

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**LICENSING & APPEALS COMMITTEE**

**14 November 2005**

**Report of the Director of Health and Housing**

**Part 1- Public**

**Matters for Information**

**1 HEALTH AND SAFETY ENFORCEMENT PLAN – OUTTURN REPORT 2004/05**

**1.1 Introduction**

1.1.1 The council is required by the Health and Safety Executive to produce a Health and Safety Enforcement Plan. The plan forms part of the council's Policy Framework and sets out the council's approach to health and safety enforcement. The plan has been developed for a period covering 2004-2007. This report provides members with performance information on key areas of our work programme for 2004/05.

**1.2 Performance Information – 2004/05**

1.2.1 Detailed below is performance information covering the range of enforcement activities carried out by commercial team officers throughout 2004/05. It is pleasing to note that the programme of health and safety inspections has again been fully completed. The commercial team, in line with the requirements of the plan, continues to work proactively with local businesses to ensure that high standards of health and safety are maintained. The commercial team has also been working in partnership with the Health and Safety Executive in order to maximise outcomes.

**1.3 Health and Safety Inspections**

1.3.1 The programmed risk-based health and safety inspections form the core activity of the health and safety enforcement function. All premises that were due for inspection in 2004/05 were actually inspected (348 premises in total) achieving our inspection target of 100 per cent. Further details of this work activity is shown in **[Annex 1]**.

**1.4 Formal Enforcement Action**

1.4.1 In order to protect the health and safety of employees and members of the public, it is sometimes necessary to take formal action against businesses. In 2004/05 officers served 9 improvement notices and 3 prohibition notices. All statutory actions are routinely reported to members.

## **1.5 Accident Investigations**

1.5.1 All accidents/injury notifications are assessed by an authorised officer and where necessary, investigations are carried out. 277 accidents were reported to this authority in 2004/05. This is slightly down on the previous year (309). **[Annex 2]** provides further detail.

## **1.6 Requests for Service**

1.6.1 The commercial team received 69 service requests in 2004/05. These included complaints from employees about working conditions and complaints from members of the public about unsafe premises. All of these complaints were fully investigated and relevant action taken. 98.6 per cent of the complaints were investigated within the 5-day target.

## **1.7 Advice to Businesses and the Public**

1.7.1 The service is committed to providing technical advice on health and safety, legislative changes etc. to our businesses and the public. We do this via a partnership with West Kent College, which provides a full range of training courses. In addition, we arrange seminars for businesses, twice-a-year newsletters, provide leaflets and a health and safety handbook, give advice during inspections and participate in campaigns with the Health and Safety Executive to give information to our businesses.

## **1.8 2005/06 – Proposed Action**

1.8.1 The Health and Safety Enforcement Plan runs until 2007. The commercial team will continue to provide the level of service in relation to the inspection programme and proactive initiatives detailed in this plan during 2005/06.

1.8.2 In addition, the team will enhance the service in the following areas in 2005/06:

- developing and implementing new health and safety procedures;
- further partnership working with the Health and Safety Executive;
- introduction of the Health and Safety Enforcement Management Model; and
- developing initiatives relating to smoking.

Background papers:

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Nil

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