

# **ENVIRONMENTAL SERVICES HEALTH & SAFETY SERVICE PLAN 2011/2012**

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<p><b>1.0 SERVICE AIMS AND OBJECTIVES</b></p>	
<p><b>1.1 Aims and Objectives</b></p>	<p>Environmental Services Division are committed to ensuring that the highest health &amp; safety standards are maintained throughout the district in premises for which they are the Enforcing Authority, in order to protect employees, the self-employed and members of the public.</p> <p>Staff will adopt an approach to enforcement, which will encompass the investigation of all serious complaints, serious accidents, dangerous occurrences and cases of occupational ill health in accordance with the Health &amp; Safety Executive's (HSE) objectives and priorities. Health and Safety inspections are based on risk assessment and the HSE's strategy, so as to make full use of staff resources allocated.</p> <p>Staff will follow the principles and guidance on health and safety enforcement contained in the HSE's Enforcement Policy Statement.</p> <p>Staff will act within the Department's overall Enforcement Policy but due regard will be had to guidance from recognised bodies. Rochford District Council will take into account the provisions of the Department of Business Enterprise &amp; Regulatory Reform's Regulators Compliance Code in developing policies or principles or in setting standards or giving advice. Any prosecution proceedings will also have regard to the Enforcement Management Model.</p> <p>Education plays an important part in improving health &amp; safety standards and therefore staff will carry out the activities in this service plan with an educative approach wherever possible.</p>

<p><b>1.2 Links to Corporate Aims and Plans</b></p>	<p>This service supports Rochford District Council's Corporate Plan 2009/2013. In particular to work towards the Council's vision "To make Rochford District a place which provides opportunities for the best possible quality of life for all who live, work and visit here"; and the four corporate objectives: "making a difference to our people, our community, our environment and our local economy".</p> <p>We follow all of the Council's values to: "Be open, accountable, listening, responsive, Council"; "Put the customer and citizen at the heart of everything we do, delivering services in a caring and sensitive manner"; "Co-ordinate the management of resources with an emphasis on sustainability"; "Value the contribution of partners, employees and citizens, trusting each other and working collaboratively".</p>
<p><b>2.0 BACKGROUND</b></p> <p><b>2.1 Profile of Rochford District</b></p> <p>2.1.1 Profile of the Environmental Services Division</p> <p><b>2.2 Organisational Structure</b></p> <p>2.2.1 Rochford District Council</p> <p>2.2.2 Environmental Services Division</p> <p>2.2.3 Manager Responsible for Health &amp; Safety Service</p> <p>2.2.4 Specialist Services</p>	<p>See the website/intranet – <a href="http://www.rochford.gov.uk">www.rochford.gov.uk</a></p> <p>See the Constitution and the intranet/website.</p> <p>See the Constitution and the intranet/website.</p> <p>See the Constitution and the intranet/website.</p> <p>Environmental Health Manager.</p> <p>None.</p>

<b>2.3 The Scope of the Health &amp; Safety Service</b>	
2.3.1	Establish and maintain an up to date register of all premises in the district for which the Council is the health & safety Enforcing Authority.
2.3.2	To comply with the S18 Standard for enforcing authorities.
2.3.3	Inspect premises rated in category A, the highest risk category, for which the Council is the Enforcing Authority in accordance with HSE's guidance and, and take enforcement action as necessary.
2.3.4	Ensure premises rated in category B1 receive interventions including inspections, national priority programmes and local programmes.
2.3.5	Ensure that premises rated in category B2 receive non-inspection interventions at appropriate intervals.
2.3.6	Target premises in category C, the lowest risk category, by non-inspection interventions.
2.3.7	Investigate and resolve all serious health & safety complaints.
2.3.8	Provide advice and assistance to businesses, employees and customers on health & safety related issues.
2.3.9	<p>Receive and act as appropriate for all notifications of accidents, dangerous occurrences and cases of occupational ill health.</p> <p>The criteria for which accidents, incidents, cases of ill health and complaints to investigate contained in the Health &amp; Safety Executive's Enforcement Policy Statement (Appendix 1) will be followed.</p>

