

**DEVON CHIEF ENVIRONMENTAL HEALTH OFFICERS  
HEALTH AND SAFETY (ENFORCEMENT) SUB-GROUP  
WORK PLAN 2013/14**

The work plan has been prepared for the Devon Chief Environmental Health Officer Group to consider the health and safety matters to be looked at in the coming year and beyond.

The plan is not a rigid, definitive document and is open to regular review. Urgent matters may arise which the Sub-Group may address during the year.

**Purpose**

**Promote the attainment of satisfactory or better levels of health and safety in the local authority enforced sector of Devon.**

<b>Objective</b>	<b>Detail</b>	<b>Expected outcomes</b>	<b>Who?</b>	<b>Date</b>
Develop a detailed Intervention plan	<ul style="list-style-type: none"> <li>• Targeting specific risks or focusing on specific outcomes.</li> <li>• Use the full range of regulatory interventions available to influence behaviours and the management of risk</li> <li>• Ensuring effective and proportionate management of risk</li> <li>• Supporting businesses, protecting our communities and contributing to the wider public health agenda in line with the National Local Authority Enforcement Code.</li> </ul>	<ul style="list-style-type: none"> <li>• An Intervention Plan for 2013/14 drafted sent to chiefs for sign off</li> <li>• Proactive and reactive interventions will be intelligence-led, based on best-available evidence and focused on risk</li> <li>• Joint targeting of risk to enable the most effective and efficient use of resource</li> <li>• Using local, regional and national intelligence to select targets for interventions.</li> <li>• Enforcement intervention tailored to level of risk will include arrangements for dealing with both ends of risk / compliance spectrum</li> <li>• Provide Training for businesses and SHAD's</li> </ul>	Sub Group	March 2013

	<ul style="list-style-type: none"> <li>This might include inspection of Category A premises, interventions as per the intervention plan for other premises, work with poor performers, accident and complaint investigations as required, advice initiatives and self-assessment questionnaires for more compliant premises</li> </ul>			
Training for businesses and SHAD's	Loss of funding for SHADS. A review of the SHAD work and the justification needed for continuing that work and whether the evolution is to SWBB above and the delivery of training for that.	<ul style="list-style-type: none"> <li>Produce a report – has SWBB superseded the provision of SHADs or is there is still room for this approach as well.</li> <li>Deliver the report to the Chiefs</li> </ul>	Dave Walker to circulate	March 2013
Safer workplace Better Business Pack (SWBB)	Opportunities to provide better and different services to businesses. Links to changing the way business advice is delivered. Links with RIAMS and a national delivery of the pack on line.	<ul style="list-style-type: none"> <li>Keep Chief Officers informed of progress with respect to the development of SWBB; <ul style="list-style-type: none"> <li>regarding the pack becoming the key intervention tool for inspections and audits of new Micro, Small and Medium Enterprises and similar businesses without existing systems.</li> <li>Pilot ½ day training sessions for businesses in use of SWBB</li> </ul> </li> </ul>	Dave Walker Paul Nichols Allison Ferrero	
Joint warranting and joint work	The Estates Excellence programme might offer different opportunities of joint working or warranting than the Dorset model.	<ul style="list-style-type: none"> <li>Produce a report summarising the successes and learning opportunities from the Estates Excellence programme in Plymouth.</li> <li>Deliver the report to the Chiefs</li> </ul>	Joy Jones	March 2013
Reducing resources for	This could result in reduce	<ul style="list-style-type: none"> <li>Produce a report on the potential impact of the LA</li> </ul>	Sub	On

H&S and staff competencies	enforcement and therefore a loss of enforcement skills. Reduced accident notification and the use of the HSE accident filter results in fewer interventions which could reduce LA officer's ability to identify and target risk and leads to lack of intelligence.	<p>National Code review</p> <ul style="list-style-type: none"> <li>• Review the incident and complaints filters to better target responses</li> <li>• Commit to providing training materials, guidance and support to maintain officer competency</li> <li>• Deliver the report to the Chiefs</li> </ul>	Group	publication of the new code
National Local Authority Enforcement Code	Assist Local Authorities to promote uniform, consistent health and safety enforcement in Devon by adoption of uniform practices and procedures where practical, taking account of guidance from; the HSE; BRDO; cost; effectiveness; efficiency; indicators of performance; the Enforcement Management Model (EMM); Regulators Development Needs Analysis (RDNA) tool and benchmarking exercises where appropriate.	<ul style="list-style-type: none"> <li>• Provision of training in health and safety for Local Authority staff and others where appropriate.</li> <li>• To provide training which meets local needs and concerns</li> <li>• Identify training needs for Local Authorities using the RDNA tool.</li> <li>• Provide and facilitate suitable training, in conjunction with the HSE and other sub-groups.</li> </ul> <p>This will include: -</p> <ul style="list-style-type: none"> <li>• Peer review practical exercises</li> <li>• Regional refresher training as identified in line with the National Local Authority Enforcement Code training for competency framework and RDNA tool</li> <li>• To actively contribute to CIEH Branch training days when requested</li> <li>• Through inter-authority peer review, partnership working and support, creating consistency across the County</li> </ul> <ul style="list-style-type: none"> <li>• Organising the Sub Group to task small working</li> </ul>	Sub Group	

