

Service Delivery Plan 2012/2013



Health, Safety and Wellbeing in Slough

Introduction

Here are some interesting facts that you may not know about Slough Borough Council's Health and Safety Service.

We are responsible for enforcing health and safety in approximately 1,120 business premises including offices, warehouses, residential care homes, leisure centres, shops, pubs and restaurants.

Employees and members of the public made 114 complaints about health and safety last year in relation to, for example, slip or trip hazards, faulty lifting equipment, workplace temperatures and electrical safety.

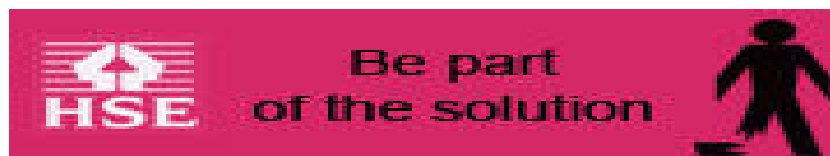


Slough Borough Council plays a major role in protecting the health, safety and welfare of employees and members of the public in Slough.

We achieve this by targeted projects, inspections, seminars and media campaigns, to help reduce accidents and ill health in the work place and to protect others from risks.

We have adopted a 'sensible risk management approach' in line with

'The Health & Safety of Great Britain\ Be part of the solution' the Health & Safety Executive (HSE) strategy.



The HSE and local authorities, as joint co-regulators for health and safety legislation, have a vital role to play in ensuring that the regulatory system:

- is focused on better health and safety outcomes and not purely technical breaches of the law;
- makes it as straightforward as possible for business, and in particular, small businesses, to deliver a healthy and safe working environment;
- is enforced in a manner which is proportionate to risk;
- avoids placing unnecessary burdens on businesses which manage health and safety effectively; and

- maintains a strong deterrent against those who fail to meet their health safety obligations and put their employees at material risk thereby also deriving an unfair competitive advantage.

The Team actively supports and works with businesses through various projects such as, Estates Excellence; loading and unloading; asbestos 'duty to manage' and safety in butchers' shops – all helping businesses to assess risks and put in place practical controls, which comply with the detailed regulations and Codes of Practice in these areas.

We work to help safeguard migrant and other vulnerable workers linking in with the Private Sector Housing Team.

By working with the Police and other agencies we also help to reduce incidents of violence and robbery in retail and licensed premises.

The purpose of this plan is to let you know how we are going to achieve the various measures that we will be taking, in conjunction with our partners and other agencies, to enhance public health and wellbeing.

We will do this by:

- Providing advice and information to Slough businesses and residents
- Inspecting businesses on the basis of risk so reducing the burden on compliant businesses whilst targeting those that seek to gain an advantage from non-compliance
- Investigating complaints and listening and responding to your concerns
- Investigating accidents, giving priority to those involving major injury or death in the workplace
- Developing safety and health promotion initiatives
- Consulting our customers on the quality of our service and key issues
- Working in partnership with others to improve our outcomes for Slough. For example - The Health & Safety Executive, the Berkshire East Primary Care Trust (PCT), Slough Business Community Partnership, Thames Valley H&S Group, UK Border Agency, Thames Valley Police and the Royal Berkshire Fire and Rescue Service

We are committed to helping change the health and safety culture in Britain, and retaining common sense in the approach we take to ensuring the protection of employees and the public.

Good Health and Safety, Good For Everyone.

We will work in partnership with the other enforcing authorities and stakeholders to reduce the inspection burden on business alongside focussing on better outcomes.

We will continue to refine our intervention strategies for business by further improving the targeting of relevant and effective interventions and preserving inspection for higher risk premises and issues, which should lead to a reduced number of proactive inspections. This will free up capacity for more effective outcome focussed interventions.

Greater emphasis will be placed on reactive work, dealing with complaints, accidents and incidents in accordance with Government directive to target those businesses that are poor performers and not meeting their requirements under health and safety legislation.

This plan is reviewed annually and we welcome your views, comments and suggestions on how it can be improved.

