

**HEALTH AND SAFETY SERVICE PLAN 2011/12
SALFORD CITY COUNCIL ENVIRONMENT AND COMMUNITY SAFETY
DIRECTORATE**

FOREWORD

The provision of an effective Health and Safety Service which ensures the safety and wellbeing of the public and employees within the City of Salford has quite rightly received consistent support from Elected Members of the Council. This Health and Safety Service Plan provides a clear strategy and will ensure that resources are targeted towards front line services at areas of greatest impact. The plan provides the basis for the robust monitoring of performance of the service in the long term as well as short term.

The work of the service aims to successfully balance education, encouragement and enforcement. The Local Better Regulation Office is now established and is coordinating enforcement activity across all regulatory activities. This year's Health and Safety Service Plan will ensure we place a strong emphasis on partnership working, desired outcomes and reducing unnecessary red tape for businesses as required by the Local Better Regulation Office. However we are committed to use all our available powers to secure the standards of health and safety expected by our communities. It is also pleasing that stakeholders value the Council's Health and Safety service so highly and I am keen that both Members and Officers continue to respond by providing a service that delivers best value. Health and Safety is a key service priority in Salford.

Cllr Ray Mashiter (Lead Member for Environment)

INTRODUCTION

Health and safety has consistently been an important topic for the City Council. The right of access to a safe working environment is essential to all those who live, work or visit Salford. The Directorate has continued to target its resources into areas of greatest impact and risk and this has been recognised by the service being externally audited and meeting the required benchmark standard set by the Health and Safety Executive.

In the latest needs analysis survey undertaken by the Directorate, the regular inspection of businesses to maintain health and safety standards was considered by residents to be one of the most important services that the Environmental Health Service provides.

Against this background, the Council has responded in this plan to the HSE's key priorities for the service, as laid out in their Strategy "Be part of the solution" which includes:-

- Encouraging strong leadership to champion Health and Safety and being accountable for its delivery;
- Encouraging an increase in competence within inspected businesses;
- Reinforcing the promotion of worker involvement and consultation in Health and Safety matters;
- Adapting and customising our approach to small to medium size enterprises (SMEs) to help them comply with their statutory obligations;
- Targeting key health and safety issues to continue to bring about a reduction in the incidences of accidents and work related ill-health;

The service will prioritise the above areas and the previous 'Fit3 Agenda' topics during its planned interventions. The service will also ensure compliance with the recent changes to national health and safety standards by ensuring that sufficient staff resources of the right type and quality are provided. This will ensure that not only is the statutory duty of the council met, but that the objectives of a safe and healthy City, for the Council, are achieved as far as is reasonably practical.

The Health and Safety Executive as a key partner of this Authority and their Section 18 Mandatory Guidance are welcomed by the Council as means to promote and maintain public confidence in a safe and healthy Salford.

Ben Dolan
Strategic Director - Environment and Community Safety Directorate

Contents

- Introduction
- Aims and Objectives
 - The aim of the Health and Safety service of the City Council
 - The objectives of the service
- Enforcement of the law
- Resources
- Monitoring and Review
- Appendices
 - Section 18 Guidance
 - Greater Manchester Health and Safety Sub Group Business Plan 2011-12
 - Salford City Council's Health and Safety Profile

Introduction

This annual Health and Safety Service Plan has been produced to cover the Health and Safety enforcement services provided by Salford City Council to businesses in the services sector and does not relate to the compliance with Health and Safety legislation by the City Council (see Appendix 3 for Salford's profile). Businesses in the services sector include offices, shops, restaurants, entertainment and leisure, care homes, hotels and warehouses. The Health and Safety Executive (HSE) enforce the law at factories, hospitals, council run premises, schools, colleges, construction sites, in agriculture and at all domestic premises.

This plan sets out the detailed work activity for the coming year as required by the Section 18 mandatory guidance issued by the Health and Safety Executive (HSE). Section 18 (4) of the Health and Safety at Work etc Act 1974 (HASWA) requires that Local Authorities perform their duties in accordance with guidance from the Health and Safety Executive (appendix 1).

Local Authorities must also comply with the requirements of the HSE's strategy 'Be part of the solution' The Strategic Delivery Programme is based on the analysis of injury and ill health across known hazard and sector hotspots in businesses both large and small. In order to deliver the new strategy described above, the HSE has produced a Delivery Plan for the period 1 April 2011 to 31 March 2012 which identifies various work streams towards which local authorities and the HSE's Field Operations Division are expected to contribute during 2011/12. (appendix 2).

