



WEST OXFORDSHIRE
DISTRICT COUNCIL

Health & Safety Service Plan 2015 - 2016

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I. INTRODUCTION

West Oxfordshire District Council (WODC) is the enforcing authority in respect of health and safety (H&S) in workplaces within the District where the local authority is the enforcing authority. This plan only relates to our activities in relation to these workplaces. Section 18 of the Health and Safety at Work etc. Act 1974 (HSAWA) requires local authorities to make adequate arrangements for the enforcement of health and safety in their areas.

The Food/Health & Safety Team within Environmental Health is responsible for delivering health and safety enforcement/advice, and is part of the Public Protection Service. The Team is also responsible for enforcing food hygiene legislation, assisting with investigating outbreaks of infectious disease, and conducting licensing visits for animal welfare and skin piercing.

The Health and Safety Executive (HSE) has issued guidance for local authorities under Section 18 of HSAWA. [The National Local Authority Enforcement Code \(The LA National Code\)](#) introduced in May 2013 and [Supplementary Guidance](#) sets out the principles that local authorities must follow in enforcing health and safety legislation to ensure a consistent, proportionate and targeted approach based on risk. The LA National Code requires local authorities to produce a risk-based service plan for health and safety which must be published.

Another guidance document produced by the HSE under Section 18 of HSAWA is [Local Authority Circular \(LAC\) 67/2 \(rev 4\)](#) and this provides local authorities with guidance and tools for priority planning and targeting their interventions to enable them to meet the requirement of the LA National Code.

The LA National Code has significantly altered the criteria to be used in planning H&S regulatory activity. This plan reflects those changes and demonstrates how the service will fulfil its duties under HSAWA, and meet the requirements of the associated guidance.

2. SERVICE AIMS AND OBJECTIVES

2.1 Links to Other Objectives & Plans

There are two main organisations influencing the service we provide:

- The Health and Safety Executive (HSE)
- West Oxfordshire District Council (WODC)

Our regulatory role is greatly influenced by the HSE's strategy, work plans and guidance. The Council is required under Section 18 of the HSAWA to provide sufficient resources to undertake its role as an enforcing authority for health and safety.

The Council fully supports the HSE's mission statement '*The prevention of death, injury and ill health to those at work and those affected by work activities*'.

The purpose of the Public Protection Service is '*to protect and enhance public health, safety and the environment for residents, visitors and businesses within the District*'. This links in with the Council Vision contained in the Council Plan 2012-2015 "*To maintain*

and enhance West Oxfordshire as one of the best places to live, work and visit in Great Britain”.

The Public Protection Service which delivers Health & Safety enforcement and advice, amongst other areas such as food safety, environmental protection, and private sector housing is about to encounter a major change as part of the 2020 Vision partnership. Three councils, namely West Oxfordshire District Council, Cotswold District Council and Forest of Dean District Council are working together to establish one overall Public Protection Service to commence in the summer of 2016.

The enforcement of health and safety links primarily with the Council's priorities to protect and enhance the environment of West Oxfordshire and maintain the district as a clean, beautiful place with low levels of crime and nuisance; and to be recognised as a leading council that provides efficient, value for money services.

It also links to the aims of encouraging enterprise in the local economy, reducing the burden on well managed businesses and ensuring that health and safety resources remain focused on the higher risk premises and activities.

2.2 Aims of West Oxfordshire District Council

WODC aims to ensure that the health and safety of those who live, visit and work within the district are not adversely affected by the work or activities undertaken by any employer where the council has enforcement responsibility so far as is reasonable.

2.3 Objectives

The main objectives of public protection are:

- To ensure employers protect employees and the public from risks arising from work activities by securing compliance with health and safety legislation and seeking to ensure that regard is had to Approved Codes of Practice and guidance issued by the HSE;
- To promote & improve health and to reduce workplace accidents, ill health and sickness absence;
- To co-operate with and assist other statutory bodies with responsibilities for health and safety where there are regional or national considerations;

Workplaces for which the Council has an enforcement responsibility include retailing, offices, hotels, pubs and other catering establishments, sports, leisure, consumer services, places of worship and some warehouses.

3. BACKGROUND INFORMATION

West Oxfordshire is a predominantly rural district of around 71.5 sq km, with a resident population of approximately 100,000 people in 84 parishes. The main towns are Witney, Eynsham, Burford, Carterton and Chipping Norton.

3.1 Organisational Structure

Health and Safety enforcement functions are undertaken by officers in the Food/Health and Safety Team within Environmental Health in Public Protection Services. The current Service structure and Council structure are shown in Appendix I. This will change in 2016.

All officers who undertake health & safety enforcement work are appointed under Section 19 of HASAWA and, subject to their competence, authorised to take action under sections 20-22, 25 & 39 of the Act and relevant statutory provisions.

