

NOTICE OF MEETING

Meeting: GENERAL PURPOSES AND LICENSING COMMITTEE

Date and Time: FRIDAY, 12 JUNE 2015, AT 9.30 AM*

Place: COMMITTEE ROOM 1, APPLETREE COURT,
LYNDHURST

Telephone enquiries to: Lyndhurst (023) 8028 5000
023 8028 5588 - ask for Melanie Stephens
Email: melanie.stephens@nfdc.gov.uk

PUBLIC PARTICIPATION:

*Members of the public may speak in accordance with the Council's public participation scheme:

- (a) immediately before the meeting starts, on items within the Cabinet's terms of reference which are not on the public agenda; and/or
 - (b) on individual items on the public agenda, when the Chairman calls that item.
- Speeches may not exceed three minutes. Anyone wishing to speak should contact the name and number shown above.

Dave Yates
Chief Executive

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This Agenda is also available on audio tape, in Braille, large print and digital format

AGENDA

Apologies

1. MINUTES

To confirm the minutes of the meetings held on 6 March and 18 May as correct records.

2. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

3. PUBLIC PARTICIPATION

To note any issues raised during the public participation period.

4. TERMS OF REFERENCE (Pages 1 - 2)

To note the terms of reference for the Committee.

5. DISMISSAL & DISCIPLINARY PROCEDURES - STATUTORY CHIEF OFFICERS (Pages 3 - 8)

To consider amendments to the Standing Orders for General Procedures dealing with the disciplinary/dismissal of statutory senior officers.

6. HEALTH & SAFETY INTERVENTION PLAN 2015/16 (Pages 9 - 20)

To approve the Health & Safety Intervention Plan 2015/16.

7. SKY LANTERNS TASK & FINISH GROUP

To appoint 3 Members to serve on a task and finish group, jointly with 3 members of the Environment Overview & Scrutiny Panel to look at the licensing perspectives of the question raised by Councillor Bennison at the meeting of the Council held on 23 February 2015; namely:

“To consider measures that the Council could take to further discourage the use or release of sky lanterns, including the use of conditions when granting licences”.

8. PAY PANEL

To appoint three members to serve on the Pay Panel (note these members are not normally drawn from the General Purposes & Licensing Committee). The Panel's terms of reference are: -

1. To recommend to General Purposes & Licensing Committee changes to the Council's local pay and reward strategy and employee's terms of conditions.
2. To consider any national or regional issues which may have an impact on the Council's locally-agreed pay structure.

Previous members of the Panel were: - Cllrs Rickman, Wise and Mrs Robinson.

9. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

To:	Councillors	Councillors
	S J Clarke (Chairman)	J M Olliff-Cooper
	L R Puttock (Vice-Chairman)	A K Penson
	G C Beck	D N Tungate
	G R Blunden	A S Wade
	Ms L C Ford	Mrs C V Ward
	R L Frampton	J G Ward
	A T Glass	Mrs P A Wyeth
	L E Harris	

GENERAL PURPOSES AND LICENSING COMMITTEE – 12 JUNE 2015

TERMS OF REFERENCE

The Committee's terms of reference, can be found in Chapter 13, Annex 3 of the Council's Constitution and is set out below: -

1. To be the licensing committee established by the Council under section 6 of the Licensing Act 2003 and to discharge the licensing authority functions under that Act and the Gambling Act 2005.
2. To keep the Council's Statement of Licensing Policy and Statement of Gambling Principles under review and recommend changes to the Executive and/or Council, as appropriate.
3. To provide regular reports to the Planning Development Control Committee and Overview and Scrutiny Panels, as appropriate, on the situation regarding licensed premises in the area, including the general impact of alcohol and gaming related crime and disorder.
4. To determine the procedure to be followed at hearings of the Licensing Sub-Committee.
5. To be responsible for all matters relating to the licensing and registration functions determined by the Council under Part B, and the functions relating to public rights of way determined by the Council under Part I of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
6. Except in relation to the Council as an employer, to advise the Council on functions under any relevant statutory provision within the meaning of Part 1 (health, safety and welfare in connection with work and control of dangerous substances) of the Health and Safety at Work etc., Act 1974 under Part C of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
7. To advise the Council on all matters, including the appointment of appropriate Officers, relating to:-
 - a) electoral registration and elections
 - b) establishment, dissolution, grouping and any other matters relating to Parishes and Parish Councils
 - c) declarations of vacancy in certain offices
 - d) the name, status of areas and individuals
 - e) the making, amendment, revocation or re-enactment of byelaws
 - f) the promotion or opposition to local or personal Bills
 - g) Local Government pensions under Parts D,E,F,G and H of Schedule 1 to The Local Authorities (Functions and Responsibilities) (England) Regulations 2000.7
8. To authorise the requisition of information as to interests in land in connection with the functions delegated to the Committee.
9. To respond, as consultee, on issues relating to sea fisheries.
10. Where appropriate, to advise the Council on appointments to Committees, Sub-Committees and Joint Committees.
11. To advise the Council on standing orders for meetings and other matters.
12. To advise the Council on the arrangements for the appointment of staff to discharge the Authority's functions properly.
13. To make recommendations to Council on estimates of income, fees and charges, expenditure and the budget required by the Committee to undertake its functions.
14. To vary the maximum hackney carriage fares applicable in the District.