Please forward your views to Ginny de Haan, Head of Food, Safety and Business Support, St Martins Place, 51, Bath Road, Slough. SL1 3UF
Tel: 01753 875255 or e-mail:

ginny.dehaan@slough.gov.uk

To find out more about our service and initiatives that we are planning this year please read on.



Proud to be Slough



Our Vision

The focus of work within the Health & Safety service is to ensure that the Council is able to fulfil its statutory obligations under the relevant legislation and that this is geared towards Sloughs specific community and business needs, based on local intelligence, our work with partners, the Sustainable Community Strategy (SCS) and the Joint Strategic Needs Assessment (JSNA) incorporating wherever possible the key themes of

- economy and skills
- health and wellbeing
- housing
- regeneration and environment
- safer communities

Our work also supports the two cross-cutting themes of the SCS; civic responsibility and promoting the image of the town.

One aim is to protect and enhance public health and wellbeing whilst supporting local businesses. We will achieve this through the attached Action Plan; this should be read in conjunction with our Enforcement Policy which aims to ensure a graduated approach to enforcement based on risk.



The Enforcement Policy reaffirms our commitment to carry out our duties in an open, fair and consistent manner. We recognise that most people want to comply with the law; therefore, we want to support and enable them to meet their legal obligations without unnecessary expense. Assessment of risk and the likelihood of reoccurrence are major factors in our enforcement decisions. Firm action, however will be taken, including prosecution, where appropriate.

The service plan sets out the actions we are taking to enhance and improve health, safety and wellbeing in Slough

How did we perform?

Our service plan will be reviewed on an annual basis and provides the opportunity to record our achievements and identify those key issues that still need to be addressed.

The health & safety service can be divided into key activities and projects namely:

- Primary Authority Advice
- Inspections of high risk businesses
- Promotion of health, safety and wellbeing awareness including Smoke Free advice and enforcement; Asbestos – Duty to Manage.
- Estates Excellence – promoting leadership in the business community
- Work Safe Slough – support with work related violence and aggression
- Butcher Safety – safeguarding employees using dangerous machinery
- Accident investigations
- Legionella Controls - assessments, registration and inspection of cooling towers, showers, spa baths and other sources of harmful Legionella bacteria
- Listening to and responding to complaints from the public, employees and businesses
- Neighbourhood working on local safety concerns
- Protection of vulnerable and migrant workings

During 2011/12 our key achievements include

Primary Authority Scheme

As part of the Sustainable Community Strategy (SCS) objective of supporting the town's economic prosperity, we have changed the way in which advice is provided to businesses with the establishment of Primary Authority Partnerships; this has brought many advantages to businesses in Slough.



Primary Authority (PA) is a statutory scheme under the Regulatory Enforcement and Sanctions Act 2008 for businesses that trade in more than one local authority area or trade from websites and is governed by the Better Regulation Delivery Office of the Department of Business, Innovation and Skills (BIS). PA comprises a legally binding contract between the Authority and the business to provide ongoing specialist advice on specific areas of regulation applicable to that business, such as health & safety, food safety, fair trading, product labelling and product safety.

Our Officers are able to provide to companies trading across council boundaries with robust and reliable advice, provided through the creation of legal partnerships. The scheme also provides a safety net to ensure that local authorities are consistent in the way they regulate businesses.

Since the introduction of Primary Authority partnerships in Slough, in April 2011, we have already secured 24 successful PA partnership agreements

with the following companies – 1 & 1Internet, Azko-Nobel (ICI), Black & Decker, Burger King, Citroen, Fiat, Food Partners, Garden Centre Group, Grosvenor Consumer Products, Group SEB, Herbalife, Horlicks, Jumbo Ltd, LG, Mars, Mars Drinks, Mitchell Group usa, Parking Control Management (PCM), Ragus Sugars, Reckitt-Benckiser, Rollover.com, SuperDrug, Telefonica Uk Ltd (02) and Bluebird Sports Drinks Ltd.

This service is uniquely provided by in house Environmental Health & Trading Standards professionally qualified officers.

This is one of the highest number per authority in the country and a remarkable achievement for Slough, reflecting the ongoing positive relationships we have with businesses in the town. Effective local regulation requires confidence and mutual trust.