3.2 Service delivery

The team which undertakes enforcement of health & safety currently operates from the Council's offices at:

Elmfield
New Yatt Road
Witney
OX28 1PB
Tel: 01993 861060
Fax: 01993 861054
Email: community.services@westoxon.gov.uk

Information is also available on the Council's website at [West Oxfordshire District Council](#)

Where people are unable to access the service through any of the above means contact visits will be considered as appropriate.

The normal office opening hours are 9am to 5pm Monday to Friday.

The Council has an out-of-hours service which is operated by an external contractor. The contact number is 0845 3039706 . This service can be contacted outside the Council's normal operating hours.

3.3 Liaison with other Organisations

The service is a member of the Oxfordshire Health & Safety Liaison Group, (OxHSLG).The group normally holds quarterly meetings and deals with workplace planning issues, technical matters and consistency in specific areas. Its members are the health and safety managers or lead officers for each district council in the county, and the HSE Enforcement Liaison Officer (ELO). The OxHSLG has recently re-grouped and it is hoped that joint County projects can be considered and undertaken if resources allow.

Ad hoc liaison will also take place with the ELO and other authorities as particular cases require.

The service is notified of all work required by the Oxfordshire Fire and Rescue Service (OFRS) that may have an effect on health and safety in the workplace. The

OFRS is also consulted for expert advice on fire safety matters. The service also receives information from other regulatory bodies.

The service is notified of relevant building developments in the district. Where a development may have significant health and safety implications the service will make contact with the applicant.

As a responsible authority the service is notified of licence applications by the Council's Licensing section, and the team is represented on Safety Advisory Groups (SAG) which considers applications for large events.

These sources of information may be used to update the service's computerised database of workplaces.

3.4 Primary Authority

This Council does not currently act as a Primary Authority (PA) for health and safety. However it is required by The LA National Code to have regard to any PA arrangement in employers it has contact with and any published inspection plans. Liaison will be undertaken:

- prior to taking formal enforcement action, except in the case of immediate danger
- after serving a prohibition notice
- when significant shortcomings are identified that need addressing nationally
- following the investigation of any death, major injury or case of reportable ill-health or dangerous occurrence

Database records are annotated with the Primary Authority's details where relevant.

3.5 Complaints about the Service

The Council has adopted a formal procedure for responding to complaints about its services made either directly or through a councillor.

A guide to the procedure is available at the Council's offices and website, or on request, together with a leaflet describing how to complain to the Local Government Ombudsman.

There were no formal complaints about the service in 2014-15.

4. HEALTH AND SAFETY IN WEST OXFORDSHIRE

4.1 Health and safety enforcement

The Council has an enforcement policy. This is compliant with the Government's Enforcement Concordat, the Regulators Compliance Code and HSE's Section 18 Guidance. The policy is available on the Council's website and can be provided in hard copy on request. Reference is made to the policy and its availability in a standard phrase in all relevant correspondence.

The scope is to:

- Carry out a programme of interventions at workplaces and take action to secure legal compliance where necessary, in accordance with current HSE guidance;
- Investigate reportable injuries, diseases and dangerous occurrences in accordance with the agreed selection criteria and where appropriate take action to prevent a recurrence and secure legal compliance;
- Investigate complaints by employees and others about health & safety matters;
- Promote health & safety at work;
- Co-operate with and assist other statutory and non-statutory bodies where health and safety issues have regional or national significance
- Provide information about the services the Council provides concerning health & safety regulation.

4.2 The Council's own workplaces

The Council's health & safety enforcement function does not include advising the Council on its own responsibilities as an employer. That function is undertaken by a safety advisor employed by the Council.

5. PERFORMANCE IN 2014-2015

Performance during 2014-2015 was monitored via the Community Services Plan. Comments on variations are included where appropriate.

The level of performance achievable was significantly affected by long-term sickness absence in the team. Planned tasks were prioritised during the year and were re-allocated or deferred as appropriate. Reactive performance was maintained although planned, proactive work had to be reduced as a consequence.

5.1 Formal Enforcement

The extent of formal action undertaken by this Service is detailed in Table I.

Formal Enforcement	2014-15
Prosecutions	0
Prohibition Notices (Section 22 HSAWA)	0
Improvement Notices (Section 21 HSAWA)	3

Table I

5.2 Campaigns

5.2.1 LPG

Work continued with the LPG pipework replacement programme which is a major inspection campaign, led by Inspectors from HSE's Field Operations and Hazardous Installations Directorates (FOD and HID) where the aim is to improve the safety of bulk LPG installations, including the pipework. 2 Improvement Notices were served to ensure that the LPG suppliers and users are controlling risks from small and medium bulk vessel LPG installations, including the replacement or on-going inspection of buried metallic pipework.

