

Crawley Borough Council

	PES/34	C
--	--------	----------

Report to Licensing Committee

7th September 2011

Approval of the Health and Safety & Licensing Service Plan 2011 - 2012

1. Summary

- 1.1 The Health and Safety Executive require all Local Authorities to create a service plan to set out how their statutory obligations concerning health and safety will be discharged.
- 1.2 One of their functions is to monitor the performance of Local Authorities' enforcement of Health and Safety.
- 1.3 Revised guidance under section [18] of the Health and Safety at Work etc Act 1974 indicates Local Authorities should produce a health and safety service plan, which must be "drawn to the attention of Members".
- 1.4 The objective of this report is to meet this requirement.

2. Recommendations

- 2.1 To approve the contents of the Health and Safety & Licensing Service Plan 2011-2012.

ANGELA TANNER
Head of Planning and Environmental Services

3. Background

- 3.1 The Health and Safety Commission was created by way of the Health and Safety at Work etc Act 1974. The Commission was created to oversee and develop health and safety enforcement within Local Authorities and Central Government. The Health and Safety Commission has now been disbanded and its functions have been absorbed into the Health and Safety Executive (HSE).
- 3.2 One of the HSE's functions is to monitor the performance of Local Authorities' enforcement of health and safety. New guidance has recently been issued to 'revitalise' health and safety enforcement and close working between the Health and Safety Executive and Local Authorities has been strongly encouraged.
- 3.3 One requirement of the framework agreement is to produce a health and safety service plan, which must be "drawn to the attention of Members".
- 3.4 It has been agreed that the process used for Crawley Borough Council will mean that the Health and Safety Service Plan will first be considered by the Portfolio Holder and then the final draft presented to the Licensing Committee. This should enable us to meet this requirement effectively

4. The Health and Safety Service Plan

- 4.1 The layout and contents of a Health and Safety Service Plan follow the model of the Food Safety Plan due to the close working relationship between the officers carrying out this work. Due to the size of this document it is not attached to this report. A copy has been placed in the Members' Room. It is also available on the Document Management System (DMS) and is available on request from Legal and Democratic Services.
- 4.2 Crawley Borough Council's Plan has been produced to meet the HSE requirements. This plan also contributes to the Council's work in regard to public health and the Sussex Chief Environmental Health Officers' Spanning the Gap Public Health Strategy.
- 4.3 The Plan looks back over the previous year (i.e. 1st April 2010 – 31st March 2011) then forward to the coming year (i.e. 1st April 2011 – 31st March 2012)
- 4.4 Having reviewed the process, it has become evident that it is not practicable to achieve approval of the Plan in April, when the collation of statistical data for the Health and Safety Executive and other year end returns are being compiled. The plan is therefore prepared for consideration in September due to holiday season considerations.

5. Staffing, Financial and Legal Implications/Powers

- 5.1 None in respect of the Plan, which solely collates existing information and future plans using current resource.

6. Other Implications

- 6.1 The Health and Safety activities undertaken by Crawley Borough Council make a key contribution to the objectives of the West Sussex Local Area Agreement in the following manner.

Outcome 4: Improve workforce skills.

Outcome 5: Reduce accidental death and serious injury.

Outcome 11: Promoting health.

7. Links to the Community Strategy and Corporate Plan

- 7.1 The proposals contained in this report relate to the following key areas of the Community Strategy

Local Economy	y	Health and Social Care	y
Affordable Housing		Community Safety	y
Lifelong Learning	y	Local Environment	y

The following key principles are applicable:-

(i) Working together	y
(ii) Dignity, respect and opportunities for all	y
(iii) Leaving no-one behind	y
(iv) Making it last	y

This report achieves the following aims as set out in the Corporate Plan

Providing high quality services	y	Giving exemplary customer service and satisfaction	y
Being financially efficient and well managed	y	Developing motivated, positive and empowered staff	y

8. Reasons for the Recommendation

- 8.1 By noting the contents of the report, the requirements of Sec. (18) of the Health and Safety at Work etc Act 1974 can be implemented.

9. Background Papers

None to compile this report: other references are within the Plan itself.

Contact Officer:- Tony Baldock
Direct Line: - 01293 438220

APPENDIX A

(PS/34)

Crawley Borough Council

Health and Safety & Licensing Service Plan

2011-2012



Contents

	Introduction
1	Service Aims and Objectives
1.1	Statement of Aims and Objectives
	<ul style="list-style-type: none"> • Objectives
1.2	Links to Corporate Objectives and Plans
2	Background
2.1	Profile of Crawley Borough Council
2.2	Organisational Structure
	<ul style="list-style-type: none"> • Council Structure
	<ul style="list-style-type: none"> • Organisation Arrangements for the Health and Safety Service
	<ul style="list-style-type: none"> • Training and Qualifications
	<ul style="list-style-type: none"> • Use of Specialist Services.
	<ul style="list-style-type: none"> • Vacant Posts and Use of Contractors
2.3	Scope of the Health and Safety Service
2.4	Demands on the Health and Safety Service
2.5	Enforcement Policies
3	Service Delivery
	<ul style="list-style-type: none"> • Premises Profile in Crawley
	<ul style="list-style-type: none"> • Operation Times
3.1	Health and Safety Premises Inspections
3.2	Health and Safety Complaints
3.3	Primary Authority/Lead Authority Principal
3.4	Advice to Businesses
3.5	Health and Safety Sampling
3.6	Investigation of Notifiable Accidents and Diseases

3.7	HEALTH AND SAFETY
3.8	Liaison with Other Organisations
3.9	Health and Safety Promotional Work
4.	Resources
4.1	Financial Allocation
4.2	Staffing Allocation
4.3	Staff Development Plan 2011 - 2012
5	Quality Assessment
5.1	Assessing the Quality of the Service
6.	Review
6.1	Review Against the Service Plan 2010-2011
	<ul style="list-style-type: none"> • Scope of the Health and Safety Service
	<ul style="list-style-type: none"> • The Inspection Programme.
	<ul style="list-style-type: none"> • Response To Reactive Work
	<ul style="list-style-type: none"> • Project Work
	<ul style="list-style-type: none"> • Management
6.2	Identification of any Variation from the Service Plan
6.3	Improving the Service, Responding to Challenges.
	<ul style="list-style-type: none"> • Improving Communication
	<ul style="list-style-type: none"> • Response To Reactive Work
	<ul style="list-style-type: none"> • Project Work
	<ul style="list-style-type: none"> • Management
	<u>Appendices</u>
	Appendix A Integration of Strategies and Plans
	Appendix B Organisation of Teams
	Appendix C Details of Public Analysts
	Appendix D Motor Vehicle Repair Health and Safety Interventions

Introduction

This Service Plan has been developed to meet the requirements of the HSE, which sets the standards required of enforcement bodies through Section 18 of the Health and Safety at Work etc Act 1974 (referred to within this report as the Act). This legislation places a legal duty on Crawley Borough Council to provide an enforcement service. We are obliged to ensure that the 1771 premises within Crawley and Gatwick which fall to us to enforce, comply with current health and safety legislation.

Our service plan is important, as it is one of the ways in which Crawley can show that it is meeting the required standards of Sec. (18) of the Act. In addition to any audits carried out by the external bodies Crawley also participates, with other local authorities in West Sussex, in inter-authority audits conducted against the standard. One of these reviews was carried out in 2008. In May 2009 a “Peer Challenge” process was also undertaken resulting in the production of a further improvement plan. Many of our projects for the Health and Safety service will contribute in the coming year to meet the requirements of the action plan.

This Health and Safety Service Plan should not be seen as a stand alone document. It should also be read in conjunction with Crawley’s Community Strategy, Corporate Strategy, the Environmental Health Service Best Value Review, Environmental Health’s Enforcement Policy and the Council’s commitment to the Enforcement Concordat. It should also be reviewed in the context of cross-cutting issues at Crawley, particularly health and social care, community safety, lifelong learning, economic development and workplaces as a health setting. These arrangements reflect the strong support by Councillors for the maintenance and improvement of Crawley’s Health and Safety service within environmental health.

Health and safety interventions in the workplace are a key area in which effective measures can be taken to protect and improve the health of large numbers of people who live and work in Crawley or travel to work in the Borough. The contribution to public health therefore extends beyond Crawley and may play an important part in improving health of the working population the South East Region overall. Crawley is recognised a centre for innovation and success by the Regional Director of Public Health Professor Yvonne Doyle and the Regional Workplace Healthy Coordinator Barbara Hawkes.

The scope of health and safety interventions are clearly aligned to solid evidence detailing the most serious and frequently occurring accident and occupational health related illness which is collected at both national and local level. This is in keeping with the requirements of the Regulators Compliance Code published by the Department for Business Enterprise and Regulatory Reform.