2.3.10	Register notifications of cooling towers and evaporative condensers.
2.3.11	Investigate reports from engineers relating to the examination of lifting gear, pressure vessels etc. and take appropriate action.
2.3.12	Receive and act as appropriate in respect of all notifications of work with asbestos.
2.3.13	Act as Statutory Consultee in relation to licences/certificates under the Licensing Act 2003.
2.3.14	Facilitate health & safety training as necessary, by independent training organisations.
2.3.15	Provide advice to the other Council Services on health & safety related issues. Although the service does not include the Council's own internal health and safety function, advice will be provided as and when required by the Council's Health and Safety Officer or Divisional Representatives.
2.3.16	Facilitate health & safety promotional and educational activities, by independent organisations.
2.3.17	Comment on proposed health & safety legislation, codes of practice, guidance and other official documents as necessary and as requested.
2.3.18	Promote and enforce as necessary the provisions contained within the Health Act 2006, relating to smoke free workplaces and vehicles.
2.3.19	Identify body piercing premises (acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis) requiring registration and prepare them for the issue of the registration.
2.3.20	Carry out an annual inspection of registered tattooing, semi-permanent skin colouring and cosmetic piercing premises approximately 12 months after the issue of the registration.

**2.4 Demands on the Health & Safety Service**

2.4.1

As at 1 April 2011 the Environmental Service' database has identified that it is responsible for enforcing health and safety in **1006** premises within the Rochford District. According to HELA 67/1 (rev 3) risk categories can be broken down as follows.

<u>Risk Category</u>	<u>Number of Existing Premises</u>	<u>Number of New Premises</u>	<u>Total</u>	<u>Inspection Frequency</u>
A =	3	2	5	Inspection not less than once every 12 months
B1 =	27	2	29	Intervention no less than once every 18 months
B2 =	252	8	260	Non inspection every 3 years
C =	724	40	762	Non inspection every 5 years
<b>Total =</b>	<b>1006</b>	<b>52</b>	<b>1056</b>	

The estimated number of premises types was:

Retail shops	300
Wholesale shops, warehouses	56
Offices	252
Catering, restaurants and bars	181
Hotels, camp site, etc.	9
Residential care homes	13
Leisure and cultural services	68
Consumer services	165
Other premises (not classified above)	29

2.4.2	Inspections will be carried out of all category A premises and category B1 premises that are due for inspection.
2.4.3	Category B2 premises that fall due are considered suitable for non-inspection interventions. These include monitoring of accident reports, provision of seminars, self-assessment questionnaires, and provision of information or mailshots specific to particular risks associated with the main work activity. Self-assessment questionnaires have been sent to this category of premises. However they will also be selected in special initiatives as appropriate.
2.4.4	Premises due in Category C, the lowest risk premises will be targeted by means of self-inspection questionnaire.
2.4.5	<p>No particular external factors that may impact on this service have been identified. There are two languages other than English identified as being significant in food businesses within the district. These are Bengali and Chinese, however the majority of proprietors of food businesses are able to speak adequate English or have somebody present at the premises that can translate. In any cases where there may be language difficulties the service would contact Language Direct (020 8539 5142) or Essex Police (01268 775533) for details of an interpreter, or use a community interpreting service provided by Medway Council (01634 335578)</p> <p>These languages do not place a particular demand on the health &amp; safety service.</p>
<b>2.5</b>	<b>Enforcement Policy</b>
<b>3.0</b>	<b>SERVICE DELIVERY</b>
<b>3.1</b>	<b>Inspection Programmes</b>
3.1.1	Programmed Inspections
	The number of Programmed Health & Safety Inspections in Category A due for the period is = <b>3</b>

