Appendix 2

Health and Safety Service Plan 2008-2010 Workplan

Staff Resources: 1.83 Officers (Full Time Equivalent)

What	How	Where/When	Performance Indicators/Outcomes
Target high risk/poor performing/rogue traders	Inspections (Revisits) Local knowledge/ Questionnaire Total; 70 premises Formal enforcement as necessary.	Premises with High Management Score i.e. 40-60 2008-2010	**Performance Indicator** Percentage of inspections/revisits undertaken annually pro rata. **Outcome** Improved overall 'confidence in management' scores in businesses inspected and reduced premises risk classification.
Accommodation Providers, helping to support the town's tourism strategy.	Inspections (Revisits) Total; 90 premises Formal enforcement as necessary	Non-attendees at bespoke Health & Safety Event run in October 2007 2008/09	**Performance Indicator** Percentage of inspections/revisits undertaken. **Outcome** Increased standards of employee and public health and safety in accommodation providers. Increased awareness of specific and general H&S issues pertinent to accommodation providers.

What	How	Where/When	Performance Indicators/Outcomes
Inspect 'A' rated premises (High Risk/Poor performing)	Inspections (Revisits) Total; 2 premises. Formal enforcement as necessary.	A' rated premises. 1st quarter of 2008/09	**Performance Indicator** Percentage of inspections/revisits undertaken. **Outcome** To maintain or where necessary improve standards of employee and public health and safety in local businesses.
Database review visits (A-C premises).	Visits/ Questionnaires. Total; 173 Premises Formal enforcement as necessary.	Low risk premises of uncertain ownership/use classification. 2008-2010	**Performance Indicator** Percentage of inspections/revisits undertaken annually pro rata. **Outcome** To maintain or where necessary improve standards of employee and public health and safety in local businesses.

What	How	Where/When	Performance Indicators/Outcomes
Education of young people to raise awareness of potential dangers they face in the workplace.	Raise awareness at inspections and revisits of all premises where relevant. 4 Safety and Health Awareness Days/briefings.	Local colleges/schools and youth groups. 2008/09	**Performance Indicators** Percentage of Safety and Health Awareness Days/briefings delivered. **Outcomes** Raising long term awareness of health & safety at work in young people and ensuring they have the best start in life.
Raising awareness of H&S issues regarding 'Moving Goods Safely' and 'Noise from the Entertainment Industry' in Pubs & Clubs.	Inspections/Revisits Total; 16 Joint Campaign with Licensing/Fire Brigade 1 (SHAD)	Pubs/Clubs 2008/09.	**Performance Indicators** Percentage of inspections undertaken and delivery of 1 safety and Health Awareness day. **Outcomes** Raised awareness of Moving Goods Safely and Noise in the Entertainment Industry to increase standards of health and safety to employees and the public in the relevant premises.

What	How	Where/When	Performance Indicators/Outcomes
Notifications of Injuries/Accidents. Develop EBC Accident Investigation Criteria.	Investigate 95% of notifications as necessary. Develop criteria in line with the Sussex policy.	On-going. Criteria developed by April 2008.	**Performance Indicator** Where appropriate, percentage of accident/incident notifications investigated. Develop EBC accident investigation criteria. **Outcomes** Increase in consistency of approach in relation to monitoring and management of investigations.
Service Requests	Respond to 95% of Service Requests within deadlines.	On-going.	**Performance Indicators.** Percentage of Service Requests responded to within departmental deadlines. **Outcome** Maintain standards of customer service at a high level.

What	How	Where/When	Performance Indicators/Outcomes
Planning/Licensing Applications	Scrutinise and comment on applications where appropriate. Visits to premises on occasions as necessary.	On-going. On-going.	**Outcome** Proactive development of consistent and high standards of health and safety in proposed new commercial operations and licensed premises.
<u>FIT 3 Campaigns</u> Raise awareness of Asbestos issues. Raise awareness of 'Slips & Trips/Dermatitis in food premises. Raise awareness of Falls from height/ MSDs/ Workplace Transport issues.	Joint campaign with HSE/Adjacent LAs. Targeted mail shot. Focussed on food hygiene inspections. Total: 38 premises Inspections Total; 15	2008/09 2008/09 2 Warehouses 6 Builders Merchants 7 Large Retail 2008/09	**Performance Indicator** Delivery of joint Asbestos campaign. Percentage of inspections undertaken. **Outcomes** Raised awareness of specific Fit 3 issues and overall contribution to national revitalising targets. Adequate management controls in place at all premises

What	How	Where/When	Performance Indicators/Outcomes
Sussex Health & Safety Liaison Group (SHSLG) Commitment. .	Represent EBC at SHSLG Participate in sub-group activities.	4 Meetings Per year. Contribute to sub-group activities as directed.	**Performance Indicators** Attendance at SHSLG meetings.
Partnership Working.	Joint inspections/working with 'buddy' HSE Inspector	On-going	**Outcome** Maintain and develop consistency of approach and partnership working to achieve mutual objectives with Sussex LAs and the HSE.
Sussex Regional H&S Plan.	Joint working with HSE/Adjacent LA's on specific projects for consistent approach	On-going	**Outcome** Maintain and develop consistency of approach and partnership working to achieve mutual objectives with Sussex LAs and the HSE
Peer Review Action Plan.	Work towards improving S18 compliance as set out in peer review action plan	2008/09	**Performance Indicator** Implementation of Peer Review Action Plan. **Outcome** Raise standards of compliance with 'mandatory practice' S18 guidance.

What	How	Where/When	Performance Indicators/Outcomes
Local Area Agreement (LAA)	Adopt LAA NI 182 to improve the satisfaction of businesses within LA Regulatory Services	2008-2010	**Outcome** Maintain and develop consistency of approach and partnership working to achieve mutual objectives with Sussex LAs and the HSE
Sussex Joint LA/HSE Major Incident Team	Contribute towards East Sussex LAA 2006/09 - "All Together Better" plan	2008/09	
Flexible Warranting	Contribute towards the development of the team and sign up to memorandum of understanding. Contribute to developing scheme	On-going	
Sensible Health & Safety Campaign www.hse.gov.uk/risk/principles.htm	Commitment/sign-up to national campaign	On-going	

What	How	Where/When	Performance Indicators/Outcomes
Consistency of Enforcement Decisions	Review 10% of enforcement decisions against EPS/EMM	On going.	**Performance Indicator** Percentage of reviewed enforcement decisions complying with EBC Policy.
Maintaining Competence.	Training requirements included in performance appraisal system All inspectors complete Sussex Competency Matrix. Shadow visits with other experienced officers. Attendance at necessary training courses to maintain competency.	On-going.	**Performance Indicators** Percentage of planned training undertaken as reported at appraisals. **Outcomes** Consistent enforcement approach. Suitably trained officers with up-to-date changes of legislation. Increased officer retention.