Work is being recorded on the LPG Local Authority Reports Database (LLARD) and the information recorded will be used to provide important updates to the HSE Board and Ministers on progress, as well as providing intelligence for the inspection strategy in future work years.

5.2.2 Animal Contact

Work was undertaken to ensure that suitable hygiene measures were in place to prevent, as far as reasonably practicable, an E.coli outbreak in places where the public can have contact with animals e.g. zoos, open farms, animal visitor attractions, farm shows, and outdoor events.

5.3 RIDDOR notifications, Accident investigations, and Service Requests

Employers have a legal duty to report certain types of accidents or injuries at work, and certain work-related illnesses and diseases. Reporting is now done online via the HSE's Incident Contact Centre. Reports are downloaded daily from this site.

The service aims to respond to incident reports and complaints falling within the selection criteria within three working days, and resolve 75% of complaints within 20 working days. This was achieved in all cases.

In 2014-2015 77 formal accident reports were received from the Incident Contact Centre. All accidents were assessed in accordance with the HSE's national accident/incident selection criteria to prioritise those that required further action. Of the reported accidents 18 required further investigation by officers.

In 2014-15 the service was notified of the reportable incidents detailed in Table 2.

Category	Number
Off work 7+ days	25
Major	3
Fatal	0
Unspecified	0
Dangerous Occurrences	1
Public to hospital	48
Reportable disease	0
Total	77

We received 28 service requests relating to health and safety from employees, employers and members of the public in 2014-15.

Last year we received one asbestos ASB5 notification.

6. WORK PLAN 2015-2016

6.1 Overview of the district

There are over 1,900 known premises in the District for which this authority has enforcement responsibility. A district-wide premises survey was last undertaken over 10 years ago to gather information and to make an initial risk assessment. There have been occasional targeted surveys to update premises and database information but an up-to-date survey would be needed to get a clear view of what premises we have in the district, particularly as the legal requirement to register businesses under the Offices, Shops and Railway premises Act 1963 has been removed.

Table 3 shows the categories of health & safety premises in the district and Table 4 the number of premises with each risk rating. All high risk premises (A rated) are inspected and LAC 67/2 (rev4) provides guidance and tools for priority planning and targeting of interventions to enable the requirements of the National Local Authority Enforcement Code (The LA National Code) to be met. The summary of national planning priorities for 2015-2016 as listed in Annex A of the LAC 67/2 (Rev4) can be seen in Appendix 2.

Any matters of evident concern are also noted when routine food hygiene inspections are undertaken in those premises which aren't normally subject to health & safety inspection. Consideration is also be given to the Council's Enforcement Policy, HSE's Enforcement Policy Statement and Enforcement Management Model, and the LA National Code.

Health & safety information is available on the Council website and businesses may be directed to this. Some may require clarification of their legal responsibilities and seek advice over the telephone. This can be supplemented by sending information leaflets specific to their enquiry. Online requests for information can be made via the website. The web page contains links to information on external websites, such as the HSE, advice on starting a new business and reporting accidents.

Category	Number on 2 October 2015
Retail Shops	464
Wholesale Shops	90
Offices	599
Catering Services	331
Hotels/Short Stay	36
Residential Care	14
Leisure	117
Consumer Services	175
Other Premises	71
Blanks	41
TOTAL	1938

Table 3 – Categories of Health & Safety Premises

Risk Rating	Number on 2 October 2015
A	0
B1	6
B2	191
C	1593
Unrated	80
Blanks	68
TOTAL	1938

Table 4 – Risk Rating of Health & Safety Premises

The Councils Health and Safety Intervention Planning Summary Table 2015-16 is shown in Appendix 3. These areas are consistent with recent guidance from the HSE and other bodies, and are risk-based and intelligence-led.

6.2 Targeting interventions

Taking into account the LA National Code, National Planning Priorities for 2015-16 as listed in Annex A of the LAC 67/2 (rev 4) in Appendix 2, and high risk activities in the District, the subjects below are being considered for inclusion in WODC's work plan for 2015-16:

- Undertaking pro-active health and safety interventions on all A rated premises, high risk activities, unrated premises which could potentially be A rated or where there are concerns or complaints about a premises
- Controlling the risks of Legionella infection in premises with cooling towers and evaporative condensers, care homes, garden centres, and spa pools in leisure centres/hotels by using interventions to work with industry to improve standards
- Continue to ensure adequate hygiene measures to prevent an E.coli outbreak from open farms, animal visitor attractions, farm shows and outdoor events.