	<p>The number of Programmed Health &amp; Safety Inspections in Category B1 due for the period is = <b>27</b></p>
<p>3.1.2 Carry Over Inspections</p>	<p>The number of Programmed Health &amp; Safety Inspections carried over from the last financial year, as new premises, is = <b>4</b></p>
<p>3.1.3 Total Inspections</p>	<p>Therefore the total number of Programmed Health &amp; Safety Inspections for the period is = <b>34</b> (See Appendix 1 for a breakdown).</p>
<p>3.1.4 Target</p>	<p>The target percentage of inspections due is:</p> <p>Programmed Inspections = <b>99%</b></p>
<p>3.1.5 Visits to Food Premises</p>	<p>Health &amp; Safety hazard spot and take appropriate action during planned food hygiene inspections.</p>
<p>3.1.6 Revisits</p>	<p>The estimated number of revisits for this plan period is = <b>15</b></p>
<p>3.1.7 Body Piercer Registration Interim Inspections</p>	<p>The number of Programmed Body Piercer interim Inspections for the period is = <b>4</b></p>
<p>3.1.8 Body Piercer Registration</p>	<p>The estimated number of new Body Piercer Registration applications for this plan period is = <b>2</b></p>
<p>3.1.9 Special Initiatives</p>	<p>Normally Rochford would work in partnership with HSE and the Essex Occupational Health and Safety Group on specific campaigns and projects, including carrying out joint visits as appropriate. However due to various changes that are occurring at the time of writing this plan no specific county wide campaigns have yet been agreed for 2011/2012. Therefore the following initiatives are suggested but these could be amended/added to if and when further information becomes available.</p>