15. Subject to compliance with any provisions within legislation and the Council's Constitution, to delegate any of the functions of the Committee to an officer of the Council.
16. To respond on behalf of the Council to consultation papers on matters falling under the specific terms of reference of the Committee.
17. To advise the Council on appointing staff and the terms and conditions on which employees hold office (including procedures for their dismissal).
18. To consider and make recommendations to the Council on any other matters not specifically set out in this Committee's, or any other Committee's, terms of reference that are not a function or responsibility of the Executive.

GENERAL PURPOSES AND LICENSING COMMITTEE – 12 JUNE 2015

DISMISSAL AND DISCIPLINARY PROCEDURES – STATUTORY CHIEF OFFICERS

1. Introduction

- 1.1 The processes that must be followed before one of the Council's three "statutory officers" (the Chief Executive, Monitoring Officer, and Chief Finance Officer) can be disciplined or dismissed have historically been prescribed by the Government by means of Regulations that set out mandatory Standing Orders that Councils must adopt.
- 1.2 Currently, these Standing Orders specify the entire process that must be followed, placing responsibility on a (paid) Designated Independent Person (DIP) who has to be appointed to investigate any allegation of misconduct, make other decisions such as whether suspension of the officer's employment should continue, and report to the Council as to whether he or she considers allegations of misconduct to be supported and to recommend any disciplinary action.
- 1.3 The then Government was concerned about various aspects of this practice, including its complexity, expense and the time taken in such matters. The mandatory Standing Orders have therefore been amended with effect from 11 May 2015 and all Councils have to adopt new arrangements by the first ordinary Council Meeting that follows the Annual Meeting of the Council, i.e. by 13 July 2015.

2. Amended Regulations

- 2.1 The new version removes the mandatory requirement for a DIP to be appointed. The initial steps of any potential disciplinary procedure are no longer prescribed. Instead, the new Standing Order simply requires a decision on dismissal of one of the statutory officers to be taken by full Council, who must consider (a) any advice, views or recommendations from an Independent Panel [see below], (b) the conclusions of any investigation into the proposed dismissal, and (c) any representations from the officer concerned.
- 2.2 The Government's view is that this new process means Councils can consider and decide the best disciplinary process that will deliver value for money for their local taxpayers, whilst retaining independent scrutiny. The Government's full explanatory note can be found here:
http://www.legislation.gov.uk/ukxi/2015/881/pdfs/ukxiem_20150881_en.pdf
- 2.3 The Independent Panel has to include the Independent Persons appointed by the Council under section 28(7) of the Localism Act 2011 to consider complaints about Councillors (currently Mr David Hewitt and Mr David Nottage), or, if they, or either of them, does not accept an invitation to join the Panel, an independent person(s) appointed for the same purpose by another authority. The Council is not permitted to pay the Independent Persons additional fees for undertaking this duty.

- 2.4 For the dismissal stage 4, the persons who are to make up the remainder of the Panel are not specified in the new Standing Order. It is proposed that they are 3 members drawn from the General Purposes and Licensing Committee.

3. Amendment to Standing Orders

- 3.1 The new requirements are reproduced in full as Appendix 1 to this report. The Council is required to amend its Standing Orders to bring them into line with these requirements.

4. Procedures Prior to Panel Consideration

- 4.1 As stated in paragraph 2.1, the previous Regulations laid down procedures that had to be followed before the matter was formally considered by members. The new Regulations are silent on this, so the Council needs to formally adopt its own procedures. Suggested procedures are set out in Appendix 2 to this report. These are first being considered by IRC. Whilst the mandatory requirement for an independent person at all stages of the process has been removed, it is proposed to retain the appointment of an independent person only for the final stage of the disciplinary procedure, i.e. the decision to dismiss one of the statutory officers.