- Inspecting warehousing and distribution, steel stockholders, builders merchants and timber yards to assess the risks of falls from heights, workplace transport and crushing injuries.
- Involvement in safety at large scale public events e.g. Wilderness, looking at open water swimming, crowd control and traffic management in addition to other health and safety matters

6.3 Accident investigation

Reactive health and safety enforcement activity covers response to accidents, incidents and complaints; matters of evident concern; and significant issues raised by management, employees or employee representatives. Incidents suitable for investigation will be selected using the criteria in [Local Authority Circular \(LAC\) 22/13 \(rev 1\) Incident Selection Criteria Guidance](#). A response to a fatality, major injury or dangerous occurrence will be made within one working day, other incidents will be reviewed within three working days. Documentation relating to incident investigations is placed on premises files and recorded on the Civica premises database.

6.4 Statutory notifications

Duty holders and licensed contractors are required to notify the relevant enforcing authority at least 14 days before work involving the removal of certain types of asbestos commences.

If the removal of the asbestos is in premises where the Council is the enforcing authority and it does not form part of a construction operation, notification should be made to the public protection service.

On receipt of notifications method statements are examined and premises may be visited. Further visits may occur during the process. Clearance certificates are sought from contractors on completion of works.

Where appropriate the service will send a report on the performance of the contractor to the asbestos licensing branch of the HSE.

We also receive statutory notifications for defective lifts or lifting equipment under the Lifting Operations and Lifting Equipment Regulations (LOLER), and the Pressure Systems Safety Regulations. These notifications require follow-up work including site visits and may result in the serving of enforcement notices.

Regarding cooling towers, irrespective of whether the Council is the relevant enforcing authority, it is the duty of businesses that use cooling towers or evaporative condensers to register them with the local authority. Applications are registered and a copy sent to the HSE. At present there are five such installations registered. Registrations are regularly reviewed and a revised register published on the Council's website. All five in WODC fall to the HSE for enforcement

6.5 Service requests

Last year we received 28 service requests concerning health & safety. Some of these cases were dealt with over the phone but many needed further investigation resulting in enforcement action or advisory letters.

6.6 Provision of health and safety training

West Oxfordshire District Council is currently now provides the Chartered Institute of Environmental Health (CIEH) e-learning where individuals are able to access online courses via the WODC website. There are courses available in Level 2 health & safety health & safety in hospitality and COSHH.

6.7 Maintaining an accurate database

Under Section 18 of HASAWA we are required to maintain an accurate database of the businesses for which we are the enforcing authority.

The Council is mindful that the database is out-of-date and future plans include updating this information. The back office system we currently have is Civica APP and this is due to change to IDOX Uniform which would be an opportunity to update premises on the database.

7. RESOURCES

7.1 Financial Allocation

A separate cost centre exists to account specifically for the costs of this function. The budget is reproduced in Table 5 below.

Detail	£
Employees	18,900
Premises-Related Expenditure	2,000.00
Transport-Related Expenditure	2,600.00
Supplies & Services	7,100
Support Services	4,700
Income	-9,200
Total	26,100

Table 5: Health and Safety Budget (Original) 2015-16

7.2 Staffing

Subject to their competence and authorisation staff within the Food/Health & Safety Team undertake both health & safety and food safety enforcement work

Operationally there are three full-time equivalent environmental health and technical officers contributing to the delivery of these functions, with a Principal Officer and administrative support The administrative support is currently shared with the Environmental Protection and Housing Support Services team.

7.3 Staff Development

All officers receive an annual personal development review (PDR) during which training and development needs are identified. This is currently changing to a new appraisal system which will essentially have the same function. Such needs are met through both internal and external courses, including training arranged by OxHSLG.

There is a requirement to review the development needs of authorised officers annually. The Regulators Development Needs Analysis (RDNA) tool aims to identify the areas in which an officer may need further development to maintain their professional competence, and provides the necessary support for this. RDNA assessments must be completed by all HSAWA authorised officers and identified training needs incorporated within the individual officer's appraisal.

There is also the Guidance for Regulators Information Point (GRIP) which is designed to signpost health and safety regulators to current information, guidance and advice.

Peer review is used to help promote consistency; this includes "buddy" working for new officers, joint inspections and group discussions about specific cases.

Regular team meetings are held to share information thereby improving awareness of issues concerning enforcement, progress with team targets and customer-related matters. Individual officers currently meet monthly with the Principal Officer in 'one to ones' to discuss workload, individual cases and technical issues, and to ensure they are on track with tasks identified in their PDRs.

Officers have full access to the internet and online information. EHCNet and online technical and legal resources are available (RIAMS and Westlaw). E-mail updates are received from HSE and forwarded to officers.

8. QUALITY ASSESSMENT AND REVIEW

8.1 Measures

The documentation of procedures to promote consistency is progressing.