Aims and Objectives

The Health and Safety service aims and objectives have been compiled by considering the following:

- [The HSE Section 18 mandatory guidance](#)
- [The HSE Strategy 'be part of the solution'](#)
- Local enforcement issues
- The Greater Manchester Health and Safety Group Business Plan 2011-2012
- [Local Better Regulation Office \(LBRO\)](#)
- [Department of Business Innovation and Skills \(BIS\) \(formerly BERR\)](#)
- AGMA Public Protection Partnership
- Corporate Strategic Plans, Community Action Plans, Local Public Service Agreements and the Environmental Health Business Plan 2011-12
- [Local strategic pledges and priorities](#)

The aim of the Health and Safety service is:

To effectively use resources including enforcement and education to promote compliance with occupational health and safety legislation and to ensure that duty holders protect the health and safety of people at work and of others who may be harmed by work activities. The Service will work in partnership with other enforcement authorities and with other regulators and stakeholders to make best use of joint resources and to maximise impact on local, regional and national priorities.

The objectives of the service are:

- To contribute towards the reduction in health inequalities.
- To contribute towards a city that is safe for residents, workers and visitors.
- To raise standards of health, safety and welfare in the local authority enforced sector by using a targeted risk based inspection programme.
- To raise health and safety awareness in the workplace in line with national strategies.
- To contribute towards the Health and Safety Executive's Strategy 'Be part of the solution' and the Health and Safety Executive's Delivery Plan for the period 1 April 2011 to 31 March 2012.
- To ensure the Health Act 2006 (smoke free workplaces) is complied with in Salford.
- In partnership with Greater Manchester Police, reduce incidents of robberies in commercial premises through the application of health and safety legislation.
- To consider all accident notifications and investigate all fatal and major accidents in line with the Health and Safety Executive's guidance.
- To respond to all requests for service in accordance with procedures and performance indicators.
- To provide the training and supervision deemed necessary to meet statutory competency levels for enforcement officers.
- To ensure compliance with Section 18 and maintain a competent workforce through the [Regulators Development Needs Assessment](#) Tool.
- To review and maintain documented procedures to improve the consistency and quality of enforcement.
- To raise awareness of occupational health and safety by working with other partners including other enforcing bodies, intermediaries, local stakeholders and the general public.
- To promote health and safety information.

- To work with Health and Safety Executive on key projects through the flexible warrant scheme.
- To respond to requests from national businesses to act as Primary Authority.

Enforcement

Any enforcement action taken by the Directorate will be in accordance with the Regulatory Service Division's Enforcement and Prosecution Policy, the [Regulator's Compliance Code](#) and the [Health and Safety Enforcement Management Model](#), e.g. serious non-compliance, poor premises history, deliberate economic advantage sought. Health and safety training for businesses is not provided in house but can be obtained from a range of external providers. Where a Primary Authority or Lead Authority Partnership exists we will consult with the Primary Authority or Lead Authority Partnership prior to taking enforcement action that may have national significance. Inspection of premises is carried out using a risk based inspection approach - the greater the risk the more frequent the inspection in accordance with a national scheme.

The service is responsible for the health and safety regulation in over 4242 premises. During this year we aim to carry out over 250 visits to premises following accident notifications or complaints and over 1200 programmed interventions to those premises due in the following revised health and safety risk categories:

Risk Category	A	B1	B2	C	Unrated
Total Number of premises at 1 st April 2011	32	269	2501	600	840

We aim to inspect all due high risk premises (bands A to B1); and contact a proportion of the medium risk premises (B2), category C rated businesses and unrated businesses. This will be achieved through a combination of interventions including targeted visits, training events, and questionnaires.

Last year the service undertook 839 visits and 800 interventions to businesses, dealt with 779 requests for service and 218 accidents investigations. 810 reports, 322 letters, 12 improvement notices and 10 immediate prohibition notices were issued as a result of the inspection programme.

Inspections and interventions will also include such revisits as necessary, where matters of evident concern or serious/persistent breaches of statutory requirements are found. These will be undertaken within a time period that is proportionate with those matters or breaches.

The Health and Safety Executive and the Greater Manchester Health and Safety Sub Group have in partnership, identified the following interventions/priorities for local authorities in 2011-2012 (see also Appendix 2): -

- Raising the profile of health and safety among young people
- LPG/gas safety
- Noise

- Training
- Pier group review of section 18 compliance
- Workplace transport
- AGMA Legionella Plan training
- Load safety

We will focus on the key strategic areas outlined in the Health and Safety Executive's "Be part of the solution" strategy and the risk reduction topics during our interventions to make an active contribution to the risk reduction programme and to raise awareness of these priority issues with duty holders. Last years' initiatives included workplace transport safety and violence at work.