5. Financial Implications

- 5.1 One of the Government's stated aims in amending these Standing Orders is to make the process less expensive. Should it ever be necessary to instigate disciplinary action against one of the statutory officers, while any potential savings arising from the amended procedures cannot be quantified, the cost to the Council could well be less than if a Designated Independent Person had to be appointed and paid to carry out the previously prescribed duties throughout the whole process. Nevertheless an independent investigator will often have to be appointed and paid at some stage in the process bearing in mind the complexities of the issues that will invariably be involved.

6. Environmental, Crime and Disorder and Equality and Diversity Implications

- 6.1 There are none.

7. Recommendations to Council

- 7.1 *That Standing Orders for General Procedures be amended so as to remove references to a Designated Independent Person under Regulation 7 of the Local Authorities (Standing Order) (England) Regulations 2001, and to incorporate the provisions set out in the amended Schedule 3 to the Regulations (Appendix 1 to this report);***

- 7.2 *That the following be added to the General Purposes and Licensing Committee's Terms of Reference:***

"Through a Panel of 3 members of the Committee and two Independent Persons appointed under section 28(7) of the Localism Act 2011, to carry out

the functions required to be carried out under Schedule 3 to the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).

The membership of the Panel is to be determined by the Chief Executive unless the Chief Executive is to be the subject of the Panel's consideration, in which case the membership is to be determined by the Monitoring Officer;"

7.3 That the disciplinary processes for the statutory Chief Officers prior to the Panel consideration be approved as set out in Appendix 2 to this report.

Further Information:

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Head of Human Resources
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Background Papers

Published Documents

SCHEDULE 3

Provisions to be incorporated in standing orders in respect of disciplinary action

1. In the following paragraphs—

(a) “the 2011 Act” means the Localism Act 2011;

(b) “chief finance officer”, “disciplinary action”, “head of the authority’s paid service” and “monitoring officer” have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;

(c) “independent person” means a person appointed under section 28(7) of the 2011 Act;

(d) “local government elector” means a person registered as a local government elector in the register of electors in the authority’s area in accordance with the Representation of the People Acts;

(e) “the Panel” means a committee appointed by the authority under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;

(f) “relevant meeting” means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and

(g) “relevant officer” means the chief finance officer, head of the authority’s paid service or monitoring officer, as the case may be.

2. A relevant officer may not be dismissed by an authority unless the procedure set out in the following paragraphs is complied with.

3. The authority must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.

4. In paragraph 3 “relevant independent person” means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.

5. Subject to paragraph 6, the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 3 in accordance with the following priority order—

(a) a relevant independent person who has been appointed by the authority and who is a local government elector;

(b) any other relevant independent person who has been appointed by the authority;

(c) a relevant independent person who has been appointed by another authority or authorities.

6. An authority is not required to appoint more than two relevant independent persons in accordance with paragraph 5 but may do so.

7. The authority must appoint any Panel at least 20 working days before the relevant meeting.

8. Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular—

(a)any advice, views or recommendations of the Panel;

(b)the conclusions of any investigation into the proposed dismissal; and

(c)any representations from the relevant officer.

9. Any remuneration, allowances or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act."

APPENDIX 2

Level of Employee Being Disciplined	Authority to Suspend	STAGE 1 ORAL WARNING	STAGE 2 WRITTEN WARNING	STAGE 3 FINAL WRITTEN WARNING	STAGE 4 DISMISSAL
Chief Executive	Leader	<p>Recommendation Leader</p> <p>Hearing Member Panel (3 members of Appeals Committee)</p> <p>Appeal Full Council</p>	<p>Recommendation Leader</p> <p>Hearing Member Panel (3 members of Appeals Committee)</p> <p>Appeal Full Council</p>	<p>Recommendation Leader</p> <p>Hearing Member Panel (3 members of Appeals Committee)</p> <p>Appeal Full Council</p>	<p>Recommendation Leader</p> <p>Final Decision Full Council (following appointment of Independent person to investigate and report to Full Council plus views of GP&L Panel)</p>
Executive Directors/Monitoring Officer	Chief Executive	<p>Hearing Chief Executive</p> <p>Appeal Member Panel (3 members of Appeals Committee)</p>	<p>Hearing Chief Executive</p> <p>Appeal Member Panel (3 members of Appeals Committee)</p>	<p>Hearing Chief Executive</p> <p>Appeal Member Panel (3 members of Appeals Committee)</p>	<p>Recommendation Chief Executive</p> <p>Final Decision Full Council (following appointment of Independent person to investigate and report to Full Council plus views of GP&L Panel)</p>

GENERAL PURPOSES AND LICENSING COMMITTEE – 12 JUNE 2015

HEALTH AND SAFETY INTERVENTION PLAN FOR 2015/2016

1. INTRODUCTION

- 1.1 This report seeks approval of the Health and Safety Intervention Plan for 2015/2016.