Environmental Health is a member of a local authority regulatory benchmarking group against which it benchmarks its health & safety enforcement function.

8.2 Audit of Enforcement Management

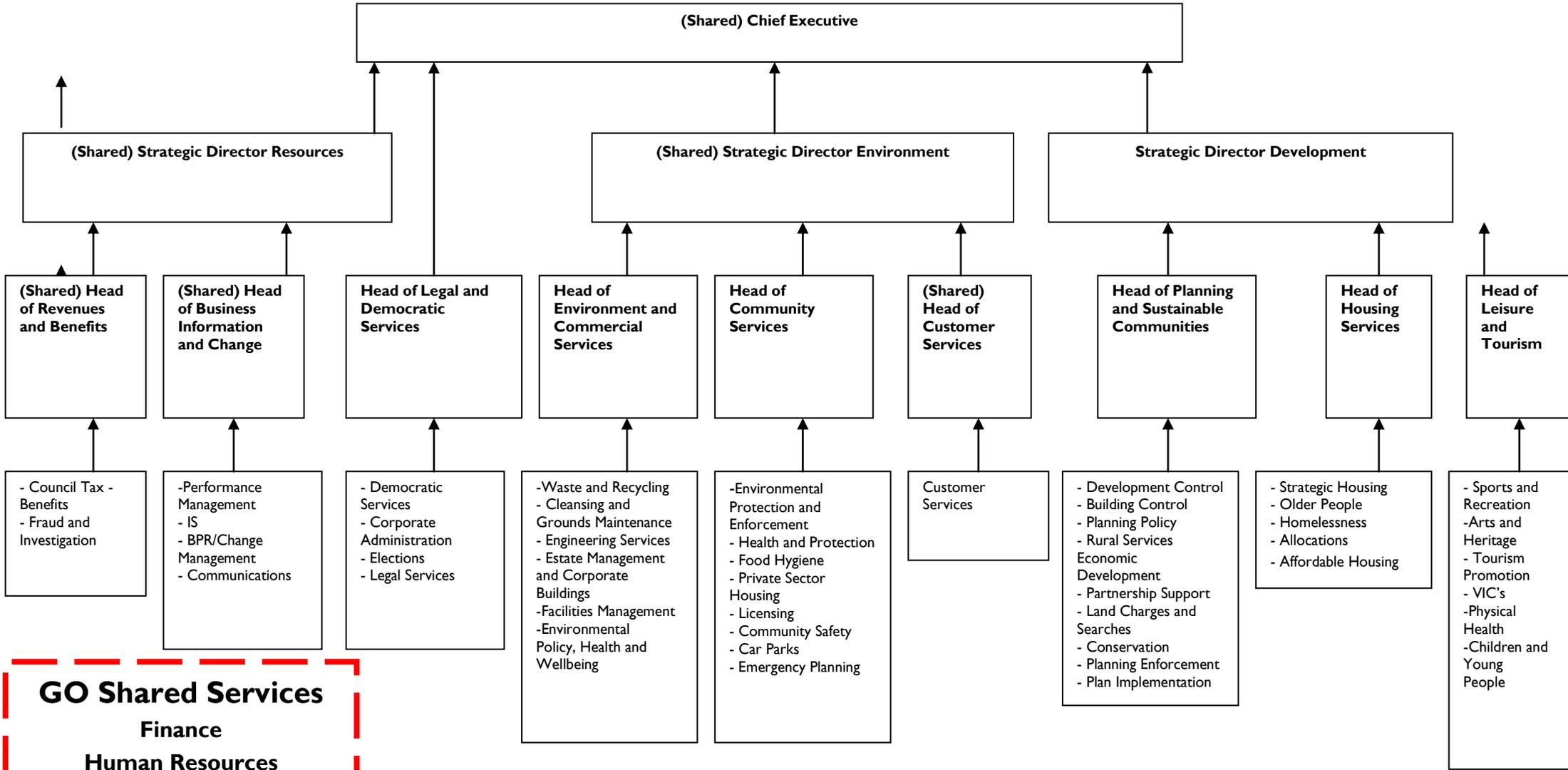
An audit of the Food and Health & Safety Team's work was last undertaken in March 2005 by the Council's Internal Audit Service. Its findings were that the administration was "good" and adequate controls were in place and working effectively.

8.3 Service Plan Review

A review of the Health and Safety Service Plan is undertaken annually. The revised plan for 2015-16 will be reported to the director and cabinet member, and incorporates any necessary improvements or amendments to the Service.