Slough businesses are able to rely upon our Regulatory advice received in the knowledge that it is expert opinion, applicable across the UK, and a secure basis for investment and operational decisions.

Cost recovery is an essential element of the contracts and applicable to Primary Authority businesses with an hourly charge for any work undertaken. Although this was only the start up year for the Scheme £56,000.00 costs were recovered during 2011/12 enabling the Council to support businesses in Slough and increase the availability of specialist officers. In that time 374 interactions with all our companies were successfully made. A high proportion of these were satisfied consumer complainants As a Primary Authority we have already had communication with many other councils to ensure that inspection and enforcement action reflects the advice we have already given, and is proportionate. We are already working with the businesses to produce national inspection plans, and giving guidelines to other councils to avoid unnecessary checks and tests.

A further benefit this offers a business is a closer relationship with just one local authority and single point of contact for issues and queries, saving time and bringing greater clarity. Significantly, under Primary Authority, other regulators are unable to challenge the authority when actions are based on specific advice provided by us under Primary Authority. In addition we have already had examples where legal action has been avoided by our intervention.

The number of businesses joining in Primary Authority Partnerships with the Council continues to grow and this will have a profound impact upon how we deliver the service requiring a flexible approach to our management of resources.

More information on Primary Authority Partnerships can be found on the website <http://www.bis.gov.uk/brdo/primary-authority>

Businesses that would like to join the Scheme can either contact 01753 875255 or e mail primary.authority@slough.gov.uk

Accident Investigations

The team received **210** accident notifications, a 15% increase from the previous year. Of these accidents;

- **56%** were related to slips and trips
- **9%** were related to manual handling



During the period 2011/12, we have noticed a reduction in the number of physical assaults on employees and other incidents of workplace violence in the retail, late night takeaway, taxi business and leisure gaming sectors.



We have devoted resources and worked in partnership with Thames Valley Police and businesses to assess the risk of workplace violence in individual workplaces, increased staff awareness and trained them on proactive preventative measures.

We can also report a significant reduction in incidents involving workplace transport that, in previous years, have arisen from the misuse of fork lift trucks, movement of delivery vehicles and unsafe practices performed whilst loading and unloading at retail and warehouse premises within the borough.



Workplace transport risks and controls measures to safeguard persons, both employees and public, remain a high priority, however and will continue to be assessed during every workplace inspection.

The need for businesses to report accidents, to examine why the accident has happened and deal with potential risks continues to be a high priority and is included in our advice and support.

Among the serious accidents investigated during the past year were;

- A life-threatening fall into an unguarded lift shaft
- A workplace death by electrocution
- A child's hand trapped whilst on an escalator

Complaints about health and safety in Slough

We responded to 114 complaints and enquiries about health & safety issues which included;

- Defective passenger lifts and other lifting equipment, including fork lift trucks.
- Requests for advice about asbestos risks, removal and disposal.
- Low temperatures in work environments during the winter months
- High temperatures and uncomfortable workplace environments during warmer months
- Welfare at work, including stress related concerns, special provision for expectant mothers and provision for young persons at work and on work experience.
- Unsafe practices in the cosmetic beauty industry.
- Various unsafe work practices in differing sectors, including childcare activities, children's' activity centres. and sports and leisure clubs
- Controls required for water cooled air conditioning systems and other water systems in relation to Legionella
- Concerns about electrical and gas safety, including proper testing regimes.

Health & Safety Inspections

The team, in partnership with other enforcement agencies, completed **885** inspections and visits in relation to health & safety issues including more than 100 Estates Excellence visits.

We target our resources on an assessment of risk to ensure that **100%** of high risk premises are inspected and our projects such as Estates Excellence, Work Safe Slough and Butcher Safety are commissioned in response to local evidence of risk.

Heightened awareness, nationally, led to increased emphasis on gas and electrical safety issues in the catering sectors.

Cooling Tower Registration

We have re-registered **21** premises with a total of **33** cooling towers. This is a significant reduction from 2008 when **63** cooling towers were registered - a



result of several water based cooling systems being decommissioned due, in part, to the high cost of maintenance and water treatment involved and also as a result of the continuing development of quieter, more energy efficient, dry ventilation systems.

