt the contact was helpful.... following your visit from Environmental Services The results of this are;

	Compliant Premises	Non Compliant Premises
Strongly agree	31	45
Agree	8	18

Compliant premises meet the regulatory standard, non-compliant do not.

Overall this means that 100% of the premises sampled felt that the intervention carried out by your officers was helpful even if the officers needed to take regulatory action.

7. Review

- 7.1. The health and safety function will continually monitor and review its performance against the health and safety service plan and report serious deviations to the Resources Committee. The authority will annually review its performance and report against the Health and Safety Service Plan on the intranet after 1st April each year.

8. Outcomes and links to the corporate outcomes

- 8.1 The outcomes to be delivered by this strategy are:

- Compliance with the Section 18 Guidance
- Improved Health and a reduction of workplace accidents in the District.

- 8.2 The Performance Plan contributes to the following corporate outcomes

- Good reputation with customers and regulators
- Good quality of life in East Northamptonshire – cleaner, safer, prosperous, healthier and sustainable
- Council services which provide good value for money
- High quality service delivery
- Effective partnership working
- Effective management
- Knowledge of our customers and communities
- Members and staff with the right knowledge and skills

Outcome Code	Outcome	Measure	Target	By (date)	Owner	Actions
Team Plan	Reduced accidents and ill health at work	Number of premises reporting major workplace accidents in the year following an intervention	34	2011/12	JS CJ AW AR RPRR	Encouraging safe working practices and inspecting workplaces, investigating accidents and enforcing legislation as appropriate Facilitate the provision of Health and safety training. Provide advice to businesses. To operate in accordance with the strategic programme
NEW	Good Health and safety at work.	Establishments in the area which are broadly compliant with health and safety law	91%	2011/12	JS	Undertaking health and safety interventions in accordance with the health and safety service plan.
Team Plan	Safe environment for employees and visitors working in premises under ENC enforcement	% of premises inspected and found to have an unsafe working environment requiring statutory intervention.	60%	2011/12	JS CJ AW AR RP RR	Interventions including inspections, seminars and publicity focusing on the identified priority areas of Workplace transport, dermatitis, Cancer, BACKS, Radon, smoking and asbestos. Promote a reduction of stress related issues within workplaces. Promote workplace smoking policies and smoking cessation services
Team Plan	Compliance with statutory responsibilities	Compliance with section 18 requirements	100%	2011/12	JS/CJ	Carrying out the enforcement role of a Health and Safety Authority in accordance with the requirements of section 18.

APPENDIX 1 – Health and Safety