All accident notifications are considered in accordance with the Health and Safety Enforcement Policy and Health and Safety Executive's guidance.

During the year we aim to:

- Commence the investigation of all reportable fatalities within one working day.
- Commence the investigation of all reportable major injuries resulting from slips or trips, falls from height, workplace transport and musculoskeletal disorders in line with local and Health and Safety Executive's priorities within 3 working days.
- Commence investigating other reportable major injuries and dangerous occurrences in line with local and Health and Safety Executive's priorities within 3 working days.
- Commence investigating reportable over three day incidents according to Health and Safety Executive's guidance, the Health and Safety Enforcement Policy, local priorities within 3 working days where resources allow.
- With regard to all other reportable accident notifications, the service will contact the injured person and the business by writing to establish what steps the businesses have taken to prevent a recurrence.

All Health and Safety complaints are investigated in accordance with the Health and Safety Enforcement Policy. Our aim is to respond to complaints within 3 working days. We will use a range of techniques to respond to complaints including visits, advice given over the telephone, advisory leaflets or the referral to a more appropriate agency.

Resources

The Health and Safety enforcement service is provided by Environmental Health Officers and a Senior Scientific Officer from the Regulatory Services Division. The resources devoted to health and safety enforcement equates to four full time Officers.

Only staff that are competent are authorised to undertake Health and Safety enforcement; competency is based on qualifications and relevant experience. This is

monitored annually through our benchmarking, quality checks, appraisals and the [Regulators Development Needs Assessment](#) tool.

During the year we propose to:

1. Contribute to and participate in the European Week for Safety and Health (maintenance).
2. Continue to promote the new duty to manage asbestos in buildings.
3. Contribute actively to the Health and Safety Executive's 'Be part of the solution' initiative.
4. Continue to work with Greater Manchester Police to develop the Greater Manchester Violence at Work' initiative.
5. Consult on licensing applications as a competent authority under the Gambling and Licensing Acts.
6. Continue to ensure compliance with the smoke free requirements of the Health Act 2006.
7. Continue with the flexible warrant work where required.
8. Undertake a project in tanning outlets to assess compliance with the new Sunbeds (Regulation) Act 2010 and relevant Health and Safety Executive Guidance.
9. Ensure the service meets the required Section 18 standard (see Appendix 1).

The Environmental Health Team is supported by the multifunctional Administrative Support Team (with dedicated specifically to the work of the Environmental Health Team), who provide a full range of administrative support, particularly computer inputting, service request and complaint handling, interrogation of the Health and Safety Executive database of Reports of Injuries, Diseases and Dangerous Occurrences website and dealing with postal and email correspondence.

Legal support is provided by the Council's Legal Services Team.

Financial Allocation

	2007/08	2008/09	2009/10	2010/11	2011/12
	Actual	Actual	Actual	Actual	Budget
Health & Safety (F1002)					
Expenditure	345,087	181,707	192,560	250,784	236,895
Income	-20	-5,391	-5,142	-6,031	0
Head Count	4.84	4.84	4.84	4.44	4.04
Cost per head of population	1.60	0.82	0.87	1.13	1.10
2001 Census	216,119				

Monitoring and Review

The targets and performance standards in the Plan are monitored on a regular basis. Each year the plan is reviewed and any planned improvements are incorporated into the next year's Plan. Elements of the review have been included in the various sections above.

In 2010-11, a total of 839 premises were inspected for health and safety purposes, 218 notified accidents were dealt with and the team responded to 779 service requests as detailed in Section 2 above.

The Service is currently working through Section 18 standards (see Appendix 1) and was previously subject to a rigorous audit in accordance with the Health and Safety Commission's Inter Authority Auditing Scheme. A self-assessment of our compliance with Section 18 guidance was made in 2010-11 using the revised Health and Safety Executive's audit protocol and verified by an officer from Trafford MBC.

The Local Better Regulation Office coordinates enforcement activity across all regulatory activities. It is anticipated that this will continue to provide greater direction to enforcement agencies with a strong emphasis being placed on partnership working, desired outcomes and reducing unnecessary burdens for businesses. At present there are potentially two national businesses that are considering requesting Salford to act as a Primary Authority.