The Health and Safety Service makes a significant contribution to Crawley Borough Council’s corporate objects to improving health and safety compliance and health in local commerce in the following ways:

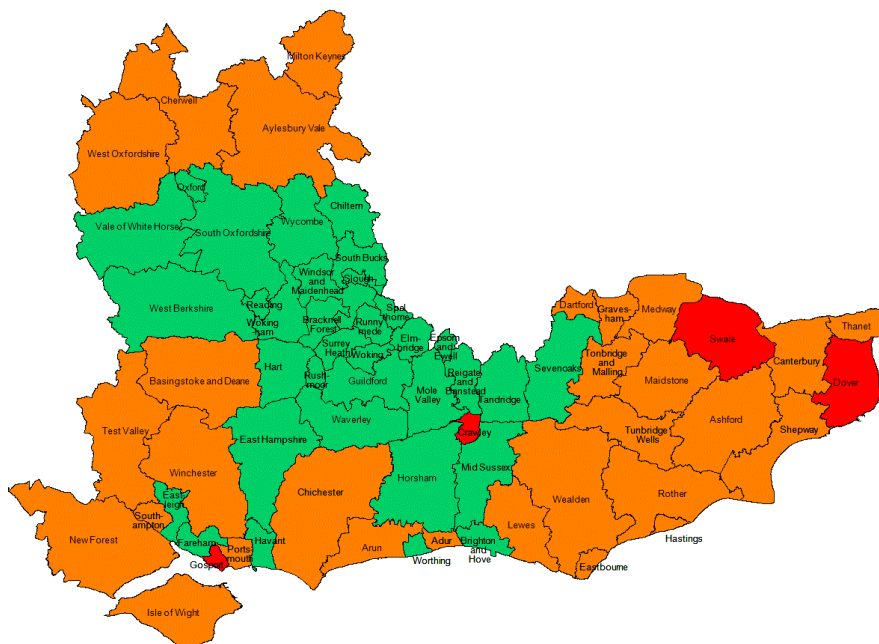
- Leader – inspiring, galvanising and encouraging others to work with us
- Influencer – lobbying, communicating, pressing and campaigning
- Partner – actively engaging with others and jointly committing time, money and resources

Health and safety is inherently linked to the economic health of business as recognised by the Black Report. The headline figures below outline the national picture. Statistics are not available from the National Office of Statistics for the year 2010 – 2011 at the time of writing.

Key annual figures 2009/10

- 1.3 million people who worked during the last year were suffering from an illness (long standing as well as new cases) they believed was caused or made worse by their current or past work. 555 000 of these were new cases.
- 147 workers were killed at work (revised June 2011), a rate of 0.5 per 100 000 workers.
- 121 430 other injuries to employees were reported under RIDDOR, a rate of 473 per 100 000 employees.
- 233 000 reportable injuries occurred, according to the Labour Force Survey, a rate of 840 per 100 000 workers.
- 28.5 million days were lost overall (1.2 days per worker), 23.4 million due to work-related ill health and 5.1 million due to workplace injury.

The map below shows the breakdown of accidents per 100,000 employees in the South East Region. Crawley has the second highest rate of accidents at 655 per 100,000 only being beaten by Swale at 804 accidents per 100,000.



1. Purpose, Measures and Method

1.1 Purpose

Our purpose can be defined as:

'Safeguarding the public and employees from work activities that pose either a short term or long term risk to health or potential to harm or injure, and to prevent workplace illness and worklessness due to occupational related disease or injury'.

1.1a Method

This will be achieved by:

- Helping owners/proprietors of businesses and their staff understand and comply with their legal obligations to protect their employees and those affected by their work activities
- Ensuring premises meet the legal required Health and Safety (at a minimum) standards in terms of structure, management and practices;
- Enabling businesses to have access to Health and Safety support, advice and information in order to encourage them to be self-regulating, self-auditing and aspiring to best practice;
- Complaints and concerns are dealt with fairly and promptly and that information is made available to trade and other customers;
- To facilitate and/or provide Health and Safety training/courses and encourage businesses to participate.
- To provide advice and information to Health and Safety businesses.
- To promote good practice more widely through contribution to primary care trusts and the West Sussex Health Improvement Plan, following the lead of Central Government new White Paper on Health to ensure health and safety at work is fully aligned to the Local Area Agreement objectives in promoting and protecting public health. This includes promotional campaigns such as European Health and Safety Week.
- To respond to complaints about, unsatisfactory working conditions and unsafe practices in businesses and where appropriate, respond in partnership with colleagues in other agencies, such as the police and Health and Safety Executive, to achieve a seamless service to customers.
- To investigate formal notifications of accidents, disease, and dangerous occurrences and to take all necessary measures so as to prevent a recurrence. We will consult with the appropriate agencies, including the police, Health, and Safety Executive (HSE). We will aim to respond immediately to work related fatalities.
- To deliver all of our services to a high standard
- To inform and advise our customers (both in business and members of the public) and be a key contributor to the Local Area Economic Action Group.

- To participate in HSE initiatives as part of the 'Revitalising Health and Safety Campaigns' to build on topic based inspection in conjunction with the other members of the Sussex Health and Safety Liaison Group.
- To continue developing programmes connected to the work place health as a health setting.
- To undertake one locally based health and safety intervention programme dealing with local concerns. This will be dealing with LPG in mobile vehicles and catering establishments in 2011 – 2012.
- Participate in the Pan Sussex Safety in the Beauty Industry Project.

1.1b Measures

- These are based the current statutory guidance namely Local Authority Circular 67/2 (Revision 2) HELA notes regarding Health and Safety interventions as follows:
 - (a) To identify all required inspections based on risk profile using the Council's database management system (UNiform). This year this requires inspection of a minimum 111 premises although it is likely new business start ups and in year changes will increase this figure.
 - (b) To achieve an inspection rate of 100% in risks classes A – B2 and an intervention rate of at least 90% for risk class C.
- A response to all complaints within 3 working days and to reconcile complaints within no more than 120 working days from receipt depending on the type of complaint.

1.2 Links to Corporate Objectives and Plans

The Health and Safety Service is a key document within the Public Health Strategy and operates within Crawley's Community Strategy and Corporate Policy². It is integrated into the key themes from the strategy that the Council has chosen to focus on, including:-

Our Communities: Safe healthy, cohesive and enjoyable

- Working for better health and health care. (Priority 2).

Our Economy: Thriving, vibrant and prosperous.

- Developing a sustainable local economy where a diverse range of local, regional and national interests flourish.

Our Council: Of which we can be proud.

- Delivering value for money services (Priority 10).

- Peak performing people (Priority 11)
- Creating a culture of efficiency and the habit of success (Priority 12).

The Health and Safety Service will strive to achieve these Council priorities by:-

- Working efficiently to continue to make the best possible use of resources.
- Working in partnership with other organisations.
- Implementing Crawley values to best service systems of the Borough.
- Working to achieve the Council's principles for sustainability.
- Being aware of cross-cutting issues and actively seeking to improve communication within the Council.
- Ensuring our activities are effective and well targeted to provide fairness to commerce and protection to the public and those at work by taking proportionate action at all times.

2. Background

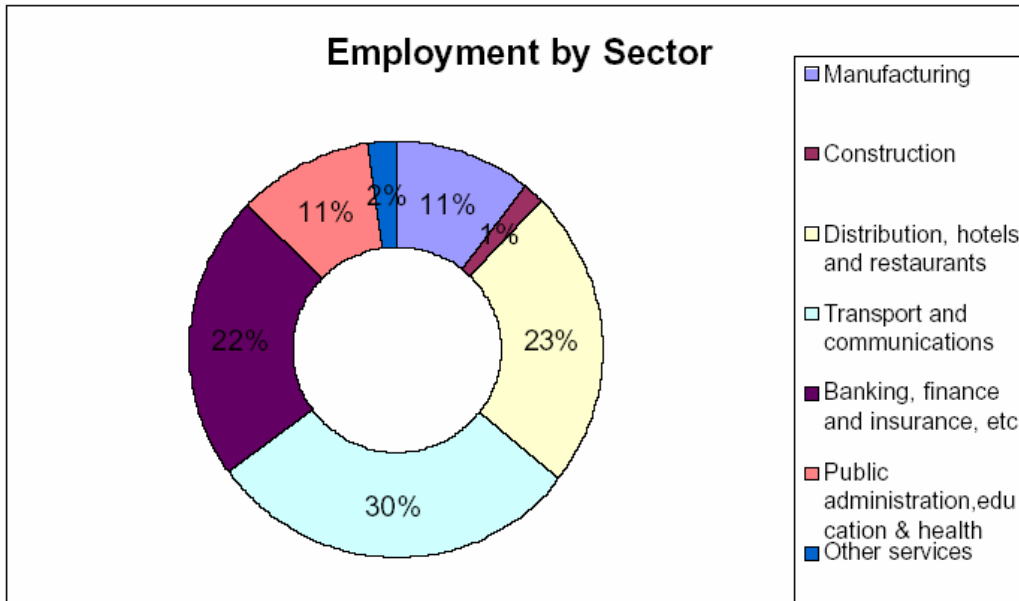
2.1 Profile of Crawley Borough Council

Situated in West Sussex, halfway between London and Brighton, Crawley has slightly above 100,000 residents. Whilst only covering a small part of West Sussex, Crawley provides a large proportion of the total production of the region. Generally, there is a youthful disposition to the population, thus vulnerable groups tend to be children, rather than the elderly.

Businesses in the Crawley Borough Area subject to our enforcement broadly comprise the following:

- A full range of retailers in the town centre,
- A town centre market, held on Wednesdays, Fridays and Saturdays.
- Smaller restaurants and food retailers in the neighbourhood parades,
- Food manufacturers in the outlying industrial estates
- Food venues at the Airport.
- Large hotels serving the Airport: despite being home to Gatwick airport, there are relatively few small hotels and B&B in the area, as Crawley is not generally considered a holiday destination in itself.

The graph below shows the spread of this employment. 75% of employment falls into three sectors of which 23% are distribution, hotels, and restaurants.



Source: Annual Business Inquiry

We are aware that many local people are employed in the Borough and it is noted that Crawley has the highest number of adults with very low literacy skills in Sussex. In addition, Crawley has a diverse range of cultures and languages spoken, as can be seen from the table overleaf. We have a larger ethnic minority population than average for England and the South East Region. The largest proportions are from the Asian/Asian British Indian and Asian/Asian British Pakistani groups.