2. HEALTH AND SAFETY INTERVENTION PLAN FOR 2015/2016 - APPENDIX 1

- 2.1 The Health and Safety at Work Act 1974 requires all local authorities to perform their duties as enforcing authorities in accordance with mandatory Section 18 requirements which set out the arrangements we should make in relation to the regulation of health and safety. As part of this requirement the Health and Safety Intervention Plan for 2015/2016 is presented to the Committee for Member approval. The plan proposes a full range of work for the current year and additionally reviews the work of the Service during the previous year.

3. FINANCIAL IMPLICATIONS

- 3.1 The Health and Safety Intervention Plan for 2015/2016 contains proposed work for the current year and a review of work completed the previous year and is based on existing budgets. Therefore there are no financial implications as a result of this report.

4. ENVIRONMENTAL, CRIME AND DISORDER, EQUALITY AND DIVERSITY IMPLICATIONS

- 4.1 There are no environmental, crime & disorder or equality and diversity implications as a result of this report.

5. RECOMMENDATION

- 5.1 That the Health and Safety Intervention Plan for 2015/2016 as set out in Appendix 1 be approved.

For further information:

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(Commercial)
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Background Papers:

National local Authority Enforcement Code Health and Safety at Work, and the supplementary guidance

List of activities/sectors for proactive inspection by LAs

Published on HSE website

APPENDIX 1



NEW FOREST DISTRICT COUNCIL ENVIRONMENTAL HEALTH (COMMERCIAL)

HEALTH AND SAFETY INTERVENTION PLAN 2015/2016

1 INTRODUCTION

1.1 The health and safety intervention plan for 2015/2016

- 1.1.1 This health and safety intervention plan sets out the work of the health and safety service for the present year. It has been developed to satisfy the requirements of mandatory guidance issued under Section 18 of the Health and Safety at Work etc Act 1974 and the National Local Authority Enforcement Code.
- 1.1.2 This intervention plan aims to provide the right interventions aimed at where they are best placed to reduce workplace injury and ill health. Our working priorities are shaped by current Health and Safety Executive strategy and locally identified hazards.

1.2 New Forest District Council as a health and safety enforcing authority

- 1.2.1 This Authority is designated as an enforcing authority under the Health and Safety at Work etc Act 1974, and as such has a statutory duty to enforce the appropriate health and safety legislation. This regulatory role is shared with the Health and Safety Executive (HSE) who also enforce health and safety legislation in certain businesses in the District. Whether a business is regulated by a local authority or the HSE is defined in the Health and Safety (Enforcing Authority) Regulations 1998. In broad terms the HSE regulate business activities involving manufacture and alteration of articles and this Authority regulates activities of a service and retail sector including leisure.
- 1.2.2 This intervention plan has been produced with regard to the following guidance and codes produced by the HSE and The Department for Business Regulation and Skills:
- National Local Authority Enforcement Code;
 - LAC 67/2 rev4 Targeting Local Authority Interventions sets overall priorities for the work plan this year;
 - Internal policies based upon LAC 22/13 rev1 Incident Selection Criteria Guidance which set the approach for the selection of reactive work;
 - The Regulators` Code, and;
 - Combining Health and Safety and Food Safety visits from 1 April 2011.

2 HEALTH AND SAFETY SERVICE AIMS AND OBJECTIVES

2.1 The aim

- 2.1.1 The aim of the Health and Safety Service is to prevent the death, injury and ill health of those at work and those affected by work activities.

2.2 The objectives

- To provide clear information, guidance and advice to businesses and their employees, to help those we regulate to meet their legal responsibilities.
- To encourage businesses to adopt good practice, through raising awareness, promotion, education, and to promote the principle of 'sensible risk management';
- To listen to businesses' views, and to ensure that our activities support them to comply and grow;
- To investigate fatalities and major injury incidents, which meet the investigation criteria, and to investigate complaints and respond to other service requests;
- To investigate statutory notifications, e.g. asbestos works or reports of defective lifting equipment;
- To base our regulatory activity on risk, by ensuring enforcement decisions are consistent with our Health and Safety Enforcement Policy which includes the application of the Enforcement Management Model;
- To work in partnership with local, regional and national bodies when it is relevant to do so, and;
- To ensure that health and safety inspectors receive the necessary support and training to maintain competence.