	<p><b>1. Liquefied Petroleum Gas (LPG) in catering.</b></p> <p>To visit premises, in conjunction with programmed food inspections, where LPG is used as a means of cooking. It has been nationally identified that there is a widespread use of gas ovens that do not comply with gas safety standards or the law. The effected equipment is primarily duck and tandoori ovens.</p> <p>Enforcement action will be taken as appropriate to ensure that these ovens comply with gas safety requirements.</p> <p><b>2. Asbestos Duty to manage campaign</b></p> <p>The requirement on building occupiers to comply with the duty to manage asbestos will be raised at every programmed inspection. Enforcement action will be taken as appropriate.</p> <p><b>= 34</b></p> <p>Premises rated in Category B2 will be contacted/visited specifically for the topic area of asbestos duty to manage.</p> <p><b>= 100</b></p> <p>An Essex-wide campaign will specifically target premises on the duty to manage asbestos. The project will involve the use of flexible warrants to maximise the use of resources across Essex. Enforcement action will be taken as appropriate.</p> <p><b>= 20 contacts</b></p>
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<p><b>3.2 Health &amp; Safety Complaints</b></p> <p><b>3.3 Lead Authority/Primary Authority</b></p> <p><b>3.4 Advice to Business</b></p>	<p><b>3. Sunbeds</b></p> <p>An Essex wide project to ensure that under 18's are not exposed to UV radiation in sunbed premises, contrary to the requirements of the Sunbeds (Regulation) Act 2010.</p> <p>Visits will be made to check compliance with the Act on businesses with sunbeds.</p> <p><b>= 7</b></p> <p><b>4. Sensible Risk</b></p> <p>The service will promote sensible health and safety via a letter and self inspection questionnaire sent to low risk businesses and new businesses. Information on sensible risk is provided and updated on our webpage.</p> <p>All health and safety complaints received, including anonymous complaints are investigated in accordance with the good enforcement principle of targeting, transparency, consistency and proportionality. The estimated number for this plan period is <b>= 50</b></p> <p>The initial response time is 5 working days. The target is to achieve: <b>80%</b>.</p> <p>The resolution time is 6 weeks. The target is to achieve: <b>80%</b>.</p> <p>There are no formal or informal Lead Authority or Primary Authority Partnerships set up for any health &amp; safety business within Rochford District.</p> <p>Advice is provided to existing or proposed health &amp; safety businesses, members of the public, other Council Service Departments and other persons. Advice is mainly person to person whilst Officers are carrying out visits/inspections but may also be following a telephone call or letters to Environmental Services.</p>
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<p><b>3.5 Accident &amp; Incident Investigation</b></p>	<p>Officers aim to give advice in accordance with recognised guidance and codes of practice, and a range of advisory leaflets is available.</p> <p>The estimated number for the plan period is = <b>50</b></p> <p>The initial response time is 5 working days. The target in to achieve: <b>80%</b>.</p> <p>The resolution time is 6 weeks. The target is to achieve: <b>80%</b>.</p> <p>The Council has regular meetings with the Chambers of Trade and Federations of Small Businesses who have been consulted on the Division's enforcement policy.</p> <p>All notifications of reportable and non-reportable accidents, dangerous occurrences and cases of occupational ill health received are assessed in accordance with the HSE's Enforcement Policy Statement and our accident procedure.</p> <p>Rochford District Council recognises that it is neither possible nor necessary to investigate all incidents. Site investigations will be carried out of a reportable work-related death unless there are specific reasons for not doing so, in which case those reasons will be recorded.</p> <p>The following factors will be taken in account when determining which incidents to investigate:-</p> <ul style="list-style-type: none"> <li>➤ the severity and scale of potential or actual harm;</li> <li>➤ the seriousness of any potential breach of the law;</li> <li>➤ knowledge of the duty holder's past health &amp; safety performance;</li> <li>➤ the enforcement priorities;</li> <li>➤ the practicality of achieving results;</li> <li>➤ the wider relevance of the incident, including serious public concern.</li> </ul>
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<p><b>3.6 Liaison</b></p>	<p>The estimated number of notifications for the plan period is = <b>50</b>. The estimated number of investigations for the plan period is = <b>5</b>.</p> <p>A number of arrangements have been made to improve the consistency of enforcement with neighbouring Authorities.</p> <p>This service actively supports the Essex Health and Safety Liaison Group.</p> <p>The service also advises and liaises with other services within Rochford District Council, including:- Building Control, Planning, Economic Development, Environmental Protection Team, Contract Services and the Licensing functions of the Team.</p> <p>The service is consulted on planning applications involving business premises.</p>
<p><b>3.7 Health &amp; Safety Promotion</b></p>	<p>It is the intention of the service to produce various health and safety articles in Rochford District Matters and Business Matters, the Council's free newspapers.</p> <p>Similarly, various letters and mailshots intended to be produced for businesses promoting special initiatives see paragraph 3.1.9.</p>
<p><b>4.0 RESOURCES</b></p> <p><b>4.1 Financial Allocation</b></p>	<p>The total expenditure for Environmental Health is <b>£636,600</b> from within which the health &amp; safety service is funded to cover the costs of staffing, travel and subsistence, equipment etc including investment in IT.</p> <p>Details of the budget for salaries, travel, subsistence, consultancy, and analytical fees are contained in Rochford District Council's Budget Book 2011/2012.</p> <p>No budget is separately allocated for prosecutions or legal action taken as a result of action under this service, but this is provided for within the Legal Service's budget.</p>