APPENDIX I COUNCIL & SERVICE STRUCTURE

Existing Council Structure



GO Shared Services

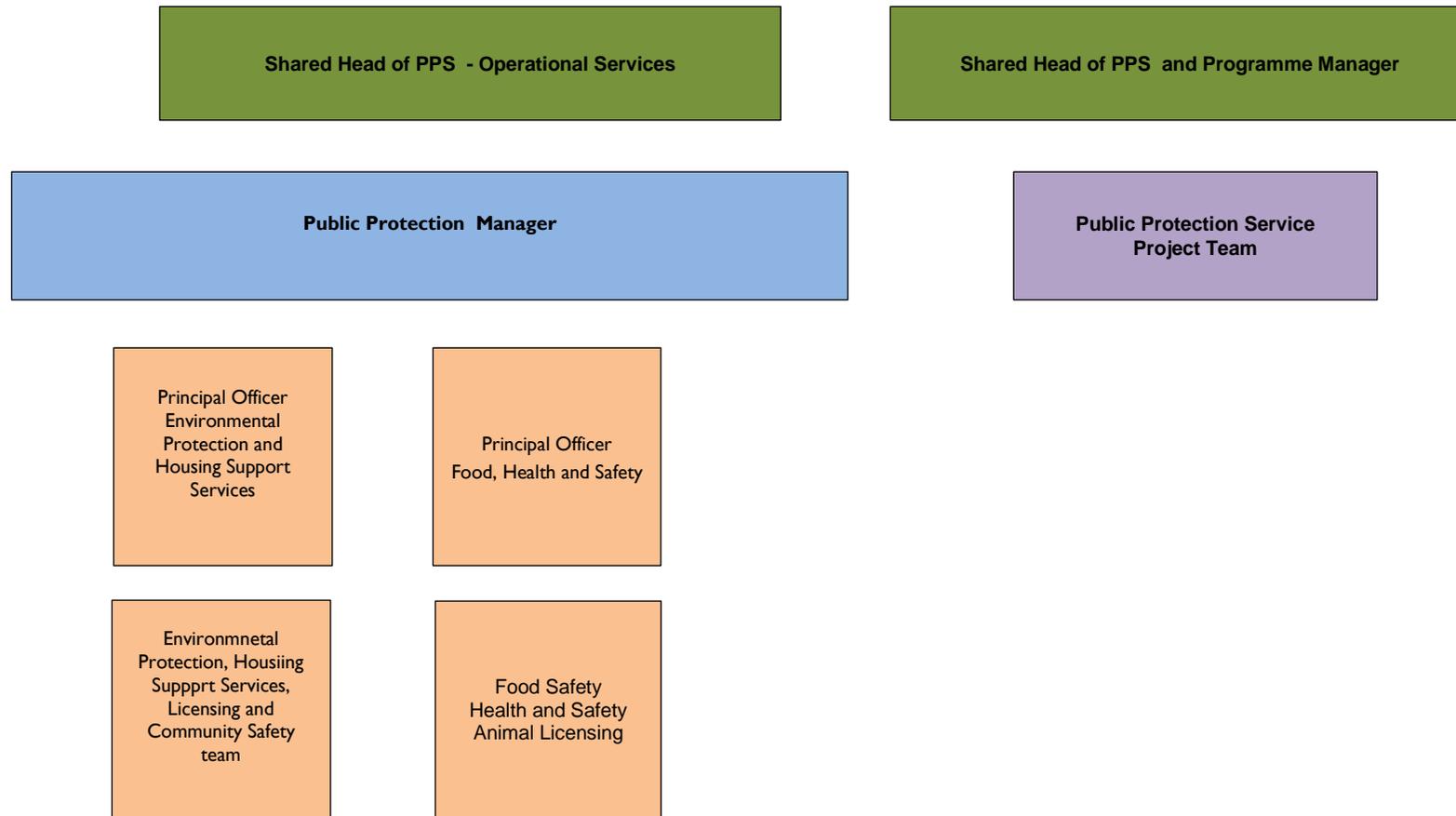
Finance

Human Resources

Payroll

Procurement

Public Protection Services – April 1st 2015



APPENDIX 2 LAC 67/2 (Rev 4.1) SUMMARY OF NATIONAL PLANNING PRIORITIES FOR 2015-16

Annex A - Summary of national planning priorities 2015 - 2016

This annex sets out the 2015-16 local authority national planning priorities. Note: Not all national priorities have an inspection component.

Over-arching principles

LAs should use the full range of interventions available to influence behaviours and the management of risk with proactive inspection utilised only for premises with higher risks or where intelligence shows that risks are not being effectively managed.

Proactive inspections

Proactive inspection should only be used:

- a) For high risk activities within the specific LA enforced sectors published by HSE (See [List of activities/sectors for proactive inspection by LAs](#) ); or
- b) Where there is intelligence showing that risks are not being effectively managed.