		groups to concentrate on and co-ordinate a specific work stream or project, organise events as required using combined LA / HSE intelligence to feed interventions, and monitor the effectiveness of these tasks by regular interim reports during projects and completion reports at the end of projects to be submitted to the Chiefs Group.		
Assist businesses in managing their health and safety	Promote leadership, and improving worker involvement.	<ul style="list-style-type: none"> <li>• Continue the development of the SWBB as the initial intervention with new small businesses</li> <li>• Further develop interactive resource on-line for businesses to improve their confidence and ability to manage their risks more effectively.</li> <li>• Include in projects and initiatives outlined in the Intervention Plan</li> </ul>	Sub Group	
Improve partnership working	Ensure better engagement with other regulators as part of the wellbeing agenda by engaging relevant local regulators (CQC, Environment Agency, Health and Wellbeing PCTs, Devon Fire and Rescue etc) with relevant work streams.	<ul style="list-style-type: none"> <li>• Investigate, initiate and take part in campaigns jointly with the HSE and other local stakeholders in areas of common interest</li> <li>• Improved understanding and efficiency in working with partners on Safeguarding processes and practices</li> <li>• Development of working practices, contact points and improved training of officers</li> <li>• Actively participate in and support partnership working on a local and regional basis.</li> <li>• Identification of opportunities for improving expertise in a specialised subject area in each Authority that can be shared across the Group when required</li> </ul>	Sub Group	
Health and Safety	Appraise the Devon Chief	<ul style="list-style-type: none"> <li>• Produce a briefing note for the Chief officers</li> </ul>	Sub	Quarterly

legislation or guidance changes	Environmental Health Officer Group of action necessary and resource implications of meeting the National Local Authority Enforcement Code, new or existing legislation, guidance or novel situations.	<ul style="list-style-type: none"> <li>Attend Chief officer meetings</li> <li>Consider relevant issues and areas of concern which arise during the year, or as requested by the Devon Chief Environmental Health Officers.</li> </ul>	Group	
Consultations		<ul style="list-style-type: none"> <li>Comment on consultation documents where appropriate</li> <li>Involve the staff and Chief officers</li> </ul>	Sub Group	Ongoing
Task and Intervention Plan Progress review		<ul style="list-style-type: none"> <li>Undertake review of the tasks of the group and the progress of the intervention plan.</li> <li>Produce a short report summarising each project.</li> <li>Ensure the continued improvement of training opportunities and activities.</li> <li>Provide an annual report to the Devon Chief Environmental Health Officer Group and the CIEH branch AGM.</li> </ul>	Sub Group	Every quarter
Peer reviews	Provide a peer review before meetings to be circulated and discussed in teams and the results brought back to the Sub Group	<ul style="list-style-type: none"> <li>Evaluate actual cases</li> <li>Produce in a format which used for in-house training exercises by Local Authorities</li> <li>Collate the answers and outcomes and feed into the officer consistency/competency training</li> </ul>	Sub Group	Every Liaison Group
Public Health agenda	The Devon Health and Wellbeing Strategy 2013-16 focus of a number of key areas including health inequalities,	<ul style="list-style-type: none"> <li>Work with the new Public Health sub group</li> <li>Align our work with new Devon Health and Wellbeing Strategy 2013-16 and Public Health outcomes</li> <li>Report back to Chiefs on any actions/work that the sub group could undertake to help implement this strategy.</li> </ul>	Sub Group	
Officer		<ul style="list-style-type: none"> <li>Development of working practices, contact points</li> </ul>		

consistency/competency training		<p>and improved training of officers</p> <ul style="list-style-type: none"> <li>• Provision of training in health and safety for Local Authority staff and others where appropriate based on the review of the National Local Authority Enforcement Code</li> <li>• Analyse the RDNA for all H&amp;S officers and develop training to meet their skill/Ability/Knowledge Gaps</li> </ul>		
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