Due to a demand on resources the Service will continue to prioritise visits to high risk and unrated premises, contribute to the risk reductions initiatives, investigating accidents (as detailed in 2.2.1) and respond to all health and safety within 3 working days. The service will be targeting approximately 36% of the low risk premises for unannounced interventions.

John Snow

Appendix 1: Section 18 Guidance

Section 18(4) of Health and Safety at Work Act states “it shall be the duty of every local authority to make adequate arrangements for the enforcement within their area of the relevant statutory provisions...” The guidance notes issued by Health and Safety Commission under Section 18(4) contain the broad principles which the Health and Safety Commission wishes local authorities to adopt in enforcing Health and Safety legislation. They provide a framework within which local authorities should operate so that the Health and Safety Commission can be confident that they are making appropriate arrangements for enforcement.

In the view of the Health and Safety Executive the following elements are essential for a LA to have in order to adequately discharge its duty as an enforcing authority:

- a clear published statement of enforcement policy and practice.
- a system for prioritised planned inspection activity according to hazard and risk and consistent with any advice given by the Health and Safety Executive and Local Authorities Enforcement Liaison Committee (HELA).
- a service plan detailing the local authority’s priorities and its aims and objectives for the enforcement of health and safety which is agreed by the local authority’s elected members.
- the capacity to investigate workplace accidents and to respond to complaints (requests for service).
- arrangements for benchmarking performance with peer local authorities.
- provision of a trained and competent inspectorate.
- arrangements for liaison and co-operation in respect of the Lead Authority Partnership Scheme.

An inter-authority audit protocol has been issued by Health and Safety Executive’s Local Authorities Enforcement Liaison Committee (HELA) which will enable the Health and Safety Executive to review and monitor the performance of local authorities. In addition local authorities are required to submit specific information to the Health and Safety Executive from time to time, with which the Health and Safety Executive will take a view on the local authority’s performance and their compliance with Section 18(4) duties.

If a local authority fails to meet its obligations under Section 18 of the Act, the Secretary of State may, after considering a report submitted to him by the Health and Safety Executive, cause a local inquiry to be held. If, following this inquiry, the Secretary of State is satisfied that a local authority has failed to perform any of its enforcement functions, he may make an order declaring the local authority to be in default. The order may direct the authority to perform their enforcement functions in a specified manner within a specified period of time. If the defaulting authority fails to comply with such an order, the Secretary of State may enforce it, or make an order transferring the enforcement functions of the defaulting authority to the Health and Safety Executive. In

such a case, Health and Safety Executive's expenses are paid by the defaulting authority.

- Local authorities must ensure that their approach to enforcement is consistent with Health and Safety Executive's policy in this respect and local authorities must also have their own clear and published enforcement policy.
- Inspectors must be suitably authorised to undertake the tasks for which they are appointed.
- Complaints about local authorities officers should be directed to the local authorities inspector's line manager in the first instance.

The service plan (which is reviewed during the inter-authority audit process) should include information on the following: -

- future objectives and major issues that cross service boundaries
- key programmes, including a planned inspection programme
- information on the service that is being provided
- the means by which these services are going to be provided
- any performance targets and how they will be achieved
- a review of performance to address any variance from meeting the requirements of the service plan

**Appendix 2 : AGMA
Health and Safety Technical Working Group
Business Plan 2011-12**

“Taking Health & Safety Forward”



GM Public Protection Partnership [GMPPP] Objectives

1. Taking Action across the City Region to:

- Protect effectively both the safety and health of residents, visitors, employees and the environment.
- Improve the efficiency of regulatory services and 'value for money' through joint working on service standards, service delivery and procurement of goods and services.
- Support regulatory services by means of income generation.
- Support the economy through an effective and consistent regulatory regime that minimises the regulatory burden on businesses.
- Help local business to improve their level of compliance through the provision of training and advice.
- Deliver targeted regulatory action through the effective use of intelligence.

The partnership will always seek to generate at least one of the following outcomes:

- Better outcomes for local people and communities;
- Reduced duplication between authorities, agencies and partners;
- Reduced costs of providing public services.

2. Remit of Technical Working Group

This Business Plan has been produced to: -

Demonstrate the collaborative, cross-boundary working, sharing of expertise, and consistency of enforcement between the AGMA authorities and HSE.

Make a significant contribution to the HSE strategy for health and safety in Great Britain, and the desire to work in close partnership with other Local Authorities, duty holders and other agencies to reset and reaffirm the direction of health and safety within the workplace and the wider community.