3 SERVICE DELIVERY

3.1 Scope of the service

3.1.1 We carry out a full range of health and safety interventions; providing general advice to businesses and their employees, investigating accidents and complaints, and the enforcement of health and safety law where necessary.

3.1.2 The work we do is either proactive or reactive:

- Proactive: the inspection of high risk premises and poorly performing businesses, together with a range of local, regional and national interventions which typically focus upon a particular business type, or identified hazard;
- Reactive: reacting to accidents, complaints and service requests.

3.2 Prioritisation

- 3.2.1 We continue to prioritise our resources, focussing on the highest risk activities and premises, to reduce fatalities, injuries and incidents of ill health. We will target those businesses that are poor performers and not meeting the requirements of health and safety legislation. We therefore plan to only inspect the highest risk businesses in accordance with LAC67/2 rev4.
- 3.2.2 Reactive work, involving investigation of accidents and complaint investigation is also prioritised according to the greatest risk, in line with our Incident Selection Criteria.

3.3 Enforcement approach

- 3.3.1 We protect the community by using the full range of our regulatory powers, sensibly, proportionately and using risk based and intelligence led action.
- 3.3.2 We follow a graduated approach to enforcement, looking for resolution through the provision of advice or information. However, in accordance with our enforcement policy, formal action is taken where necessary.
- 3.3.3 New Forest District Council has formally adopted the Enforcement Concordat and this is reflected in the Health and Safety Enforcement Policy which received Member approval in 2010 and can be viewed on the Council's website. We welcome feedback and comments from businesses about their needs and how to improve our service.
- 3.3.4 New Forest District Council operates a complaints and appeals procedure which initially encourages contact with the inspector dealing with the matter, and also offers a means of escalating issues should this be necessary. In addition, businesses may approach the Health and Safety Executive Independent Regulatory Challenge Panel. They investigate complaints regarding advice given by Local Authority Inspectors where the business believes that incorrect information has been given or recommended controls of risk exceed what the law requires.
- 3.3.5 Where a business has a Primary Authority we will adhere to the relevant guidance/instruction in relation to inspection and enforcement. This will help determine a proportionate and consistent response and ensure that any national implications can be considered.

3.4 Accident and incident investigations

- 3.4.1 Investigations are carried out in accordance with our 'incident selection criteria – investigation of accidents, dangerous occurrences and work related ill health' investigation policy. This targets resources into the more serious accidents, those involving activities in the national priorities, and those affecting vulnerable groups (this includes children and the elderly).

3.5 Provision of Advice

- 3.5.1 We understand the importance of the provision of advice to businesses who request it. We carry out advisory visits on request. This assists businesses to grow and prosper by encouraging self regulation through good health and safety management.

4 STAFF RESOURCES

4.1 Staff undertaking health and safety work

- 4.1.1 Environmental Health (Commercial) staff undertake a full range of duties, including non health and safety work. The amount of time available for the manager, inspectors and admin staff to undertake health and safety work has been quantified. For the current year, the capacity for health and safety work within the service is shown in the following table:

Staff	Full Time Equivalent
Manager	0.1 FTE
Inspectors	1.6 FTE
Administrative Support	0.4 FTE
Total	2.1 FTE

Table 1

4.2 Competency

- 4.2.1 All staff are suitably qualified for the work they do. Inspectors' competency is maintained through the provision of training. The Regulators' Development Needs Analysis tool is used as part of the yearly Performance Development Interview to assist in identifying training needs. As in previous years it is envisaged that training for the year ahead will be provided by a mixture of external courses, online training, shadowing other inspectors and internal sessions developed by our own officers to cascade training received from elsewhere.

5 PLANNED WORK FOR THE COMING YEAR

5.1 Introduction to the work plan

5.1.1 This section details the work we propose to undertake in the forthcoming year. It has been considered in the light of the HSE guidance and direction concentrating on the national priorities and identifies work directed at local priorities.

5.1.2 The work which we undertake can be categorised as follows:

- Key Interventions including the investigation of accidents and reacting to service requests;
- National priorities identified by the HSE, appended to the National Local Authority Enforcement Code
- Local priorities identified from our knowledge of businesses and accidents in the local area.