<p><b>4.2 Staffing Allocation</b></p>	<p>The Environmental Health service is being restructured within the life of this Service Plan with the proposed professional and technical staff in Environmental Health Services being 1 Environmental Health Manager, 2 Principal EHO's, 2 Senior EHO's, 1 Senior Licensing Officer, 2 Senior EHTO's and 1 modern apprentice. Of these 1 PEHO, 1 SEHO, and 1 SEHTO are involved in the direct provision of the Health and Safety Service. In addition, administrative support is provided from a central administration unit.</p> <p>It should be noted that those staff who directly provide the Health and Safety Service do not work solely on Health and Safety. These officers also carry out the Food Safety, Licensing, Outbreak Control and Infectious Disease duties.</p> <p>It is estimated that the above staffing levels will provide sufficient resources to carry out the service delivery outlined in paragraph 3.0.</p> <p>It is estimated that 1.2 full time equivalents work on health &amp; safety (plus administrative staff).</p>
<p><b>4.3 Staff Development Plan</b></p>	<p>This service supports the Corporate Aims for Rochford District Council. The staff covering this service will continue to be encouraged, motivated and trained to develop their potential and use their talents for the benefit of the people of the district.</p> <p>This service identifies training and development needs by an annual performance review of all staff.</p> <p>The training budget is allocated primarily to those staff in the whole service that are identified as requiring further training to develop their professional and technical skills for the job that they are required to carry out and to deliver Corporate Objectives. The HSE's Regulators' Development Needs Analysis (RDNA) Tool will be used to inform the performance review process of specific gaps in learning and development in the health and safety field.</p>

	<p>Budget provision is available for minor, short ad hoc training courses that become available.</p>
	<p>For this plan period, the following training needs have been identified:</p> <ul style="list-style-type: none"> <li>➤ Short ad hoc courses when they become available</li> </ul> <p>Cascade training is provided by the officer attending an external training course to other officers in the service.</p> <p>Periodic meetings are organised to discuss matters and issues of consistency arising under this service plan area.</p> <p>Minutes of the Essex Health &amp; Safety Liaison Group and regional meetings are circulated to officers in the Commercial Regulation and Licensing Unit.</p> <p>Environmental Services and the Council support Environmental Health Officers that wish to obtain Chartered Status of the Chartered Institute of Environmental Health (C.I.E.H) by taking the Assessment of Professional Development (APD).</p> <p>All Environmental Health Officers that are members of the C.I.E.H. are required to undergo at least 20 hours of Continuous Professional Development (CPD) per year, and Chartered members, 30 hours CPD per year. Whilst officers are responsible for monitoring the amount they have done in a year the service recognises this need and supports staff in achieving the minimum amount required by the CPD scheme. In house training may be organised throughout the year by individuals.</p> <p>All Officers that are members of I.O.S.H (Institute of Safety and Health) are required to maintain competence by an achievement of 30 points relevant CPD in a 3 year cycle. CPD achieved as above will qualify as relevant training for the requirements of I.O.S.H.</p>

	<p>Every officer authorised to carry out health &amp; safety inspections and enforcement will receive structured on-going training, which may take the form of in house training, formal visits or vocational visits. The minimum ongoing/update training is 10 hours per year and is recorded.</p> <p>Officers who have not enforced health &amp; safety law for some time are put through structured revised training before resuming health &amp; safety law enforcement duties. The minimum revision training is 15 hours and is recorded.</p> <p>Officers returning to health &amp; safety law enforcement duties after an absence of more than 3 years are monitored by a more senior officer experienced in health &amp; safety law enforcement for a minimum period of 3 months.</p>
<p><b>5.0 QUALITY ASSESSMENT</b></p> <p><b>5.1 New Officers</b></p> <p><b>5.2 Peer Reviews</b></p>	<p>Before new officers undertake health and safety enforcement duties independently, they are supervised and monitored by a more senior officer experienced in health and safety enforcement for up to 3 months.</p> <p>The following peer reviews are carried out</p> <p><u>Staff – Health &amp; Safety EHOs</u></p> <ul style="list-style-type: none"> <li>➤ A full audit using the Section's "Management Quality Audit Form" is carried out on 5% of all Category A and B1 inspections. This involves a desk-top check and a visit. It is estimated that the EHOs will carry out about 17 high risk inspections each during the year. Therefore, 1 audit to be carried out for the period.</li> </ul>