Make a significant contribution to the new political agenda for each of the constituent Authorities, i.e. Lord Young Report. Working in times of difficult budget constraints and the need for compliance with Section 18.

Make a significant contribution to the GMPPP objectives through supporting the partnership's 'New Ways of Working' development programme.

Explore the opportunities of working more closely with the commissions – to demonstrate how our work contributes to the PH agenda (e.g. artificial tanning/Skin cancer, wider welfare of work agenda, smoke free workplaces and public places).

Although the HSE provides strategic direction, Local Authorities operate in partnership with HSE and have wider responsibilities for the safety of local communities. The HSE are undergoing significant changes, leading to a re-evaluation of enforcement priorities, and this will affect Local Authorities ways of working. In addition, the transfer of PCTs' roles to LA framework, will impact on our public health roles.

There will be more emphasis on income generation and earned autonomy for businesses. Therefore, LA's will be required to adopt the principles of the Primary Authority Scheme and work within its enforcement framework.

Across local authorities there are a number of recurring key priority themes that form LPSA's, for the majority of local authorities: -

- Safer and stronger communities
- A greener, cleaner, healthier environment
- To achieve better health and wellbeing
- Achieve excellence in delivery of services
- Tackling exclusion and promoting equality
- To strengthen and diversify the local economy
- To recognise that being in work contributes to health & wellbeing within the community.
- Children and young people

3. Review of Achievements for Previous Plan

- i. Continued contact with other partnerships.
- ii. Held bi monthly meetings for GM and representatives of the HSE Partnership Team.
- iii. Organised presentations from GMP Vanguard Project.
- iv. Given regular feedback to the HSE Partnership Team of the progress of the business plan.
- v. Continued development of a close working partnership with HSE on joint projects flexible warrants digital role out and retail violence initiative.
- vi. Continued the development of officer competencies through the delivery of training.
- vii. Continued to publish press releases, guidance documents and newsletters for stakeholders.
- viii. Responded to consultation documents.
- ix. Continued a close working relationship with GM Police to address the H&S issues associated with retail violence.
- x. Continued the Young Persons Roadshow to raise awareness of health & safety among work experience students.
- xi. Presented the outcome of the research project to review smoking control in respect of smoking at stadia and other related events.
- xii. Worked with the HSL on vehicle load safety and investigation of sun-bed use and awareness of standards to be used in new guidance for impending legislation.
- xiii. Continued participation in the NW Work Related Deaths Forum in conjunction with HSE, ACPO, CPS & HM Coroner.
- xiv. Worked within the HSE toolkit for section 18 compliance. Parameters for pier review agreed.
- xv. Work with the leisure and entertainment industry in respect of compliance with noise at work.
- xvi. Training and accompanied visits with Gas Safe to catering premises.

- xvii. HSE legal training for officers; load safety training; H&S for the tyre fitting industry; Managing for H&S.
- xviii. Involved in the evaluation of the RIDDOR reporting system.
- xix. Implementation of revised LAC 67, and consistency exercise carried out.
- xx. Worked with the beauty sector/HABIA.
- xxi. Joint working with HPA on the review of the AGMA Legionella Plan.

4. Project Plan for Current Year

The Plan is consistent with the HSE strategy for the health and safety system as a whole. It recognises and addresses the many stakeholders who have a role in maintaining or improving health and safety standards. In addition it will assist in the delivery of the Health and Safety enforcement and advice, in the current political climate.

This year Authorities will continue to prioritise areas of work, through targeted interventions which contribute to the HSE's 'Strategic Plan and the HSE North West FOD/LA Delivery Plan 2011/12. Also, the H&S Technical Group will work to strengthen the relationship with AGMA commissions, to ensure delivery of the AGMA agenda.

The Group has selected the following priority work which is identified for LAs in 2011/12 to include in the Businesses Plan:

- Evaluating and maintaining focus of health and safety enforcement work;
- Contributing to the wider public health agenda;
- Maintaining health & safety competency;
- Adapting to the changing health & safety landscape.

Locally determined priorities have also been identified and it is recognised that capacity needs to be available to respond to strategic priorities raised by AGMA Steering or Operations Groups. The priorities which the Group will continue as part of ongoing work and discussed meetings will include:

- Raising the profile of H&S among young people;
- LPG/gas safety;
- Noise;
- Retail Violence & Commercial Robberies;

- Sunbed legislation & artificial tanning;
- Pier group review of section 18 compliance;
- AGMA Legionella Plan training;
- Load safety.