This requires consideration when carrying out inspections, education, and enforcement, bearing in mind the Council's commitment to equal opportunities for all.

	England	South East Region	Crawley
All people (number)	49,138,831	8,000,645	99,744
<i>Percentage of people in ethnic groups:</i>			
White: British	86.99	91.30	84.50
White: Irish	1.27	1.03	1.31
White: Other White	2.66	2.77	2.72
Mixed: White and Black Caribbean	0.47	0.30	0.34
Mixed: White and Black African	0.16	0.12	0.23
Mixed: White and Asian	0.37	0.37	0.46
Mixed: Other Mixed	0.31	0.28	0.34
Asian or Asian British: Indian	2.09	1.12	4.40
Asian or Asian British: Pakistani	1.44	0.73	3.00
Asian or Asian British: Bangladeshi	0.56	0.19	0.15

Asian or Asian British: Other Asian	0.48	0.29	0.77
Black or Black British: Caribbean	1.14	0.34	0.30
Black or Black British: African	0.97	0.31	0.73
Black or Black British: Other Black	0.19	0.06	0.08
Chinese or other ethnic group: Chinese	0.45	0.41	0.31
Chinese or other ethnic group: Other ethnic group	0.44	0.37	0.34

Source: Census 2001, Crown copyright

While Crawley occupies one of the smallest land areas, occupying just 2.2% of the West Sussex area and 2.9% of the Gatwick Diamond area, it accounts for almost a quarter of the commercial space of West Sussex and approaching 30% of the commercial space of the Gatwick Diamond. At 1,565,000 square metres of floorspace, Crawley provides more commercial space than any other town in West Sussex or the Gatwick Diamond. At 965,000 square metres Horsham is the nearest to Crawley.

The high levels of commercial occupation have an impact in regard to the resources required for health and safety purposes.

2.2 Organisational Structure

Council Structure

Crawley Borough Council operates a Cabinet system: the Portfolio holder for the Health and Safety Service is Councillor Ken Trussell. Policies are created using Policy Development Forums. Decisions about how services in Crawley are delivered are made are decided in conjunction with members through Committee Meetings. The Council employs around 800 people in four Directorates and fourteen Divisions. The Council's Mission is **"a town in which people take pride: prosperous and safe where value for money services contribute to a high quality of life and environment, with opportunities for all."**

The Council's activities are divided as follows:

The Chief Executive is Lee Harris.
Responsibilities:

- Policy and Performance
- Legal and Democratic Services
- Communications

The Director of Environment & Housing is Peter Browning
Responsibilities:

- Planning and Environmental Services (home of the Health and Safety Service)

- Housing

The Director of Community Services is Phil Rogers
Responsibilities:

- Amenity Services
- Arts
- Community Services

The Director of Resources is David Covill
Responsibilities:

- Finance
- Information Communications Technology
- Property Services & Procurement
- Customer Services
- Human Resources

The description of the current approved structure is contained in the Council's Constitution¹.

Organisation Arrangements for the Health and Safety Service

The Health and Safety service is provided by officers within the Food, Licensing and Occupational Health Team. This team covers:

- Food related issues, including infectious disease control and the Imported Food Office at Gatwick.
- Licensing Act 2003, Gambling Act 2005, street trading, sex establishments, skin piercing, dangerous wild animals, zoos, animal boarding and breeding etc.
- Occupational health related issues, including all businesses within Local Authority enforcement in Crawley and the neighbourhood, the industrial estates and Gatwick airport.
- Wellbeing activities linked to the workplace on behalf of the Council's Wellbeing Team

A diagram showing the way that the Health and Safety team work with the Food, Licensing and Occupational Health Team can be found in Appendix B.

A number of key liaison groups have been identified, for attendance by the group.

- Sussex Health and Safety Liaison Group: Petra Gallagher, Simon Cole, Paul Willis.
- Team meetings, for the Food, Licensing and Occupational Health, held on a monthly basis. These include training sessions on procedures and legislation.

Training and Qualifications

Appropriate proof of qualification is required for the appointment of the post. Ongoing training for all officers is collated and monitored, in line with the current guidance. This information is reviewed by the Environmental Health Manager, during the

corporate appraisal process. A training needs analysis is carried out and a training plan produced for each officer.

Use of Specialist Services.

Samples and exhibits can be sent to the Public Analyst (Hampshire Scientific Services, Eurofins, Kent Scientific Services or Staffordshire Scientific Services) in accordance with our procedure, as attached as Appendix C.

Vacant Posts and Use of Contractors

Where possible vacant posts are filled using temporary contracts. Contractors may also be used to free time for specialist officers.

Contracts are selected in line with the Council's procurement policies and procedures. Once appointed, the contractor's original work is vetted by the Environmental Health Manager and a 5% of revisits arranged to check the quality and efficiency of the actual inspection, by a member of the Health and Safety team. Any major variations in premises scores (before and after the contractor's inspection) are investigated with contractor or appointed contract manager.

2.3 Scope of the Health and Safety Service

The following activities form the scope of Crawley's Health and Safety Service:

- Inspection of business premises under the Health and Safety At Work etc Act 1974 and Associated Regulations.
- Inspection following initial registration of a business for the first time.
- Responding to complaints of unsafe premises and practices. In certain cases, it may be more appropriate for an officer from the Health and Safety Executive to investigate the complaint. Liaison arrangements exist so that no matter which service receives the complaint in the first instance, it is speedily transferred to the service that has the best possibility of a thorough investigation. This has been facilitated through the Sussex Health and Safety Liaison Group.
- Advice and support to businesses either during inspection on request, and where proprietors are considering starting a new business.
- Advice to customers on health and safety related legislation, best practice, current media concerns, and similar issues (this would include reactive advice and proactive work such as news releases, promotional activities, etc.)
- Enforcing Health and Safety legislation in accordance with the environmental health enforcement policy/enforcement concordat/Regulators' compliance code. This ranges from informal written warnings through to service of improvement notices, voluntary and emergency prohibition (closure and sundry premises), etc., to prosecution in court (or a simple caution, depending on the circumstances of the offences).

- Provision or arrangement of training, as dictated by demand as part of a themed promotion/introduction in legislation.
- Responsible Authority as defined by the Licensing Act 2003.

2.4 Demands on the Health and Safety Service

In addition to this core work, the Health and Safety Team are also a Responsible Authority as defined by the Licensing Act 2003. Officers from the team assist in processing premises licence applications, temporary event notices and variations made under the LA03 concerning licensed premises, prior to the licence being issued. In addition to regulated entertainments officers from this team also deal with other licence matters pertaining to health and safety as defined relating to infectious disease and animal welfare as defined below.

- Regulated entertainments, which range from live music in licensed premises to sporting events. Officers also assist in controlling any vicarious liability the Council attracts through holding events on Council owned land through assisting organisers of large events such as the Irish Festival and Sussex Rocks (the latter taking several months planning and liaison).
- Animal boarding and breeding, zoos and dangerous wild animal, which include elements of animal welfare
- Skin piercing, acupuncture and tattooing, which involve public health issues of preventing blood borne cross infections.

2.5 Enforcement Policies

Crawley endorsed its commitment to the enforcement concordat in December 2001. The enforcement of health and safety is also carried in strict adherence with the Regulators' Code of Compliance.

The Environmental Health Services has a generic enforcement policy used by most of the service including the Health and Safety service. We have also developed a more specific procedure to implement the policies, by creating an Environmental Health "Enforcement Review". This hearing comprises the Head of Service, Solicitor to the Council and case officers.

Offences are presented as a case file to the Head of Service, by the investigating officer. The matter then receives an objective review. The respective case officer completes the details of their opinions and investigation and forwards it to the Head of Service. The Head of Service or their deputy then holds a case conference with a legal advisor in attendance and then records the reason for their decision. This is within the parameters of her delegated powers.

Crawley has also adopted a formal complaints procedure, whereby any customer aggrieved by our processes or decisions can have the case examined.

There are also opportunities for "informal" complaints to be raised via our customer survey forms.

3 Service Delivery

The HSE have provided guidance in respect of a minimum inspection frequency for Health and Safety premises. The Council's policy is to complete 100% of the inspections within the given timescales. The service is provided in accordance with Local Authority Circular 67/2 (revision 2) which was reissued in March 2010.

The information gathered during proactive work is vital to our ability to assess health and safety standards, evaluate the effectiveness of an intervention strategy, inform the targeting of future work and record activity on key topics where a rating is not currently required. This guidance is issued to Local Authorities (LA) under Section 18 Health and Safety at Work etc Act 1974 (HSWA) and provides the necessary detail to help LA comply with the S18 Standard on Priorities and Planning[1]. It is consistent with priority planning guidance used by Health and Safety Executive's (HSE) Field Operations Directorate (FOD) and replaces HELA Local Authority Circular, LAC 67/1(revision 2) Inspectors should use this guidance following an intervention at premises within their jurisdiction in order to generate a risk rating.

The guidance is divided in to two parts: Part One - Risk Rating and Part Two - Frequency of Intervention. The guidance requires a shift of focus in terms of interventions planning by LA and their officers. It reflects the HSE Board's new strategy "The Health and Safety of Great Britain: Be part of the solution" and sets out a new approach to developing effective health and safety regulatory interventions justified by risk. This is also mirrored through the reactive intervention approach via the Incident Selection Criteria (LAC 22/13). The two systems should be used in conjunction to enable enforcing authorities to focus and optimise impact in areas of greatest risk. To enable effective operation of interventions the EA should provide sufficient resources to deliver an efficient and effective service in line with the Section 18 Capacity Toolkit.