<p><b>5.3 Documented Procedures</b></p> <p><b>5.4 Customer Care Survey</b></p> <p><b>5.5 Audit</b></p>	<p><u>Staff – Health &amp; Safety EHA</u></p> <p>➤ A full audit using the Section's "Management Quality Audit Form" is carried out on 2% of all Category B2 inspections/interventions. This involves a desk-top check and a visit. It is estimated that the Health &amp; Safety EHA will carry out about 100 inspections/interventions per year. Therefore, 2 audits to be carried out for the period.</p> <p>This Service operates to 7 documented operating procedures which includes complaints and accidents; competency of officers; the use of the Enforcement Management Model; accompanying officers on site intervention programmes and the service of notices. These procedures are required to be reviewed annually.</p> <p>Businesses are included in the Environmental Health business satisfaction surveys.</p> <p>An audit on the management of the Health and Safety Service was carried out by A.S. Associates on 23 April 2007. The Council was judged to be demonstrating full compliance with the HSC's Section 18 Guidance. However the guidance was amended and the service worked towards compliance with the revised Section 18 Standard by March 2011. A self assessment review was carried out and submitted to the Essex Health and Safety Liaison Group in March 2011 and the feedback results are currently awaited.</p>
<p><b>6.0 REVIEW</b></p> <p><b>6.1 Review against the Service Plan</b></p> <p>6.1.1 Programmed Inspections</p>	<p>An annual review against the service plan is carried out.</p> <p>In addition, performance is monitored monthly and a quarterly report is submitted to Members.</p> <p>The review below is for the plan period financial year 2010-2011.</p>