5. Operational Projects

1/11 Evaluating and maintaining the focus of health and safety enforcement work

Technical Working Group	AGMA Health & Safety Technical Group
Description of Project	To evaluate the Retail Violence Project 2008-2011 – to determine the success in reducing the number of repeat robberies across Greater Manchester and in reducing the incidence rate of physical harm arising out of commercial robberies and determine the best ways to take the project forward.
Project links to PPP objectives	<ul style="list-style-type: none"> • Protect effectively both the safety and health of residents, visitors, employees and the environment. • Improve the efficiency of regulatory services and 'value for money' through joint working on service standards, service delivery and procurement of goods and services. • Support the economy through an effective and consistent regulatory regime that minimises the regulatory burden on businesses. • Help local business to improve their level of compliance through the provision of training and advice. • Deliver targeted regulatory action through the effective use of intelligence.
Resource Implications	Estimate 20 officer days per authority not sure 20 days per LA needed
Key Milestones	Half yearly report to Technical Group
Expected Outcomes / Benefits	<ul style="list-style-type: none"> • Demonstrate the success of the project for the period 2008-2011. • Inform the future evaluation of all health & safety workstreams. • Develop an implementation plan, for this and future projects transition through to the workstreams • Ensure that the resources devoted to this and other workstreams in the future can be justified.
Expected Output(s) and Targets	<ul style="list-style-type: none"> • Detailed evaluation report to be produced. • Project plan 2011-2014 to be developed. • Joint working with GMP to tackle commercial robberies and retail violence to continue, through reactive & proactive visits and dissemination of information and guidance.

Monitoring / progress	<ul style="list-style-type: none">• The value of other workstreams to be challenged.
Project Completion Date	By reports to Technical Group
Senior Responsible Officer (SRO) for project	March 2012
Project Lead Officers	Linda Duckworth - COLA
Project team officers	Natasha Franklin, Peter Lamb, Helen Meadows & Gary Parkinson
	All Authorities

2/11 Contributing to the wider public health agenda

Technical Working Group	AGMA Health & Safety Technical Group
Description of Joint Project	To incorporate all current and emerging public health priorities within the core health and safety workstreams.
Project links to PPP objectives	<ul style="list-style-type: none"> • Work in partnership with Directors of Public Health and other agencies. • Protect effectively both the safety and health of residents, visitors, employees and the environment. • Improve the efficiency of regulatory services and 'value for money' through joint working on service standards, service delivery and procurement of goods and services. • Support the economy through an effective and consistent regulatory regime that minimises the regulatory burden on businesses. • Help local business to improve their level of compliance through the provision of training and advice. • Deliver targeted regulatory action through the effective use of intelligence.
Resource Implications	Estimate 10 office days per authority
Key Milestones	<ul style="list-style-type: none"> • Meet with the Directors of Public Health and HSL. • New legislation introduced in respect of sunbeds.
Expected Outcomes / Benefits	<ul style="list-style-type: none"> • Ensure widespread compliance across GM with the Sunbeds (Regulation) Act 2010. • Improved public protection and awareness in respect of artificial tanning. • Ensure continued high levels of compliance with smoke-free legislation.
Expected Output(s) and Targets	<ul style="list-style-type: none"> • Production of sunbed inspection checklist for officers. • Publicity and proactive/reactive visits to tanning salons etc. in partnership with trading standards officers. • Continued proactive enforcement of smoke-free legislation to businesses, together with investigation of complaints.
Monitoring / progress	By half yearly report to Technical group

Project Completion Date	March 2012
Senior Responsible Officer (SRO) for project	Linda Duckworth – COLA
Project Lead Officers	Helen Gloster? + Steve Turner?
Project team officers	All authorities

3/11 Maintaining health & safety competency

Technical Working Group	AGMA Health & Safety Technical Group
Description of Joint Project	To ensure that health and safety competencies are maintained in the face of significant health & safety enforcement resource reduction across GM Authorities now and in future years.
Project links to PPP objectives	<ul style="list-style-type: none"> • Provision of a competent workforce to deliver our enforcement and advice roles. • Support the economy through an effective and consistent regulatory regime that minimises the regulatory burden on businesses.
Resource Implications	Estimate 5 officer days per authority
Key Milestones	Half yearly report to technical group
Expected Outcomes / Benefits	<ul style="list-style-type: none"> • Achieve a better understanding of existing resources and competencies across GM. • Establish priority development needs for each Authority. • Develop & maintain a competent and consistent workforce.
Expected Output(s) and Targets	<ul style="list-style-type: none"> • Identify the current resource levels, officer qualifications, skills and experience across all Authorities. • Share RDNA findings and locally determined risk targets to identify and assign priority to training & development needs across all authorities. • Use of RDNA findings to secure HSE technical expertise to fulfil training needs. • Use of HSE GRIP Tool to determine the most innovative and low cost ways of meeting these development needs. • Undertake training & development in respect of the highest priority needs.
Monitoring / progress	By half yearly report to Technical group
Project Completion Date	March 2012
Senior Responsible Officer (SRO) for project	Linda Duckworth – COLA

Project Lead Officers

Kush Ahmed?, Helen Whittaker?