The new risk based system reduces the number of categories into which premises can be classified from six to four. Premises should be transferred en-bloc in order to minimise the need to evaluate cases individually within a short space of time. This also makes data handling easier. Subject to the devised intervention plan (including both proactive and reactive interventions), premises should be re-rated individually over time using this new scoring system. It is important that re-rating takes place appropriately adopting the new approach of stand-alone as opposed to cumulative criteria.

The guidance provides a simple rating system for inspectors scoring premises based on four factors:

- Confidence in management
- Health performance
- Safety performance
- Welfare standards (not used to compute the rating as direct action is possible through service of a notice).

The guidance also provides a way to categorise the risk premises pose (high, medium or low), with low risk premises being subject to non-inspection intervention techniques. LA's may determine that an inspection is the most appropriate approach

in these circumstances, but other suitable interventions may be considered appropriate e.g. invites to seminars, followed by a visit should the business fail to attend. This approach, although consistent with FOD, is quite a radical departure from the previous guidance. There is no longer any cumulative adding of various factors, which produces a single overall numerical score. Instead, stand-alone scoring against 3 criteria is used to measure what controls an employer has in place and, using this, to determine a risk rating. Public risk is now incorporated within the overall context of the rating system and no national accident data (NAD) weightings are applied. In addition, to simplify the rating system, there are now only 4 risk categories of premises instead of 6.

HELA recognises that introducing a new risk rating system to aid priority planning will require LA to change internal management and work recording systems. It is recommended that this guidance should be introduced into LA planning cycles from October 2009 and to risk rate LA enforced premises under this new regime from April 2010. Cascade materials will be provided in order to facilitate these changes via regional Partnership Teams when this document is published in September 2009.

Risk Profiles

This section describes how LA's should conduct their activities with duty-holders in line with the rating scores derived. A range of interventions are encouraged. The term "intervention" is taken here to mean any activity, taken from amongst the range of options available, which is used to influence activities within the premises being targeted or aimed at the duty-holder(s) in question with a view to securing compliance.

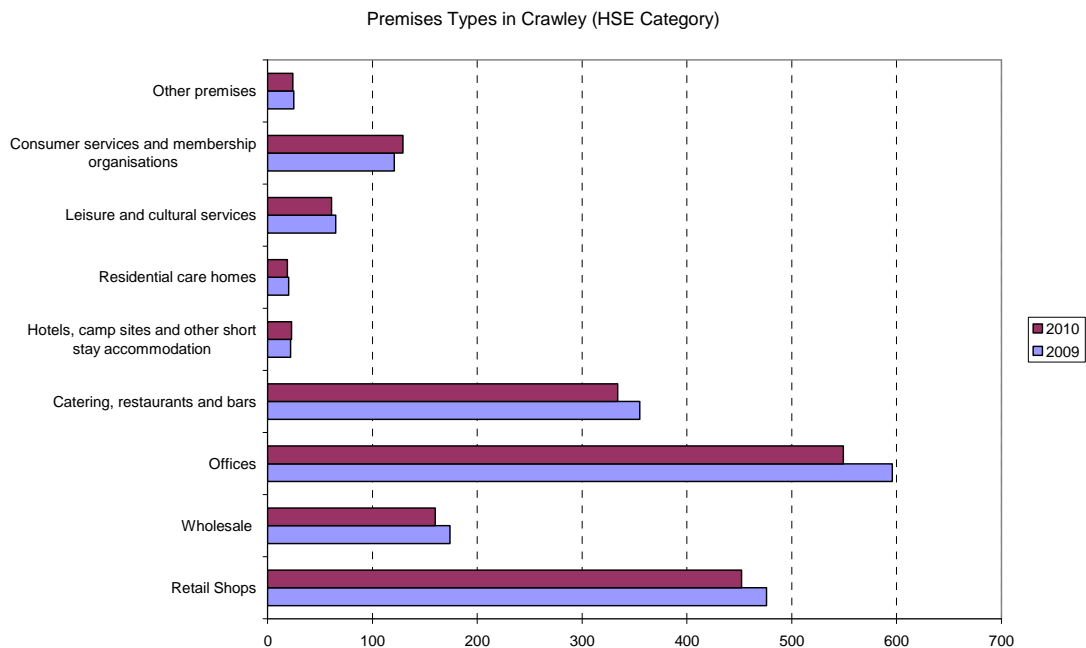
The table below shows the new LAC 67/2 categories for inspection frequencies.

Description	New Category	Rating Score	Intervention Frequency
Highest Risk	A	Score of 5 or 6 on any risk	Inspection not less than once per year
	B1	Score of 4 on any risk	Premises for inspection (e.g. programme directed; new employers/premises; local priority programmes) Those premises without an intervention contact within 18 months to be reviewed (see Para 3.2)
	B2	Score of 3 on any risk	Premises for intervention (e.g. programme directed; new employers/premises; local priority programmes) It is proposed that Crawley Borough Council adopt a parallel approach to food safety with this risk category at least every 2 years
Lowest Risk	C	No score greater	Use non-inspection intervention methods/techniques. Alternative strategies to

than 2 be used at least every 5 years.

It is only possible to estimate the number of programmed, risk based inspections, as new businesses open and others close down. However, at 1st April 2010 we are able to estimate that 155 premises will require an intervention.

The graph below shows the number of premises in Crawley, according to their use class.



A small drop in commercial premises operating in 2011 is apparent as compared to 2010 which is in keeping with the overall economic downturn.

These risk based inspections form only part of our contact with businesses to ensure occupational health and safety standards are maintained. A range of follow up actions is used, bearing in mind the limited resources available to the team. Based on previous years' performance around 15% of initial inspections will give rise to revisits. A summary sheet of the action taken is left at the time of the visit for all risk based inspection and, if the works required are more complex, a letter confirming the actions to be completed will be sent.

In addition to the programmed inspections, the Health and Safety Team also deal with complaints made by members of the public or other businesses. The Corporate quarterly reports complaints/requests for service response performance for the Environmental Health Service as a whole, including where a Health and Safety element is involved.

Operational Times

The Health and Safety Team are part of the Environmental Health Service which operates from the Crawley Borough Council Town Hall.

The Town Hall is open Monday to Thursday 08:45 - 17:20, Friday 08:45 - 16:20. However, a flexitime system is worked and officers are able to work 07:00 – 20:00 accordingly. A duty rota is worked to ensure cover is also available for the office during opening times.

The emergency response for out of hour's problems, such as Health and Safety work related fatalities, would be dealt with initially by the Town Hall emergency operator. The options available to the operator include access to a team of Environmental Health Practitioners who operate an out of hours call service or in serious instances the Head of Environmental Services or Environmental Health Manager who are both qualified Environmental Health Officers.

3.1 Health and Safety Premises Inspections

The Environmental Health computer system (UNIFORM) is one used by many local authorities. It contains details of the business premises registered in Crawley. It is also used to generate the risk based inspection programme, to record key details regarding inspections and actions. This information is then used to complete the HSE statistical returns.

The inspection programme is based on the risk rating of the premises and the challenges set by the Revitalising Health and Safety Initiative. This highlights the premises which are due to be inspected according to the perceived risk. To this list are added any premises not inspected in the previous year, new premises not previously risk rated and other premises which the Health and Safety Team feels should be included, based on local feedback.

The full list is drawn up by the Environmental Health Manager and the members of the Health and Safety Team. The allocation of the premises to individual team members is determined by its location in the borough. The borough has been split into 4 areas for which one of the, each sector having an Environmental Health Officer and Senior Health and Safety Enforcement Officer assigned to them. Gatwick Airport is divided into North and South Terminal and operates in a similar fashion.

Monthly checks are made of progress against the planned inspection programme by the Environmental Health Manager at team meetings and there is an annual return made to the HSE. Crawley also has a local performance indicator which reflects the HSE indicator.

The council's policy is to complete 100% of inspections of premises due an inspection, in accordance with the HELA risk rating system. This year 2011-2012 this will require programmed 155 premises inspections. The UNIFORM database has been cleansed for spurious records and searched for missed inspections and premises without rating scores. This has revealed a potential further 200 required interventions which also be phased in during the coming year.

The budget for the Health and Safety Service is shown in section 4.1 below and staffing to be provided is detailed in the table in point 4.2.

3.2 Health and Safety Complaints

All Health and Safety complaints, including complaints investigated by staff based at the imported food office are entered into the UNIFORM computer system. They are

then allocated on a location basis as described above, in accordance with the current procedure.

- The estimate of resources required for complaints is based on the previous years' trends. Complaints received are grouped as follows:

Uniform Code	Description
HSWCOM	comfort and welfare
HSWLPG	Liquid petroleum gas
HSWOVE	Overcrowding
HSWSAF	Safety
HSWSHP	Shops act (Sunday Trading)
HSWUNS	Unspecified

3.3 Primary Authority

The Regulatory Enforcement and Sanctions Act 2008, and secondary legislation made under the Act, establishes Primary Authority as a statutory scheme for businesses trading across local authority boundaries.

The Primary Authority scheme offers local authorities the opportunity to develop a constructive partnership with a business that can deliver reliable advice and coordinated and consistent enforcement for the business. The scheme provides for new funding arrangements, allowing local authorities to consider recovering costs from partner businesses.

Key elements of Primary Authority operate as follows.