In both circumstances, LAs have the discretion as to whether or not proactive inspection is the most appropriate intervention. (See [Annex C - Examples of Intervention Types](#); [Annex D – Intervention Plan Summary Table](#) and [Annex E - Example Case Studies](#)).

LAs risk ratings should be used to help formulate relative intervention priorities i.e. to allow better targeting of their other interventions on the basis of risk but proactive inspection interventions should only be determined by a) and b) above.

Primary Authority inspection plans should follow the principles of the Code and be developed taking into account the national priorities (see below) and the list of activities/sectors considered suitable for proactive inspection.

National Priorities¹

Although most construction work is regulated by HSE, LA health and safety regulators can make a significant contribution to addressing construction health and safety risks. Where the owners/occupiers of commercial premises at general visits appear likely to be clients for construction work, LAs should draw their attention to the Construction (Design and Management) Regulations (CDM) 2015 and the duties they have as CDM clients, referring them to advice available². In addition, there are a number of specific topic areas LAs should address during the course of their visits, as outlined below. These concur with priorities in the HSE Construction Division Plan of Work 2015-16.

- **Falls from height – work on/adjacent to fragile roofs/materials** - Fragile roofs/skylights etc., can be found at many premises that fall to LAs for enforcement. Where they are identified during visits, LAs should discuss the associated risks, to ensure that prospective clients for repair and maintenance work (owner or building user) is aware of their duties under CDM 2015 and the precautions needed, referring them to the [appropriate guidance](#)³. On occasions, LA health and safety regulators may come across work on a fragile roof that is underway at the premises being visited (typically, small-scale repairs/maintenance such as gutter cleaning). The risks may give rise to a matter of evident concern (MEC), in which case, poor standards should be addressed with all duty holders – client, designers and contractors, and any enforcement action taken in accordance with the [Enforcing Authority \(EA\) Regulations 1998](#)⁴ and in collaboration with HSE, where appropriate and using normal channels.
- **Health risks** - respirable silica dust - Dust, containing harmful respirable crystalline silica (RCS), can be generated during common operations such as block cutting, chasing brickwork and cutting concrete floors. The standards for controlling this dust are detailed in HSE guidance^{5,6}. During visits, LAs may come across minor construction work that is generating significant quantities of silica dust that give rise to a MEC. Poor standards should be addressed with duty holders, and any enforcement action taken in accordance with the EA Regulations 1998, collaborating with HSE where appropriate, using normal channels. See [operational guidance on silica](#) used by HSE Inspectors.⁷
- **Duty to manage asbestos** - In premises likely to contain asbestos (i.e. built before 2000) LA health and safety regulators should draw duty holders' attention to their duty to manage and the relevant HSE guidance/webpages. On occasions, failure to manage the risks from asbestos (e.g. failure to maintain in a safe condition or minor construction work that breaches the fabric of the building without proper surveys, controls or planning) may need to be dealt with as a MEC during general visits. Where management of asbestos risks arises as an MEC and standards are particularly poor, LAs should take appropriate enforcement action, in accordance with the EA Regulations 1998, collaborating with HSE where necessary and using normal channels.

- Visitor attractions to prevent or control ill health arising from animal contact - select the most appropriate intervention (See [Preventing or controlling ill-health from animal contact at visitor attractions – guidance on inspection and enforcement](#) and [List of activities/sectors for proactive inspection by LAs](#) .
- Investigation of incidents and complaints - LAs should use HSEs incident selection criteria and complaint handling to select relevant incidents and complaints.
- Reactive work including the monitoring of RIDDOR reports and complaints to identify reports of ill health, accidents, incidents, poor performance, trends and local issues which may require further interventions or issues which may need to be taken forward nationally.

Footnotes

1. The legionella intervention programme and the campaign to visit high priority LPG underground pipework in specified premises, have now concluded and are no longer considered national priorities. However, the list of high risk sectors/activities suitable for proactive inspection will continue to include legionella in premises with cooling towers/evaporative condensers, and LPG in premises with buried metallic pipework to allow proactive inspection where it is appropriate. The LPG trade association and LPG suppliers are currently dealing with lower priority premises, and there is no intention to allocate these to LAs for visits. There may however be a small number of premises where issues remain and which will require a visit during 2015/16 and any such premises will be notified directly to the relevant LA.
2. www.citb.co.uk/documents/cdm%20regs/industry-guidance-clients.pdf 
3. www.hse.gov.uk/pubns/geis5.htm
4. www.hse.gov.uk/foi/internalops/og/og-00073.htm
5. www.hse.gov.uk/construction/healthrisks/hazardous-substances/construction-dust.htm
6. www.hse.gov.uk/pubns/cis36.pdf 
7. www.hse.gov.uk/foi/internalops/og/og-00017.htm
8. www.hse.gov.uk/asbestos/duty.htm