Registration of wet cooling towers and evaporative condensers, with the Local Authority, is a legal requirement.

An important part of the registration and monitoring process is the assessment of stringent controls to prevent multiplication and possible infection with Legionella together with scrutiny of the businesses' own sampling procedures and results. On site inspections are also carried out for those systems where the Council is the enforcing authority for health and safety.

Working with partners

We recognise that working with partners can increase our capacity to deliver health & safety solutions for businesses in Slough. During 2011/12, we worked to develop the following important projects.

■ Estates Excellence

The cost to Slough businesses of accidents and ill health at work is estimated to be in the region of **£30 million** each year – without taking into account the personal trauma.



Estates Excellence promotes the concept that healthy workforces lead to healthy profits and is an innovative way to fulfil the health and safety needs of small and medium businesses in Slough; through advice visits and fully funded training.

This has drawn together a great partnership involving the Food & Safety Team at Slough, the HSE and the Royal Berkshire Fire Service. This partnership delivered Slough's **second** Estates Excellence Project, during 2011/12 - the only Local Authority in the country do so.

■ Slough Working Well

We continue to work with the Slough Business Community Partnership the PCT, HSE, Slough Community Leisure and many others to promote Slough Working Well project which was launched in 2010.



A programme of events takes place regularly to provide advice and give guidance to businesses and employees about workplace health and wellbeing.

■ Construction Safety

Jointly with the HSE and SBC's Building Control Team, we monitor development and construction activities within the borough and react immediately to complaints or concerns about dangerous structures, demolitions, unsafe work practices and work with asbestos so as to safeguard both the public and construction workers.



In partnership with HSE, Flexible Warrants allow Slough Borough Council Environmental Health Officers to work in premises where the HSE are the enforcement authority for health & safety and for HSE inspectors to also operate in local authority enforced premises in Slough.

Of particular note last year was the attendance by Inspectors from the Food & Safety Team to monitor and stop unsafe work activity involving asbestos, dangerous scaffolding and other hazardous activities at construction sites in the Borough.

■ Butcher Safety

There have, in the recent past, been two notifications of part finger amputation involving butchery assistants in Slough.



Investigation of the two incidents highlighted a lack of awareness among employees, with local butchers, of the inherent risks and dangers associated with failure to ensure that the butchery machinery they use is suitably guarded and operated correctly to prevent personal injury.

Consequently, it was decided to target local butcher premises in a project to highlight the risks and dangers as well as to educate and encourage the employers to initiate safer controls in the use of dangerous machinery, such as electrically operated band saws and mincing machines.

To date, **36** butcher premises have been visited and improvements secured.

Enforcement Action

We have adopted a comprehensive set of measures to protect residents of Slough, people who work here and visitors and promote sensible risk management. We actively work with businesses and other stakeholders to achieve our shared goals.



Any enforcement action by us will be graduated, proportionate and in accordance with the council's enforcement policy, which is currently under review.

Enforcement action was taken by the Health & Safety team in 2011/12 in the form of Prohibition Notices being served on business owners relating to –

- unsafe gas cooking equipment in a town centre restaurant,
- an unsafe extract ventilation system in a town centre restaurant;
- dangerous electrical systems in a town centre restaurant
- an unsafe goods lift in a food store.

Immediately dangerous situations such as these reinforce the necessity for safeguards to be in place to prevent dangerous occurrences and reduce risk of injury. They also reinforce the importance of verification checks by both employers and enforcing authorities. By maintaining a competent trained inspectorate Slough Borough Council fulfils its obligations under the Health & Safety at Work, etc., Act 1974

Olympics 2012

Slough will experience a dramatic increase in the number of visitors en route to the Dorney 2012 Events and in the number of people staying in accommodation within the town. There will be a corresponding increase in demand upon businesses such as hotels, shops, restaurants, public houses and taxis, creating opportunities for rapid spread of communicable disease and placing a strain on the safety of the food supplies.