- Primary Authority covers environmental health, licensing and trading standards legislation and applies to all local authorities that have responsibility for these functions. Due to the nature of reserved legislative authority in the devolved administrations, the application of the scheme in Scotland and in Northern Ireland is different from its application in England and Wales.
- A Primary Authority partnership with a particular business may originate in an approach from the business, or it may be proposed by a local authority and a business jointly, for example as a natural progression from an existing home or lead authority relationship.

Crawley Borough Council was approached by the Caravan Club Ltd in 2010 with a request to act as their Primary Authority due to the quality of our Health and Safety Service and an agreement was signed and endorsed by the Local Better Regulation Office in March 2011.

3.4 Advice to Businesses

Advice to businesses and customers is viewed as an essential part of the Health and Safety service plan and includes advice for new businesses. Those wishing to

discuss their plans to set up or alter the nature of their businesses are given free advice on standards and best practice.

We also support “business breakfasts” provided by the local Chamber of Commerce, to increase awareness of our advisory role.

3.5 Health and Safety Sampling

A Health and Safety sampling project undertaken in 2009-2010 will be repeated in 2010-2011 looking at the microbiological quality of recreational waters. Sampling costs will be met from the allocation given to Crawley by the Health Protection Agency.

Four laboratories are used by Crawley:

- Hampshire and Kent Scientific Services (as Public Analysts) and
- Eurofins (as Public Analysts)
- Sussex & Surrey Environmental Microbiology Service (as the Public Health Laboratory Service.)
- Staffordshire Scientific Services (Public Analysts)

3.6 Investigation of Accidents, Work Related Disease and Dangerous Occurrences.

Certain types of accidents, diseases and dangerous occurrence must be notified to the enforcing body. This is required under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations. A central agency receives all such notifications and allocates them to the appropriate enforcing body. This year in Crawley 265 accident notifications were received:

It is not always appropriate to investigate a reported accident; in the case of a minor accident at a business that has been recently inspected, for example. In addition, some accidents are reported, but are not technically “notifiable” under regulations.

3.8 Liaison with Other Organisations

Our main links with other organisations are through the Police (especially where there is a fatality) and the Health and Safety Executive, with whom we share enforcement responsibilities. The HSE and Local Authorities enforce the same legislation, but in different businesses. This year the HSE is actively seeking to work in partnership with Local Authorities. At Crawley, we are liaising with local HSE officers to carry out joint projects.

Crawley Borough Council also plays an active part in the Sussex Health and Safety Liaison Group. The Head of Planning and Environmental Services is the current Chief EHO’s link officer to the group and the Environmental Health manager is a member of the management sub group.

Crawley Borough Council is the first local authority to work in partnership using flexible warrants with the HSE and successfully prosecute under the Health and Safety at Work etc Act 1974.

3.9 Health and Safety Promotional Work

The Health and Safety Team co-ordinate their promotional activities within the team. Where training requests are received from customers, they are dealt with in a variety of ways:-

- Passed on to neighbouring authorities who regularly run Health and Safety courses.

The team also participates in campaigns, including:-

- European Health and Safety Week
- Career days at Thomas Bennett Community College.
- Wellbeing in the Workplace.

A new match funded post has also been developed in partnership by the Primary Care Trust to employ an officer working directly on Wellbeing in the Workplace. This post has proved highly successful in its second year showing great results further to extending the role to a 3 year placement using PCT funds. The Head of Planning and Environmental Services and the Environmental Health Manager are continuing to work with the PCT capture all potential synergies in regard to the statutory work of the team.

4. Resources

4.1 Financial Allocation

As described above, the current budgetary arrangements have been reviewed. The budget available to the Health and Safety Service is as follows:

C1022	10010	Permanent Staff Pay	102760
C1022	10030	Overtime	0
C1022	10100	Nat. Insurance - Empers Cont.	8530
C1022	10101	Nat. Insurance - Car Lease	910
C1022	10110	Employers Pension	17060
C1022	10210	Car Leasing - Council Cont.	7160
C1022	10240	Professional Subscriptions	130
C1022	10400	Qualification Training	560
C1022	10410	Course/Seminar Fees	220
C1022	10420	Training - Travel	240
C1022	10600	Personal Accident Insurance	10
C1022	10601	Employees General Insurance	510
C1022	10610	Eye Tests	50
Sum: Employees			138140

4.2 Staffing Allocation

Each of the officers carrying out the Health and Safety function also carry out other duties. Only a percentage of their time is, therefore, spent on Health and Safety. The table below shows the full time equivalent post (i.e.37 hours a week), to be spent by

the types of officers in the team. Figures have been rounded up to a % of a full time equivalent post.

Type of officer	% of a full time equivalent post
Other management ²	10
Environmental Health Manager	20
Health and Safety Enforcement Officer (x 2)	85*
Environmental Health Officer (x 2)	30
Technical Support Officer	30
Senior Environmental Health Officer (x 3.5)	35

*1 Health and Safety Enforcement Officer is the Unison Branch Chairman and Local Representative.

4.3 Staff Development Plan 2011 - 2012

Each year, a training programme is drawn up for individual members of staff, following the staff appraisal process. Training needs are identified at this point.

A competency matrix has been developed and Health and Safety Officers are also required to complete the HSE Regulatory Needs Development Analysis tool.

5 Quality Assessment

5.1 Assessing the Quality of the Service

The quality of the service is rated by our customers. We carry out regular surveys, the results of which are collated. These include customer survey forms sent out systematically, following completion of investigations and commercial premises inspections. In addition, the following quality checks are carried out:

The Environmental Health Manager operates a monitoring system, which reviews

- the consistency and quality of inspections, by monitoring inspection forms
- the consistency and quality of record keeping, by review of files
- The quality of the service, as rated by our customers, by review of regular customer surveys.
- Visits in which the Environmental Health Manager accompanies the officer concerned, to give feedback and check consistency of approach.
- The consistency and quality of the application of policies and procedures, by including an update session in the regular team meetings.
- The teams performance against the Council's standards of service, namely:

Measurement parameters include:

Inspection of 100% of businesses requiring inspection in the current HSE requirements (measure performance: an annual return to the HSE, quarterly review by Environmental Health Manager, discussion on trends and exceptions to the plan).

Complaints to be responded to ideally within 3 working days, but not more than 10 working days. (Measure performance monthly review by Environmental Health Manager.)

Serious complaints regarding Health and Safety, such as fatalities to be responded to ideally immediately but at least within 24 hours of notification. (Measure performance: monthly check by Environmental Health Manager as and when required.)

Vetting of contractor quality, if used. Measure performance: shadowed inspections on first appointment, then each inspection paperwork vetted by Environmental Health Manager.)

6 Review

6.1 Review of the Service Against the Service Plan 2010 - 2011.

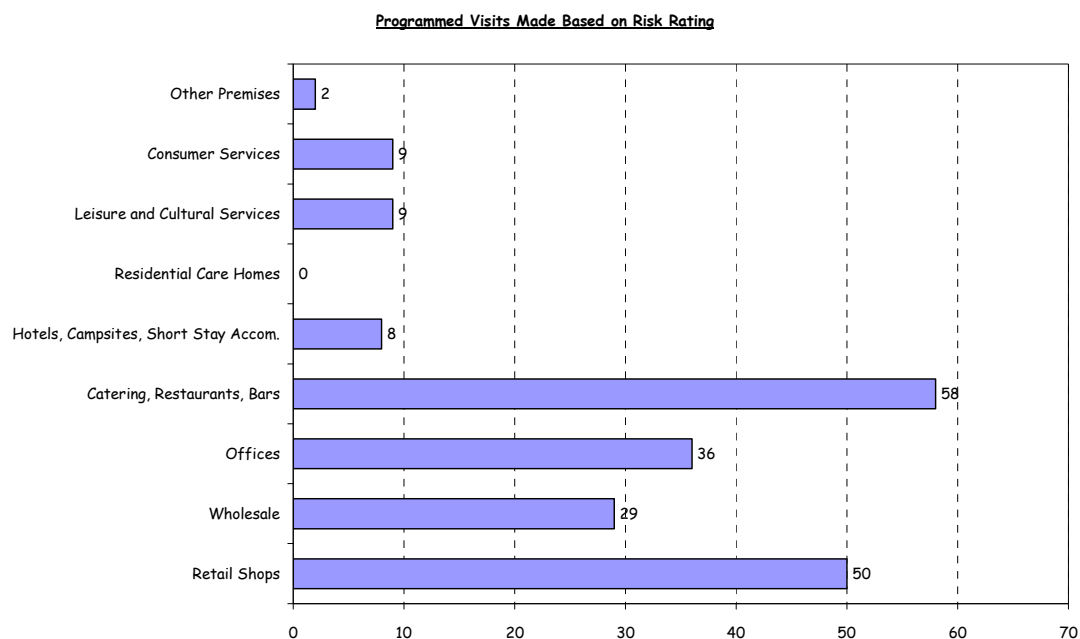
Crawley produced a new Corporate Plan in 2010 which is congruent with the new Community Strategy developed through the Local Strategic Partnership. The Team Service Plans provide the operational elements required to put the plan into action. The Food Licensing and Occupational Health Team Service Plan provide some of the information that is needed for this, more specific, Health and Safety Service Plan. A diagram showing the relationship between the various plans is attached as Appendix A.

Scope of the Health and Safety Service. Our work for the 2010 – 2011 period involved the following elements:

The Risk Based Inspection Programme.

Targets and deadlines are set by Central Government and efficiencies are gained by streamlining processes. This work was given highest priority this year. We used the HELA risk scored inspection programme as the basis for our premises inspections. However, additional inspections arose through new businesses starting up and complaints about premises. The team completed 201 planned health and safety interventions exceeding the year start figure of 189 thus achieving a performance of 106% of the work plan target. Additional visits consisted of new premises registrations and premises which have been missed in earlier years.