APPENDIX 3

Health and Safety Intervention Planning Summary Table 2014-15

Sector, premises type or specific cross sector activity	Evidence that identified the concern and set its priority	Planned intervention type	Rationale for intervention	Planned activity or resource
Pro-Active health & safety Interventions on all A rated premises and premises with high risk activities as detailed in LAC 67/2 (rev 4)	Ongoing following the guidance in the LA National Code.	Inspection or other suitable intervention	To ensure duty holders are aware of risks & are adequately controlling them	To be determined by food intervention plan and PA inspection plans
Legionella – cooling towers and evaporative condensers, care homes, garden centres and spa pools in leisure centres/hotels	On-going following the guidance in the LA National Code and list of activities/sectors for proactive inspection by Las	Contact duty holders and make them aware of requirements to control risk. Visit and establish what controls are in place. Bring shortcomings to their attention. Follow up action taken by duty holders.	Legionella continues to be a risk with outbreaks occurring nationally.	Identify all relevant premises in sector & visit to establish that controls in place and, where necessary, action is taken to ensure risks are controlled.
Visitor attractions with animal contact	Risk identified following Godstone Farm E coli outbreak. On-going following the guidance in the LA National Code and list of activities/sectors for proactive inspection by LAs	Motivating senior managers. Education and awareness through contact with duty holders in control of premises.	Ties in with animal welfare and in some cases food hygiene interventions. To make duty holders aware of risks and actions needed to control them.	Identify animal contact risk premises. Visit and give advice on risk gap. Follow up to check that risks have been adequately controlled.

Sector, premises type or specific cross sector activity	Evidence that identified the concern and set its priority	Planned intervention type	Rationale for intervention	Planned activity or resource
LPG – premises with bulk tanks	Part of HSE national priority project following report of Lord Gill's inquiry. On-going following the guidance in the LA National Code and list of activities/sectors for proactive inspection by LAs	Visit premises identified on HSE's LLARD website and any which come to our notice in other ways. Follow HSE advice on action required by duty holders.	To make duty holders aware of risks and actions needed to control them. Improvements in risk control can be measured by resulting actions taken.	Deal with premises as and when they appear on LLARD site or come to our attention by other means.
Inspecting warehousing and distribution, steel stockholders, builder's merchants and timber yards to assess the risks of falls from heights, workplace transport and crushing injuries.	Response to a serious accident investigation which has focussed the Service on these high risk premises.	Inspection, education and awareness through contact with duty holders in control of premises.	To make duty holders aware of risks and actions needed to control them. Improvements in risk control can be measured by resulting actions taken.	Identify and target relevant premises and ensure they are inspected to minimise risk of falls from heights, workplace transport and crushing injuries.
Involvement in safety at large scale public events e.g. the Game Fair, looking at crowd control and traffic management in addition to other health and safety matters	On-going work with other organisations and following the guidance in the LA National Code and list of activities/sectors for proactive inspection by LAs	Education and awareness through contact with duty holders in control of premises.	To make duty holders aware of risks and actions needed to control them.	Work together with other organisations prior to the event to ensure all risks have been assessed and will be controlled.

Sector, premises type or specific cross sector activity	Evidence that identified the concern and set its priority	Planned intervention type	Rationale for intervention	Planned activity or resource
During visits for another primary purpose, if matters of evident concern and /or significant breaches of health and safety law are identified, relevant action is taken.	Ongoing following the guidance in the LA National Code	Action during or following interventions for purposes other than H&S	To deal with significant risks at the time they are identified	Reactive
Interventions in response to complaints and requests for advice	Ongoing following the guidance in the LA National Code	Depending on circumstances and policy considerations, may range from contact with duty holders by telephone/e-mail to investigatory visits.	Following guidance from HSE on investigation incidents. Identification of possible preventative measures and plan further action.	Reactive
Reactive interventions in response to reported accident/incident	Cases identified using LAC 22/13. Hazards to be targeted reactively where they occur in the identified high risk sectors	Depending on circumstances and policy considerations, may range from contact with duty holders by telephone/e-mail to investigatory visits.	Following guidance from HSE on investigation of incidents. Will allow information on compliance to be assessed for individual businesses and sectors.	Reactive

Hazards to be targeted *reactively* where they occur in the identified high risk sectors:

- Fatalities/injuries resulting from being struck by vehicles
- Fatalities/injuries resulting from falls from height/ amputation and crushing injuries
- Industrial diseases (occupational asthma/deafness)
- Crowd control & injuries/fatalities to the public
- Carbon monoxide poisoning
- Violence at work