It is the role of the Public Protection Teams to ensure that these negative impacts are controlled and that the Councils regulatory responsibilities are met. Our objectives are;

- To ensure that Slough remains a safe place for both residents and visitors, whilst supporting legitimate local businesses to trade fairly prior to and during the 2012 Games, without experiencing undue burdens.
- Protection of Slough from reputational risk as a result of uncontrolled/unmanaged hazards.
- To outline delivery protocols for a joint operations team based upon the anticipated demands/risks and the expectation of our partners including the ODA and LOCOG.
- Identification of operational priorities during three phases;
 - Pre- games proactive preparation
 - Games time operation
 - Post games recovery



Variation from service plan

Departures from this service plan will be exceptional, capable of justification and be fully considered by the Head of Food, Safety and Business Support, Ginny de Haan, before varying action is taken. Reasons for any departure will be fully documented.

Areas for development and looking to the future..

We are always striving to move the service forward. In order to achieve this, we set targets to identify areas for development during the coming year. These include;

- Continue to improve the information about health & safety on the Council's website;
- Encourage more businesses to sign up to the Estates Excellence web community;
- Continue to identify high risk premises and inspect and ensure that required standards of health and safety are being met;
- Continue to identify high risk or dangerous practices and ensure that they do not continue in Slough;
- Review the apparent increase in the number of sun tan parlours and nail bars and consider if a special project is needed to ensure safe operation and procedures in these, potentially, highly hazardous situations

Service Standards

Providing excellent customer services is one of our key priorities. In order to achieve this we will always:

- Be polite, friendly and offer a helpful service
- Take the time to listen and explain things
- Provide accurate information and advice, in a clear and straightforward way
- Deal with enquiries immediately, but if this is not possible, tell you who we have passed your enquiry to and their contact details
- Keep you informed of progress and the outcome of our investigations
- Treat you fairly and with respect



Customer Pledge

We aim to provide every customer with a quality service and will seek feedback from you to help further improve the quality of the services we provide. A manager will contact you personally if you are unhappy with the service received.

In addition, we have introduced the following standards against which we will monitor the responsiveness of our service, namely:

Service Standard	Target / Response Times
Respond to customer complaints and enquiries	Within 5 working days
Provide a full response	Within 10 working days

Customer Feedback

Last year **92%** of our customers said they were satisfied or very satisfied. The team is committed to working with local businesses and the local community to further improve levels of satisfaction and continually strives to provide a fair, consistent and quality service. We aim to enhance the quality of life of residents within the borough. All feedback received is used to inform and improve our service and we hope to improve on our customer satisfaction levels in the year ahead.

Our quality assurance procedures assess the work of our officers to ensure that it meets the high standards set for the service.

Resourcing

The Food & Safety team employs **8** staff, of which **5** are part time and one officer, the Nutritional Advisor is funded from a Local Strategic Partnership grant. The Full Time Equivalent (FTE) staff allocated to health and safety work is **1.5 FTE** and the cost of the service during 2012/13 will be **£106,000**.

During 2011/12 the team experienced considerable resourcing pressure arising from the need to undertake detailed investigations; including a work related death incident and a number of other serious accident investigations.

Staff Development

Continuing Personal Development (CPD) is a requirement for Environmental Health Officers and Technical Officers in the Team in order to maintain competence to carry out their duties correctly and in accordance with professional standards.

On-going personal development of the work force is paramount to ensure a comprehensive service is provided to the customer, whilst maintaining continuous improvement and providing value for money.

Changes to the Section 18 Guidance issued by the HSE required additional monitoring and training for all officers who carry out H&S enforcement; this was achieved by March 2011 as part of the Corporate Personal Development Plan. The process is on-going.



Other training has included Gas Safety, Electrical Safety, Estates Excellence, Investigative Powers

Benchmarking

The Head of Food, Safety and Businesses Support has been trained as a 'Peer Challenger' and has carried out peer challenges in two other unitary authorities. This gives a useful insight and comparison for the team.

The work in relation to compliance to the Section 18 Standard also provides an 'excellence standard' for benchmarking the service.