Project team officers

All authorities

4/11 Adapting to the changing health & safety landscape

Technical Working Group	AGMA Health & Safety Technical Group
Description of Joint Project	To take forward the national recommendations of Lord Young's report and the DWP's Good health & safety, Good for everyone report, and the regional priorities of Public Protection Partnership.
Project links to PPP objectives	<ul style="list-style-type: none"> • Protect effectively both the safety and health of residents, visitors, employees and the environment. • Improve the efficiency of regulatory services and 'value for money' by targeting businesses by email. • Support the economy through an effective and consistent regulatory regime that minimises the regulatory burden on businesses. • Help local business to improve their level of compliance through the provision of advice.
Resource Implications	2 days per authority.
Key Milestones	Half yearly report to technical group
Expected Outcomes / Benefits	<ul style="list-style-type: none"> • Increase information provision for small businesses in a form which is both accessible and relevant to their needs. • Ensure where possible food and health & safety inspections are combined. • Actively promote the HSE's new simplified risk assessments, guidance and tools designed to help small and low hazard businesses meet their legal obligations and to check and record their compliance. • Reduce the inspection burden on low risk businesses.
Expected Output(s) and Targets	<ul style="list-style-type: none"> • Continue to produce twice yearly AGMA e-newsletter for businesses in association with Business Regulation Solutions. • Develop better mailing lists to get wider dissemination for these and other health and safety messages in the future. • Develop a consistent approach to local authorities web content and signage to the HSE website. • Monitor the outcomes of Business Compliance Audits and review how the approach can inform the way in which interventions in respect of lower risk and broadly compliant businesses.

Monitoring / progress	By half yearly report to Technical group
Project Completion Date	March 2012
Senior Responsible Officer (SRO) for project	Linda Duckworth – COLA
Project Lead Officers	Peter Lamb?
Project team officers	All authorities

Appendix 1

Officer Representative and Contact Details

Chair: Melony Woods - Stockport
Secretary: Natasha Franklin - Bury
Chief Officer Liaison Authority: Linda Duckworth - Bolton

Authority:	Contact	Tel No	Email Address
Bolton	Helen Gloster	01204 336537	helen.gloster@bolton.gov.uk
Bury	Natasha Franklin	0161 253 5524	n.franklin@bury.gov.uk
Manchester	Phil Quinlan	0161 234 4853	p.quinlan@manchester.gov.uk
Oldham	Steve Turner	0161 770 4454	steve.turner@oldham.gov.uk
Rochdale	Gary Parkinson	01706 924138	gary.parkinson@rochdale.gov.uk
Tameside	Khush Ahmed	0161 342 2277	khush.ahmed@tameside.gov.uk
Trafford	Peter Lamb	0161 912 4911	peter.lamb@trafford.gov.uk
Salford	John Snow	0161 925 1315	john.snow@salford.gov.uk
Stockport	Melony Woods	0161 474 4241	melony.woods@stockport.gov.uk
Wigan	Helen Whittaker	01942 827495	h.whittaker@wigan.gov.uk
COLA - Bolton	Linda Duckworth	01204 336530	linda.duckworth@bolton.gov.uk

Appendix 2

Partners Contact Details:

Partners:	Contact	Tel No	Email Address
HSE	Dave Shorrock John Mc Grellis Anne Gregory	0161 952 8247	David.shorrock@hse.gsi.gov.uk John.mcgrellis@hse.gsi.gov.uk Anne.gregory@hse.gsi.gov.uk
GMP	Robert Barr, Force Crime Reduction Officer	0161 856 0114	Robert.Barr@gmp.police.uk
Directors of Public Health	Chair of DPH: Jan Hutchinson (DPH at Bolton)		jan.hutchinson@bolton.nhs.uk will.blandamer@alwpct.nhs.uk
Fire Authority	Lead officer: Will Blandamer County Fire Officer and Chief Executive, Steve McGuirk	0161 909 0327	
Gas Safe	Rob Briscall,	07968177223	Robert.Briscall@gassaferegister.co.uk
HPA	Dr Rosemary McCann	0161 786 6710	rosemary.mccann@hpa.org.uk