Health and Safety Interventions by Sector Type 2010- 2011



The council's policy is to complete 100% of inspections of premises due an inspection, in accordance with the HELA risk rating system. The team has, once again, achieved this target.

It should be noted that visits are combined with food safety visits as far as is possible to ensure commerce is interrupted as little as possible and the Officer's time is used as efficiently as possible.

Response to Reactive work.

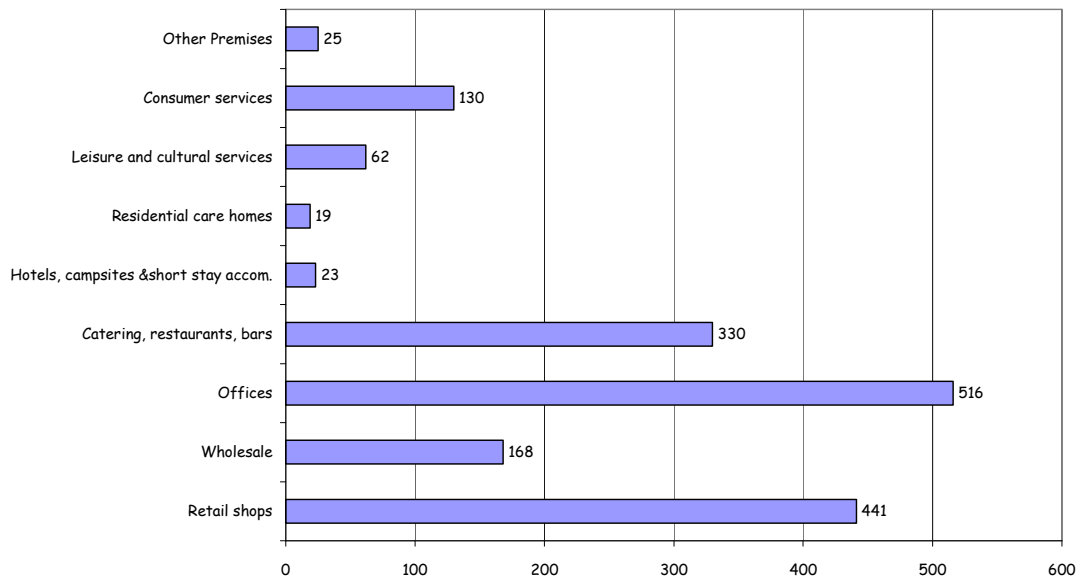
This work includes:

- Complaint investigations (e.g. regarding unsafe premises or activities.)
- Accident investigations
- Investigations into complaints regarding poor occupational health and welfare
- Investigations of Dangerous occurrences
- Registrations (e.g. of cooling towers) and permits (e.g. waiving the notice period to commence work on Asbestos removal.)
- Formal Action arising from investigations.

This year we met our targets in respect of reactive work.

Whilst it is not possible to predict exactly the number of visits the team will undertake during the year it is possible to base resource requirements on the emerging trends when looking at year on year data. For example, the team undertook 382 interventions concerning all health and safety matters in 2010-2011 as compared to 417 health and safety interventions in 2009-2010.

Premises as at 01/04/2011



Premises Types as at 01/04/2011 According to HSE Classification

The numbers of premises has remained very stable as compared to 2009 – 2010 data excepting retail shops where 11 units have been lost.

Complaint investigations (e.g. regarding unsafe premises or activities.)

- We have two key performance indicators for this type of reactive work: speed of response and quality of service experienced by the customer. In the former, we have achieved well against target. In the latter have identified that where an officer from the Environmental Health Department is the first point of contact, the majority of responses range from good to excellent.

Accident investigations

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require businesses to report certain accidents, ill health and incidents, if related to a work activity. The information enables us to identify where and how risks arise and to investigate serious accidents. We can then help and advise the business on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable. For most businesses a reportable accident, dangerous occurrence, or case of disease is a comparatively rare event.

Employers are statutorily required to report:

Deaths

Major injuries, such as fractures, amputations, loss of sight

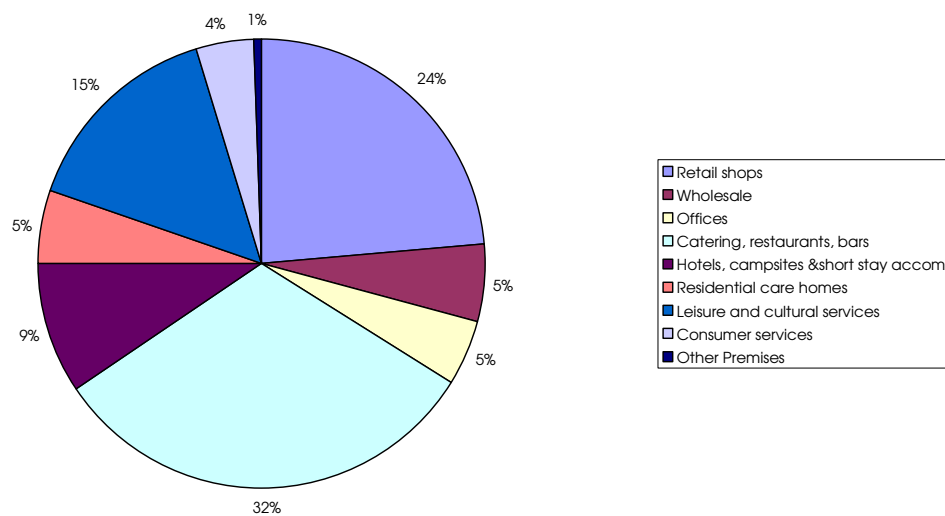
Accidents to employees resulting in over 3-day injury

Diseases, such as occupational dermatitis, asthma, hand-arm vibration syndrome

Dangerous occurrences, such as explosion or fire causing suspension of normal work for over 24 hours, or collapse, overturning or failure of load-bearing parts of lifts and lifting equipment

All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre. The Contact Centre was established on 1st April 2001 as a single point of contact for receiving all incidents in the UK. Information regarding the above is placed on a secure site on the internet. We then download those which relate to Crawley and are within the Council's enforcement remit. Accidents are also assessed to ensure resources are well managed and investigations are only conducted when required.

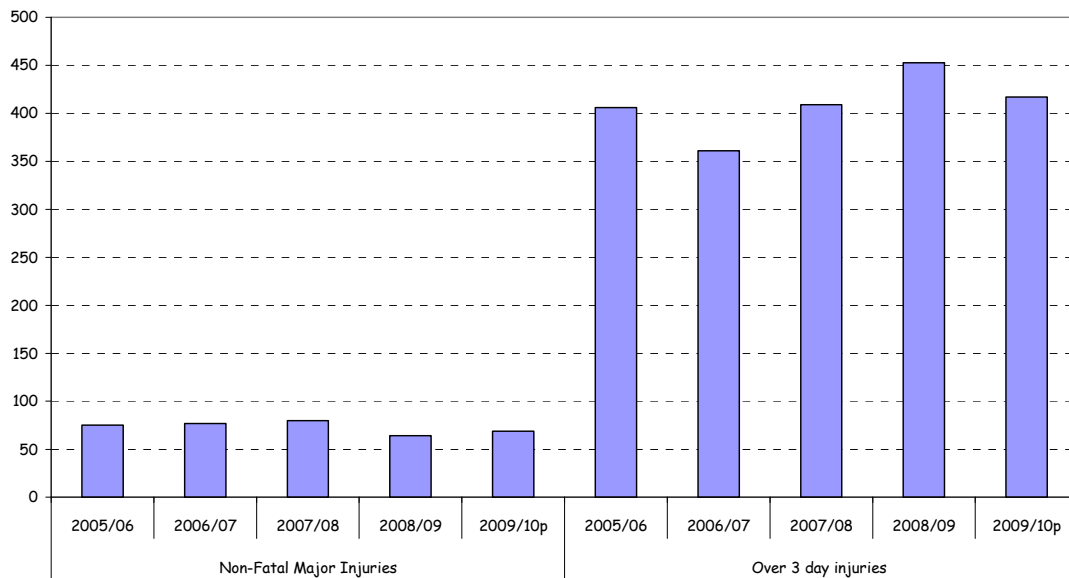
Accidents by Sector 2010 - 2011



Accidents by Sector in Crawley as Reported Through RIDDOR

Notifiable Accidents Trends

Accident Statistics Trends Relating to Crawley Borough Council Enforcement (Excluding HSE)



Accident Trends 2010 – 2011

The number of visits undertaken is controlled based on risk using a screening procedure so as to ensure visits are only conducted when necessary to reduce burdens on businesses and also to protect manage Crawley Borough Council's resources. Time gained from this change of modus operandi has been used to embed smarter working practices such as the Common Approach to Sussex Enterprise. This initiative is detailed further in project work at the end of this report.

Crawley Borough and Gatwick airport which are enforced by the Council, namely if the business is:

- office-based;
- retail or wholesale;
- warehousing;
- hotel and catering;
- sports or leisure;
- residential accommodation, excluding nursing homes,
- concerned with places of worship
- pre-school child care
- mobile vending.

Other types of business are enforced by East Grinstead regional office of the Health and Safety Executive.

In the 2010 – 2011 we received 236 formal accident notifications. This shows a 27% increase compared 2009 – 2010. Whilst it is not possible to know with absolute certainty this may be due to additional pressures arising from the economic downturn.