Appendix 1					
HEALTH & SAFETY ACTION PLAN FOR 2011/12					
Service Activity	Priorities	Targets and anticipated Outcomes	Key Actions	Responsible Officer	Completion Date
<p>2012 Olympics</p> <p>Council Wide Operations</p>	<p>Health & Wellbeing</p> <p>Economy and Skills</p>	<p>Refer to separate 2012 Action Plans and Olympic Response Team Operations Plan</p> <p>Reports on potential impact/resources to go to SBC 2012 Project board and Exec Group. Liaison with other Public Protection managers via PPM Meetings. Continuation of interventions started in Q4 (2011/12)</p>	<p>Refer to separate 2012 Action Plans and Olympic Response Team Operations Plan</p> <p>Identification of and response to of;</p> <ul style="list-style-type: none"> potential impacts/demands for H&S Service; unmet resource demands planning and co-ordination between other LAs in area <p>Attendance at relevant regional multi agency and specialist meetings</p> <p>Delivery of specific action plans to proactively manage impacts</p> <p>H&S enforcement role at Upton Park and Ride - LOCOG</p>	<p>Ginny de Haan</p> <p>All PP Managers and their Teams</p> <p>Trading Standards Team Leader</p> <p>Food and Safety Team Leader</p>	<p>Quarterly Review</p> <p>Monthly reporting via Public Protection Managers</p> <p>Sept 2012</p> <p>Pre- assess and during Games Time</p>
<p>Primary Authority</p> <p>Regulatory Services Wide Project</p>	<p>Economy and Skills</p>	<p>Refer to separate Action Plan for Primary Authority</p> <p>Response times in line with Customer Charter and Pledge</p> <p>Feedback from PA businesses</p> <p>Hours of advice provided</p>	<p>Refer to separate Action Plan for Primary Authority</p> <p>Designated officers to work closely with Primary Authority businesses to:</p> <ul style="list-style-type: none"> provide specific advice in relation to food and food standards procedures and controls adopted by the company nationally signed off as compliant with the relevant legislation those procedures and controls handle referrals from other local authorities and central government bodies on behalf of that business document actions, decisions and time spent with the business on FLARE 	<p>Keith Eaglestone (PAM)</p> <p>Ginny de Haan</p> <p>Trading Standards Team Leader</p> <p>Food and Safety Team Leader</p> <p>All Officers</p>	<p>Ongoing</p> <p>Monthly Reports on hours and income generation</p> <p>Quarterly Review</p>

Service Activity	Priorities	Targets and anticipated Outcomes	Key Actions	Responsible Officer	Completion date
High Risk Inspections	Balanced Score Card Health & Wellbeing Economy and Skills	Number of high risk inspections completed within due date 100%	'A' rated premises Unrated premises to reviewed and risk assessed focussing on sector specific premises <u>Allocation of inspections due on a quarterly basis</u> Delivery in line with LAC 67-2 rev 3 – Guidance to Local Authorities on Targeting Interventions	Bill Campbell Tahir Baig (FLARE) All officers to support HSE Guidance	March 2013 Quarterly review
Estates Excellence Promoting Leadership and Sensible Risk Management	Health & Wellbeing Economy and Skills	Number of premises visited Number of training sessions completed Number of local articles on the Slough web-community Attendance at EE national project board	Joint Intervention approach with the HSE, Fire Service and Slough Business Community Partnership; utilizing Flexible Warranting Provide advice to businesses, identifying gaps in H&S and Fire knowledge Jointly providing training and Occupational Health support <i>Added value; full range of advice and support to businesses from 1 visit, reduction in regulatory burden, 'light touch' approach. Low cost support from regulators. Supporting local businesses</i>	Ginny de Haan Bill Campbell All officers to support	TBC
Incidents Accident, work related death, complaint investigation, service request response	Balanced Score Card Health & Wellbeing Economy and Skills	% Response within Customer Charter and Pledge timescales	Assessment and response to accident notifications, complaints and service requests relating to work place health, safety and wellbeing; including referrals from HSE. Imminent concerns; falls from height, slips and trips workplace transport etc Work related death, serious injury, lift/lifting equipment reports Promotion of sensible risk management	All officers	On going