Appendix 3

Schedule of Meetings 2011

Day	Date	Time	Venue
Thursday	20 th January 2011	10am	HSE - Grove House
Thursday	17 th March 2011	10am	Manchester Conference Room Hammerstone Rd
Thursday	19 th May 2011	10am	Stockport Committee Room 1 Stockport Town Hall
Thursday	21 st July 2011	10am	Wigan
Thursday	15 th September 2011	10am	Bolton
Thursday	17 th November 2011	10am	Tameside
Thursday	19 th January 2012	10am	Rochdale
Thursday		10am	Bury
Thursday		10am	Salford
Thursday		10am	Trafford
Thursday		10am	Oldham
Thursday		10am	Stockport
Thursday		10am	Manchester

Local Authority Profile
Salford
Greater Manchester, North West



Self-reported work-related ill health (2009/10)

	Salford (Estimated no.)	North West	Great Britain
Prevalence – limited to people who worked in the last 12 months	5,068	129,000	1,266,000
Incidence (new cases in last 12 months)	1,964	50,000	555,000

Source: LFS 'illustrative estimates' (See over page)

Work-related working days lost (2009/10)

	Salford (Estimated no.)	North West	Great Britain
Due to work-related ill health	101,367	2,580,000	23,430,000
Due to work-related injury	22,238	566,000	5,097,000

Source: LFS 'illustrative estimates' (See over page)

Reported workplace injuries (2009/10p)

	Salford	North West	Great Britain
Fatal and major injuries to employees	122	3,229	26,172
Over-three-day injuries to employees	352	11,464	95,369
Total injuries to employees	474	14,693	121,541
Total injuries to employees: Rate per 100,000 employees	610.2	503.4	460.0

Kind of injury to employees (2009/10p)

	Salford	North West	Great Britain
Slips and trips	142	4,297	33,294
Falls from height	40	1,229	10,417
Handling	159	4,453	37,420
All other injuries	133	4,714	39,041

Source: RIDDOR (See over page)

Estimated Costs

The estimated economic cost of health and safety ill health incidents in Salford is between £45.2 million and £69.3 million. The estimated cost for accidents in Salford is between £23.3 million and £42.2 million.

Background information

	Salford	North West	Great Britain
Total resident population	225,100	6,898,300	60,003,500
Total employees	117,539	2,991,619	26,493,628
% of employees in:			
1. Manufacturing	7.24%	11.65%	10.23%
2. Construction	6.39%	5.25%	4.79%
3. Services	85.94%	82.48%	84.04%
Total workplaces	8,049	256,010	2,446,015
Workplaces with			
<10 employees	6,558	213,748	2,078,698
10 - 49 employees	1,124	31,825	282,058
50 - 249 employees	288	7,994	69,286
>250 employees	79	1,810	15,973

Source: ABI 2008

Local Authority Inspection Visits 2009/10

	Salford	North West	Great Britain
Number of LA controlled premises	3,839	128,780	1,131,000
Number of visits	1,323	25,587	196,000
Visits per 1000 premises	344.6	198.7	174.0
Number of improvement notices	9		
Number of immediate prohibition notices	7		

Source: LAE1 returns 2009/10 (based on LAE1 returns from 38 out of 39 LAs (97%))

Data Sources

- RIDDOR: The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, under which workplace injuries are reported by employers and others.
- Labour Force Survey (LFS): A national survey of over 50,000 households each quarter, giving estimates of self-reported work-related ill health and injuries.
- Illustrative Estimates: Estimates have been produced based on regional data for ill health incidence and prevalence, and NOMIS employment data at Local Authority level. They are an illustrative estimation only.
- Annual Business Inquiry (ABI): An employer survey conducted in December each year, with a sample of around 78,000 businesses.
- Estimated costs: The cost estimates are in 2001/02 prices and are based on the best evidence available to us at this time, being pro-rated from the total estimated cost of workplace injuries and ill health per the 'Interim Update of the Cost to Britain of Workplace Accidents and Work-Related Ill Health' (available at: <http://www.hse.gov.uk/statistics/pdf/costs.pdf>). A research project is currently underway to update the HSE estimates of the cost of workplace injuries and work-related ill health and is due to report in 2010.
- LAE1: A form completed annually by Local Authorities, on a voluntary basis, providing information about LA visits and enforcement.