<p>6.1.2 Revisits</p> <p>6.1.3 Body Piercers</p> <p>6.1.4</p> <p>6.1.5 Special Initiatives</p>	<p>The target for the last planned period was to achieve <b>99%</b> for inspections due.</p> <p>The actual percentage achieved was <b>100%</b>.</p> <p>The total number of programmed inspections carried out was <b>23 (estimate 23)</b></p> <p>The total number of responsive inspections carried out was <b>243</b></p> <p>The number of revisits carried out were <b>18 (estimate 15)</b></p> <p>The number of Programmed Body Piercer interim Inspections carried out was <b>4 (estimate 4)</b></p> <p>The number of new Body Piercer Registration applications was <b>3 (estimate 2)</b></p> <p><b>1. Liquefied Petroleum Gas</b></p> <p>No visits were required by the HSE for this topic in our District.</p> <p><b>2. Asbestos Duty to manage campaign</b></p> <p>The requirement on building occupiers to comply with the duty to manage asbestos was raised at every programmed inspection</p> <p><b>= 23 (estimate 23)</b></p> <p>Premises rated in Category B2 that were not inspected in 2009/10 and those due in 2010/11 were visited specifically for the topic area of asbestos duty to manage.</p> <p><b>= 81 (estimate 81)</b></p>
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	<p>Premises rated in Categories B3 and B4 that were due an intervention in 2010/11 were visited specifically for the topic area of asbestos duty to manage.</p> <p><b>= 72 (not estimated)</b></p> <p>During January targeted visits were made throughout Essex on the duty to manage asbestos, through a staged approach of letters, requesting information and visits as a last resort.</p> <p><b>= 20 contacts (estimate 100)</b></p> <p><b>3. Noise</b></p> <p>An Essex wide awareness event was held in March 2010 for leisure premises requiring noise risk assessments. Relevant premises in the District were invited to this event.</p> <p>An inspection of personal noise exposure controls at The Pink Toothbrush was due to be carried out. This was not completed.</p> <p><b>4. Sunbeds</b></p> <p>An Essex wide project to prevent over exposure to young persons to UV radiation in sunbed premises was carried out. This involved an advisory visit to all of the premises in the District with sunbeds.</p> <p><b>= 7 (estimate 4)</b></p>
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	<p><b>5. Work related violence and aggression</b></p> <p>Essex wide project in betting shops, independent retailers with late night opening, petrol stations, pubs and clubs.</p> <p>To raise awareness within the above sectors of essential and good practice in terms of controlling hazards arising from potentially violent situations.</p> <p>Where there are no, or inadequate risk assessments or controls in place, to ensure legal compliance.</p> <p>To undertake appropriate follow up through the head offices of national chains of betting shops where problems are identified.</p> <p>A letter and a questionnaire will be sent to businesses. Those not replying, or where there are considered to be issues will be inspected specifically for the topic of work related violence. Enforcement action will be taken as appropriate.</p> <p><b>= 10 (estimate 10 visits)</b></p> <p><b>6. Swimming pool safety</b></p> <p>Essex wide project involving the safety of swimming pools during August/September 2010.</p> <p><b>= 3 (estimate 2 visits)</b></p>
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	<p><b>7. Self assessment</b></p> <p>In order to comply with the Section 18 standard we carried out a self assessment of our health and safety service during 2010/2011.</p> <p>We then submitted our assessment for peer review by the Essex Health &amp; Safety Group and we are currently awaiting feedback of the results.</p> <p><b>8. Sensible Risk</b></p> <p>The service promoted sensible health and safety via a letter and self inspection questionnaire sent to low risk businesses and new businesses. An item was added to our health and safety web page on sensible risk.</p> <p><b>9. Boatyards</b></p> <p>Using flexible warrants visits were carried out to the boatyards in the district, in company with our HSE inspector.</p> <p><b>= 4 (estimate 4)</b></p> <p><b>10. Sunday Trading</b> Complaints or requests for advice received</p> <p><b>=0 (estimate 1)</b></p> <p>6.1.6 Service Requests The number of service requests (health &amp; safety complaints and advice to businesses) received was <b>57 complaints (estimate 40), 42 advice (estimate 100)</b></p> <p>6.1.7 Accident &amp; Incident Investigation The total number of notifications received = <b>58 (estimate 50)</b></p>
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<p>6.1.8 Notices</p>	<p>The number of investigations carried out = <b>5 (estimate = 5)</b></p> <p>The following number of 'notices' were issued:</p> <ul style="list-style-type: none"> <li>➤ Informal written warning letters: <b>66</b></li> <li>➤ Improvement Notices served: <b>8</b></li> <li>➤ Deferred Prohibition Notices served: <b>0</b></li> <li>➤ Immediate Prohibition Notices served: <b>0</b></li> </ul>
<p>6.1.9 Formal Cautions</p>	<p>The number of cautions given was <b>1</b></p>
<p>6.1.10 Prosecutions</p>	<p>The number of prosecutions was <b>0</b></p> <p>The number of summons served was <b>0</b></p>
<p>6.1.11 Health and Safety Promotion</p>	<p>Health and safety information was made available at Environmental Health Awareness Day in June 2010.</p>
<p>6.1.12 Quality Assessment</p>	<p>The following audits were carried out:</p> <p>Principal EHO = <b>0 (estimate 2)</b>  Senior EHO = <b>2 (estimate 2)</b>  Senior Environmental Health Assistant = <b>4 audits (estimate 5)</b></p>
<p>6.1.13 Documented Procedures</p>	<p>The 7 documented procedures were not all reviewed and updated during the year. However amendments were made as necessary. This will be a priority in 2011/12.</p>

<b>6.2</b>	<b>Identification of any variation from the Service Plan</b>	<ol style="list-style-type: none"> <li>1. More sunbed premises were found than previously estimated and these were included in the sunbed project.</li> <li>2. The proposed visit for the topic of noise was not completed.</li> </ol>
<b>6.3</b>	<b>Areas of Improvement</b>	<ol style="list-style-type: none"> <li>1. To ensure that remaining inspection for the topic of Noise at Work is carried out in 2011/2012</li> <li>2. To review and update all 7 documented procedures during 2011/2012.</li> </ol>

**Programmed Health and Safety Inspections 1 April 2011 – 31 March 20211**

<b>Risk Category</b>	<b>Number of Inspections</b>
A	5
B1	29
<b>Total</b>	<b>34</b>