Service Activity	Priorities	Targets and anticipated Outcomes	Key Actions	Responsible Officer	Completion date
On-going investigations and prosecutions	Health & Wellbeing Economy and Skills	Work in line with Enforcement policy, prosecutions template and internal procedures Adhere to time scales for prosecution file submission	Allocation of resources to adequately respond to serious incidents to comply with statutory enforcement obligations	All officers	On going Assessment during 1:1 meetings and Case Reviews
Neighbourhood Working	Safer Communities Economy and Skills Regeneration & Environment	Number of positive interventions in area	Focus on delivery of services in specific area of Slough. Participation in CREW events Named officer for liaison Contribute to Ward newsletter	Ginny de Haan Kully Randhawa Levine Whitham	March 2013 Quarterly review
Legionella Control. Registration of Cooling Towers	Regeneration & Environment Health & Wellbeing Economy and Skills	Number of cooling towers registered Number of Risk assessments verified 100%	Maintain an updated Register of cooling towers in Slough and ensure that there are controls in place to minimise the risk of Legionella infection. Maintain an up to date Register of Cooling Towers on the Council's website.	Bill Campbell	On going March 2013 Quarterly review
Promotion of Health & Safety	Health & Wellbeing Economy and Skills	Quarterly up-dates completed to website July/August – review of website 2 newsletters per year Number of press releases	Encourage use of the web site for information and advice. Increase awareness of health & safety issues via local press, the Council's website and the publication of Newsletters	Thomas Kilduff All officers to support	March 2013 Quarterly review

Service Activity	Priorities	Targets and anticipated Outcomes	Key Actions	Responsible Officer	Completion Date
Asbestos – Duty to manage	Health & Wellbeing Economy and Skills Regeneration & Environment	<p>Number of ASB5 Notifications assessed 100%</p> <p>Scrutiny of notifiable but non-licensable works (new Asbestos Regs 2012)</p> <p>Responding to enquiries about Asbestos</p>	<p>Assessment of controls in place for minimizing risks from exposure of asbestos fibres.</p> <p>Ensuring that works intended do not have to be licensed.</p> <p>Advising on Asbestos issues</p> <p>Link to National and local promotional work</p>	Bill Campbell	<p>Ongoing</p> <p>March 2013</p> <p>Quarterly review</p>
Care Homes	Health & Wellbeing Economy and Skills Regeneration & Environment	Sector specific project targets based on number of interventions and improvements achieved.	<p>HSE Toolkit adapted to Slough needs.</p> <p>Liaison with Martin Lower and others in CWB</p>	<p>Sheilagh Costello</p> <p>All officers to support</p>	TBC
Slough Specific	Health & Wellbeing Economy and Skills Regeneration & Environment	Link to SWW work plan; supporting partnership	Attend meetings and help facilitate work detailed in work plan	Bill Campbell	Ongoing
Thames Valley H&S Group	Health & Wellbeing	Supporting partnership meeting attended.	Attend meetings and help facilitate work detailed in work plan	Ginny de Haan Bill Campbell	TBC
Slough Safety Advisory Group		Support SAG; attend meetings	Advise on Health and Safety issues for events in Slough.	Ginny de Haan	TBC

(SAG) Identification, with partners and other SBC teams, of key risks that impact specifically upon Slough	Economy and Skills Regeneration & Environment	Joint outcomes achieved Projects scoped to meet these evidenced needs.	Maintain links with partners and other SBC Teams to gain an awareness of changing/ emerging work/risk activities in Slough. Attendance at Berks H&S meetings	Bill Campbell All officers to support	
<u>Berkshire Health and Safety Liaison Group</u>	Health & Wellbeing Economy and Skills Regeneration & Environment	Regional H&S Strategy Group. Jointly with Berkshire LAs and HSE.	Attend meetings and agree regional strategies. Keep up to date in developments in H&S delivery and changes in statutory requirements. Ensure that Slough BC is compliant.	Bill Campbell	Ongoing
Internal Procedures including Officer competency and QA		Review of all internal procedures annually Fully implemented QA	Review and implementation of procedures to ensure compliance with FSA Competency and Framework requirements, to monitor performance and support officers in a consistent approach.	All Officers	Ongoing