Final preparations have now been completed regarding joint warranting with the Health and Safety Executive and other Sussex local authorities (except Rother District Council) and a Major Investigations Team to provide mutual aid has been

created. Sussex is well ahead of many other Counties in working towards the Government agenda of joined up working and reducing regulatory burdens which this initiative strongly contributes toward.

Investigations into complaints of poor Health and Safety at premises

- In 2010 – 2011 complaints were investigated as detailed below.

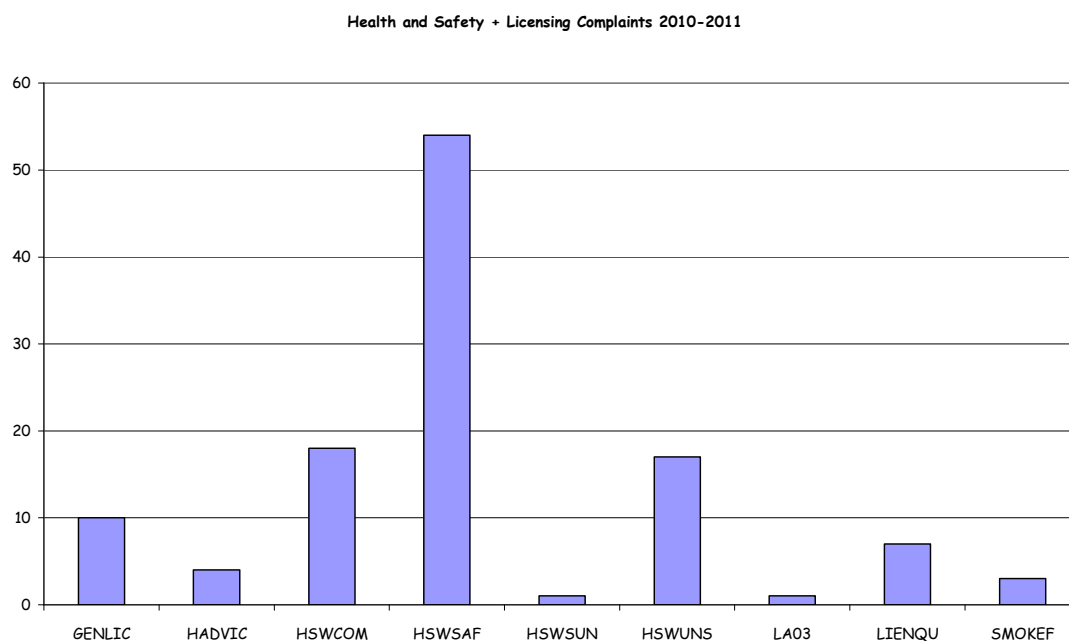


Figure 2 Health and Safety Complaint Types.

Advice to businesses

- Officers from the team hold a three meetings a year with London Gatwick Airport Ltd to discuss live issues and improve working relationships. This meeting forum has led to significant improvements to health and safety arrangements in the public car parking areas at Gatwick further to a fatality in 2004.

Formal Action arising from investigations.

- Where possible, acceptable standards in business premises are achieved through informal means: the inspecting officer discusses any contraventions with the proprietor, who then gives an undertaking to complete the necessary works. This process happens in hundreds of premises each year. However, it is sometimes necessary to take matters further, particularly where there is a past history where advice has been given, but sufficient improvement has not be made. This results in an

Enforcement Review. The Head of Service has delegated powers to recommend formal action and considers such cases by hearing the details of the matter from the case officer, with advice from the Council's legal representative. This year 3 Prohibition Notices were served and 5 Improvement Notices. A formal summons has also been laid in respect breaches of Health and Safety law in a local food business.

Project work.

This aims to maximise the use of time becoming available as the reactive work load fluctuates. Targets are set, often nationally (e.g. implementing new legislation, promoting occupational health and safety issues) but deadlines have greater long-term flexibility. This work provides incremental and essential improvements to the service, but has the lowest priority. Several projects have involved "process" improvements.

The team will be taking part in the HSE topic based initiatives in 2011-2012 which include:

- Safety in the beauty industry as part of a pan Sussex approach to this sector. This will include nail-bars, fish pedicures and also lasers further to certain types of such equipment being deregulated by the medical regulatory regime.
- LPG safety in mobile premises.
- Implementation of Safer Socialising Award into licensed premises in Crawley.
- Flight caterers – a local project with the HSE looking at health and safety through the chain of production to delivery of food to the aircraft.
- Wellbeing and health checks program concerning local taxi drivers.
- Further development of Sussex Working Well website and wellbeing initiatives..

In 2010– 2011 the team successfully completed the following projects.

- Common Approach to Sussex Enterprise 2 Inspection of local motor vehicle repair establishments in partnership with the HSE (See Appendix D.).
- Successful prosecution of Brendan Flynn Construction in connection with injuries suffered by 2 members of public from falling cladding at Pegler House acting as a member of Sussex Major Investigation Team (full costs awarded to CBC also).
- Refinement of the Sussex Working Well web site.
- Taxi driver health drive (funded by PCT).

- Extension of the Eat Out Eat Well nutrition scheme to local employers to extend the choice of health menu options for employees (funded by PCT).

Team Management.

This involves the processes required to run the team within the legislative, national and local requirements. In respect of the occupational health service it includes:

- Developing the Staff. (e.g. Training, Monitoring)
- Monitoring the Processes (including meeting targets, keeping procedures in line with the Health and Safety etc Act 1974 Section 18 requirements, Budgetary control)
- Evaluating and Planning (such as creation of this service plan to meet Section 18 requirements.)

Procedural Review

A document control procedure and a programme to review procedures in a systematic manner are followed. This year the procedural review will continue, with associated training for staff.

6.2 Identification of any Variation from the Service Plan

This is undertaken through reports run from the UNiform database system and regular team meetings. It should be noted that it is not possible to accurately predict the actual number of accident reports received by the team and at times of high demand priorities dictate that programmed inspections are delayed.

6.3 Improving the Service, Responding to Challenges.

Full participation is encouraged with all members of the team and in association with the Head of Service. A number of project groups have also been created under the direction of the Head of Service to deliver improvements across all service areas. Customer survey forms are also issued and tracked for trends.

Active Networking.

Officers from the team all attend the Sussex Health and Safety Liaison Group to further knowledge and share good practice. A Responsible Authorities Group (RAG) was also created in 2006 to improve communication between Licensing Officers and Health and Safety Officers. This group has had considerable success in dealing with Licensing Act 2003 concerns in connection with a historically problematic night club and a large scale outdoor event planned to take place in the summer of 2011 in Southgate Playing Fields.

The Environmental Health Manager for this team also acts as the Chairman of Business Watch which consists of Pub Watch, Shop Watch and Travel Watch. The opportunity to Chair the scheme has proved further excellent networking and provided very beneficial in working with businesses to demystify regulation in general and harnessing numerous synergies between the Council and Local Commerce. This has been further developed in 2011 subsequent to the employment of a new Town Centre manager who has been placed in the Health and Safety and Licensing Team.

Staffing Allocation.

The team is currently fully staffed. A job evaluation was undertaken in 2007 which resulted in 2 of the team members being authorised to serve improvement notices and take action under Sec.21 Health and Safety at Work etc Act 1974 to improve the effectiveness of the service. The team members in question facilitated this change, completing a vocational qualification to fulfil competency requirements.

Staff Development Plan 2011 - 2012.

Staff development will be driven by the current corporate appraisal system, which includes the production of a training plan. This will address generic training issues and identify where additional Continued Professional Development is required. In cases where specific training needs can be identified this is dealt with separately.

