

WORKPLAN – 2010/11							
	Work Area	Proposed project/ theme	Details	Link to national delivery portfolio	Links with section 18 compliance	Implementation Arrangements/ Local justification	Timing and availability/ preferences
1.	Improving Regulatory Delivery	Targeting available resource to risk	Proactive and reactive interventions will principally be intelligence-led, based on best-available evidence and focused on risk. Joint targeting of risk will enable the most efficient use of resource. 400 inspections/interventions to be undertaken (All A and B1 and some B2 rated category premises to be inspected in April-May - develop special intervention programmes for non-compliers).		Priorities, planning, partnership	Liaison arrangements to continue via H&S group and with HSE. Use of local and national intelligence to select targets for interventions. Enforcement intervention tailored to level of risk, to include arrangements for dealing with both ends of risk/compliance spectrum. This will include work with poor performers, inspection and advice initiatives and self-assessment questionnaires.	Routine inspection programme for designated premises throughout the year with other planned initiatives at regular intervals.
2.	Improving Regulatory Delivery	Managing for health and safety	All interventions will focus on helping business to better manage health and safety risk- projects below will sample management competence.	Managing for health and safety	Priorities, competence	Implement training on MAST tool for regulators – raise as part of proactive and reactive interventions. RDNA exercise to identify regulator needs.	Ongoing as appropriate.
3.	Improving Regulatory Delivery	Promoting Leadership	Assessment of senior management effectiveness, development of partnership with larger organisations to influence supply chain.	Promoting leadership	Priorities, Partnership	As above.	Ongoing as appropriate

APPENDIX 2

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4.	Improving Regulatory Delivery	Worker Involvement	Raise worker involvement in all interventions. Promote training for worker representation	Worker involvement	Priorities	Raise as part of proactive and reactive interventions	Ongoing
5.	Improving Regulatory Delivery	Better engagement with other regulators/ Health and safety as part of wellbeing agenda.	Explore ways to ensure relevant local regulators (CQC, Environment Agency, PCT's etc are engaged with relevant work streams)		Partnership	As appropriate for interventions	Ongoing
6.	Administrative	Keeping intervention processes running	Legacy arrangements – Responsibilities are divided up amongst the EHP's, identifying individuals to deal with specific areas. Report to Head of Services.		See S18 compliance table	EHM/BSM and nominated inspector to coordinate activities to cover the following suggested areas: Chair, work plan, evaluation and monitoring. To be monitored at regular intervals by Head of Service. Combined use of LA/HSE intelligence to feed interventions. Subgroups to be set up to manage workstream/projects.	Ongoing, with quarterly reports of progress
7.	Reactive	Complaints Handling	Implementation of risk-based filter.		Planning, targeting, capacity	LA risk based filter mirrors HSE filter- consistent risk-based approach to selection of complaints for investigation.	Ongoing, subject to monitoring

APPENDIX 2

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8.	Reactive	RIDDOR investigations handling	Continued implementation of risk-based filter		Planning, targeting, capacity	LA ISC mirrors HSE's - consistent risk-based approach to selection of RIDDOR reports for investigation.	Ongoing, subject to monitoring
9.	Reactive	Major investigations handling	Investigation of all single/low number fatal accidents and selected major incidents from April 2010.		Planning, targeting, capacity, enforcement, policy, partnership	Team of LA and HSE/ Police officers – resilience/ competence to deal with fatal accidents as necessary	
10.	Reactive	Flexibly warranted 'pool'	Explore with Devon Sub Group facility to pass complaint and accident investigations around pool of FW officers, subject to agreement by both parties.		Planning, targeting, capacity, partnership	Flexibility of resource/ use of skills	Ongoing, as and when necessary
11.	Proactive project	LPG Pipework	Inspection of premises as directed by HSE centrally.	LPG Inspection campaign (Gill Report)	Priorities, Planning, targeting, capacity, partnership	Specialist single topic of work	As directed-unknown work load as yet. Programme of visits to be planned carefully
12.	Proactive Project	Asbestos	Proposed campaign to target both large employers and SMEs across a selected area.	Respiratory disease, Falls from height	Priorities, Planning, targeting, capacity, partnership	To target all employers in area with selected resources. Twinned with SME approach (use of newsletter, SHAD and targeted inspections) over a time bound period.	After 1 st quarter

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13.	Proactive Project	Noise at Work	Continuation of project to target establishments-entertainments that are likely to require a noise assessment		Priorities, Planning, targeting, capacity, partnership	Use of SME approach-targeted inspections based on intelligence. Use of newsletter with SHAD and targeted inspections.	2 nd quarter
14.	Proactive Project	Sun beds	To promote the need for management arrangements to ensure current guidance/ legislation is followed. Raise awareness of risks.	IARC and DoH policy	Priorities, Planning, targeting, capacity, partnership	Target inspections and enforcement of risk assessment and communication provisions to HASAW and MHSWR.	1 st /2 nd quarter- depending on likely new legislation
15.	Proactive project	Retail	Target balers and compactors in retail establishments. Raise awareness of hazards and risk and standards of safeguarding	Maintenance and Safe interventions at balers and compactors	Priorities, Planning, Targeting	Single topic officers for intervention across city. Research needed to identify targets. Links with SIP Theme.	3 rd quarter
16.	Proactive project	Work related violence and aggression	To increase awareness and improve management of work related violence inc. promotion of WRV toolkit	Violence and aggression, LAC 88/22	Priorities	Project to mirror Westminster 'Café' project targeting retail and hospitality businesses in a targeted area	3 rd quarter
17.	Proactive awareness-raising/ projects	Topics to be included in routine visits or as part of wider general plans	Respiratory Disease, Asthma in bakeries, DSE, MSD, Slips & Trips in catering premises, Dermatitis-hairdressing/catering	Maintenance, Asbestos DTM, MSD, Slips & Trips	Priorities	To be raised as appropriate as part of reactive or proactive interventions. Consider targeted sector intervention.	Ongoing-Guidance on HSE website. Little formal enforcement expected. Targeting where risk exists.

APPENDIX 2

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18.	Proactive awareness-raising	Royal Mail	Follow up work in conjunction with HSE	HSE	Targeting partnership	Joint work with HSE and discussion with safety reps	Formal enforcement likely to be minimal
19.		Peer Review/ Consistency training	Internal arrangement to ensure consistent enforcement	LBRO		Regular peer review exercises internally and with Devon CEHO's H&S sub Groups	Ongoing

S:PA/LP/Cttee/610SCC3 Appx 2 Work Plan
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