Assessing the Quality of the Service

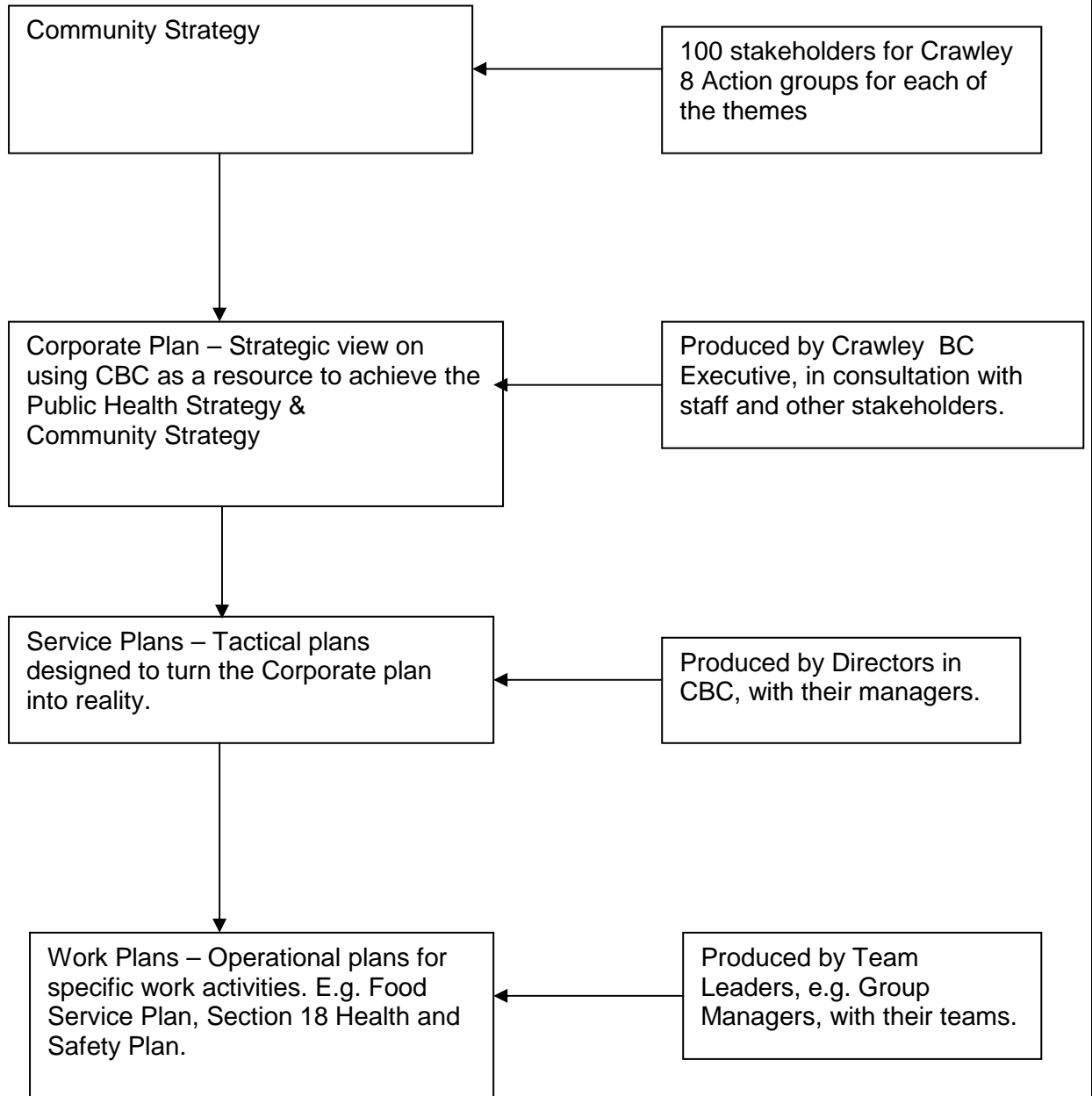
The quality of the service is also rated by our service users. We carry out regular surveys, the results of which are collated. These include customer survey forms sent out systematically, following completion of investigations and forms handed at the time of commercial premises inspections. We also actively collect data to provide information for the monitoring of our customers nominal value. In 2010 – 2011 we achieved a score of 87% of local business rating our service as good.

References

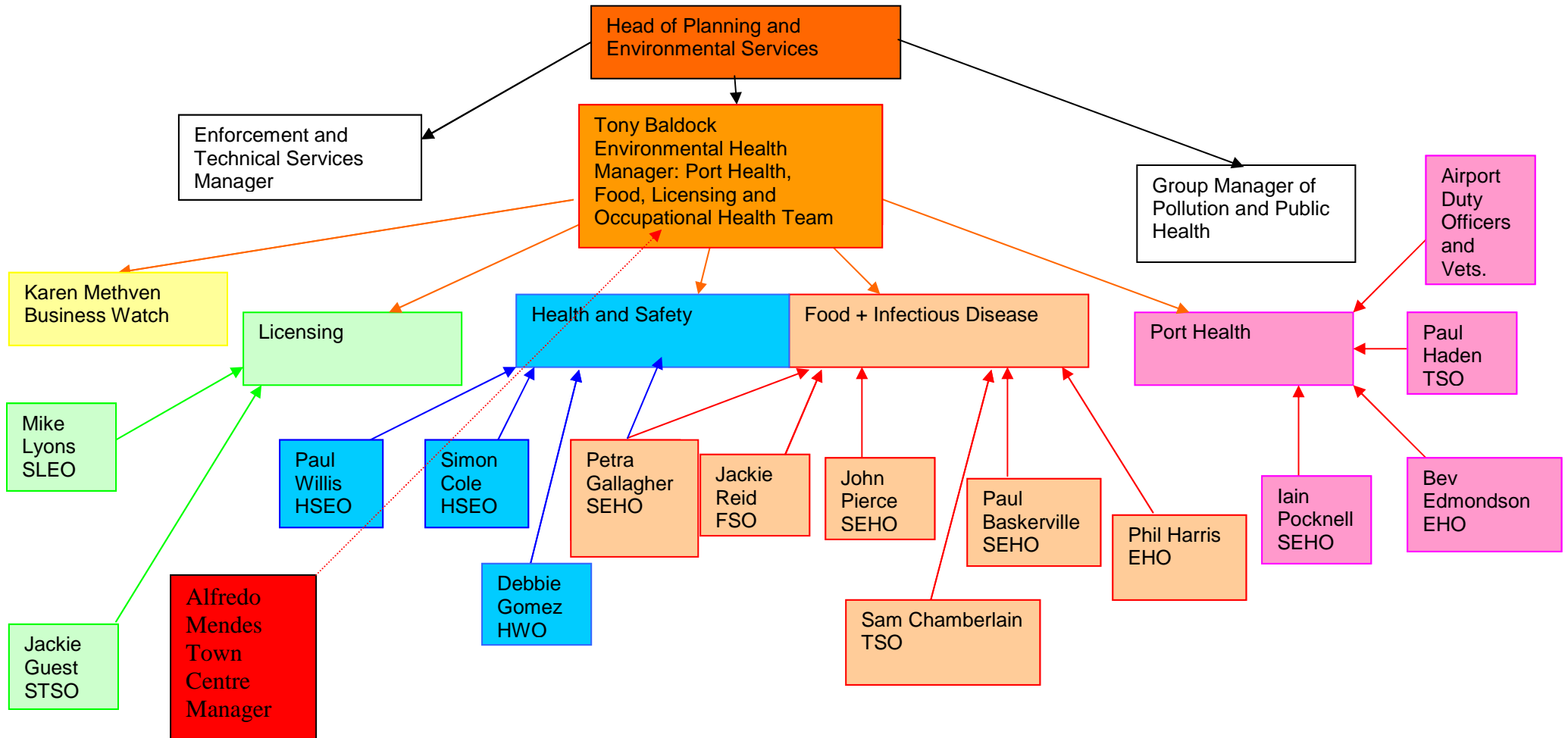
1. LAC 67/2 (revision 2)
2. Creating a successful future for Crawley – Corporate Plan 2010 - 2015

Appendix A

Integration of Strategies and Plans



Appendix B - Organisation of the Teams



Appendix C

The three laboratories used are:

(1) Hampshire Scientific Service (Public Analyst)

Hyde Park Road

Southsea

Portsmouth

Hampshire

PO5 4LL

Tel. 0239 2829501

(2) Sussex and Surrey Environmental Microbiology Service (Public Health Laboratory Service and Food Examiner.)

Royal Sussex County Hospital

Eastern Road

Brighton

East Sussex

BN2 5BE

Tel. 01273 664 622.

(3) Eurofins Scientific Ltd (Public Analyst)

445 New Cross Road

London SE14 6TA

020 8694 9330

(4) Staffordshire County Council

County Laboratory & Scientific Services

Martin Street

Stafford

ST16 2LG

Appendix D
CASE 2 – Sussex county project – 2010 / 2011
Motor Vehicle Repair Project

Between the months of October 2010 to January 2011, officers from the Food, Licensing and Occupational Health Team have been involved in a Sussex-wide flexible warranting initiative. The project known as CASE (Common Approach to Sussex Enterprises) involved officers from both Local Authority (LA) and the Health and Safety Executive (HSE) working together in a series of announced and unannounced visits to workplaces to assess standards of health and safety management.

The type of premises identified for this project initiative in Crawley, were Motor Vehicle Repair (MVR) premises. These were seen as higher risk premises which would benefit from this intervention and had not received this type of focus before.

Twelve premises were identified and inspections focused on the assessment and control of risks in these environments, which included a detailed look at inspection ramps/pits, equipment, paint spraying and associated chemicals, workplace transport, manual handling, slips and trips, work at height and asbestos.

Inspectors looked at how employers controlled risks to their own staff and others who may be affected. This included delivery drivers, office workers, contractors and members of the public.

The project identified and dealt with some very important areas of safety at these premises. The safety issues that were identified in these intervention inspections were addressed by the officers involved, through cooperation from the owners and companies. This was achieved further to inspection reports that were issued after the inspections identifying any areas of concern and recommendations to improve health and safety at these premises. All the inspections followed a consistent approach with the use of a specific 'Motor Vehicle Repair Health and Safety Topic Inspection Form' which was produced as part of the county wide inspection tool. All the results of our interventions were fed back through to the Health and Safety Liaison Group project coordinator, as part of recording all the outcomes and data for Sussex for this joint LA and HSE initiative.

Summary

Of the inspections, four were carried out jointly with an officer from the HSE, whilst the remainder were carried out by prior arrangement and use of the joint warranting agreement.

Important areas of safety identified at the premises visited included; gas safety issues with welding equipment, storage of gas cylinders and their condition, electrical safety in workshops and external socket outlets protection and use, inspection pits and vehicle ramp usage, as well as equipment used with compressed air equipment such as air guns.

On the whole companies were broadly compliant. However, it was noted that the larger organisations were better structured in regards to health and safety, having good systems in place and also generally more funds available, thus enabling them to ensure compliance more easily. It was clear that in the current economic climate smaller organisations were finding business conditions hard and thus are understandably more cautious about any expenditure. During this intervention no

significant breaches of health and safety warranting any formal action were found. However many areas for improvement were noted and informal notices were used to remind companies of their responsibilities and ensure compliance of health and safety regulations. Inspectors felt overall that the MVR project intervention was a very useful topic area to carry out in Crawley, as there appeared to be a reasonable concentration of these types of premises scattered throughout the borough. LA officers involved in the project felt it was a worthwhile intervention and interesting topic area to gain additional experience in.