5.2 Key interventions

5.2.1 Proactive inspection in category A rated businesses (those which are the highest risk) in line with LAC67/2 rev4.

5.2.2 Reacting to intelligence from various sources, which indicate poor performance or potential significant breaches of health and safety law.

5.2.3 Investigation of complaints from the public and employees, accidents or incidents which come to our attention. We will establish failures in relation to health and safety law and take action where necessary. This may be in the form of advice, education, and where needed, more formal action.

5.2.4 We will take appropriate action where matters of evident concern / or significant breaches of health and safety law are identified during visits for another primary purpose – e.g. during a food hygiene inspection.

5.2.5 Reacting to general requests for service, including the provision of advice to businesses and the public, and internal planning and licensing consultations.

5.2.6 Participation in the Safety Advisory Group process, which includes the provision of information and guidance in relation to event safety.

5.3 National priorities and planned interventions

5.3.1 We will inspect businesses falling within the categories below in line with the National Local Authority Enforcement Code as detailed in the following table.

Type of Intervention	Local Implementation
Preventing legionella from cooling towers. Assess Legionella control measures in premises with cooling towers or evaporative condensers.	No action proposed – there are no local authority enforced cooling towers or evaporative condensers in the District.

<p>Removal of unsafe LPG pipework. Identification of buried metal LPG pipework which could leak causing explosion.</p>	<p>Sites listed on the HSE database will continue to be inspected and appropriate action will be taken to address risks. Other premises including caravan sites will be included when discovered.</p>
<p>Prevention of E.coli or cryptosporidium infection. Assessment of control measures to prevent ill health, particularly to children, from animal contact at open farms/animal visitor attractions.</p>	<p>All relevant visitor attractions will be inspected during the year to ensure controls are in place to prevent possible outbreaks.</p>
<p>Preventing persons from being struck by vehicles. Assessment of control measures where there is use of two post vehicle lifts or workplace transport at tyre fitters and vehicle repairers as part of car sales and at high volume warehousing.</p>	<p>Provision of advice/onsite assessment where appropriate when premises come to our attention through complaint or accident.</p>
<p>Prevention of falls from height, amputation and crushing injuries. Assessment of control relating to work at height, workplace transport, cutting machinery and lifting equipment at industrial retail/wholesale premises e.g. builders and timber merchants.</p>	<p>Provision of advice/onsite assessment where appropriate when premises come to our attention through complaint or accident.</p>
<p>Prevention of industrial disease. Assessment of controls where there is use of isocyanate paint or high levels of noise/dust at motor vehicle repairs, industrial retail /wholesale premises e.g. builders and timber merchants.</p>	<p>Provision of advice/onsite assessment where appropriate when premises come to our attention through complaint or accident.</p>
<p>Prevention of injuries to crowds arising from vehicles Assessment of organisation and/or supervision of high speed or off road vehicle movements.</p>	<p>No action proposed as there are no planned events that meet this criteria.</p>
<p>Prevention of carbon monoxide poisoning. Assessment of ventilation of cooking appliances using solid fuel at commercial catering premises.</p>	<p>Appropriate measures will be taken during food hygiene inspections where such appliances are found.</p>
<p>Prevention of violence at work. Assessment of security measures and procedures in premises where employees are at greater risk through lone/night working and cash handling e.g. betting shop.</p>	<p>Provision of advice/onsite assessment of businesses in high risk sectors during food hygiene inspections. The investigation of all incidents that come to our attention through complaint or RIDDOR reporting.</p>

Table 2

5.4 Local priorities and planned interventions.

5.4.1 We will use local information to determine the key risks of serious workplace accidents, injuries and ill-health to identify their priorities. The following table details work planned for the coming year following consideration of local and regional issues.

What we intend to do	Why this is important.
<p>Cleaning at height in food premises. Identification of premises with extraction systems that present difficult access for cleaning and maintenance. The risk will be assessed and appropriate intervention will be undertaken.</p>	<p>A serious accident in the District has shown that there can be inadequate management of safety for those working at height.</p>
<p>Hotels. To continue the work of last year's intervention in providing advice and guidance to hotels to aid awareness and assist in the measures to be taken to control the risk of legionellosis.</p>	<p>Hotels which have already received an intervention and have not been found to have adequately controlled the risk arising from Legionella will receive appropriate intervention.</p>
<p>Gas safety. To continue with the work started last year to assess the safety of fixed gas installations, specifically tandoori ovens in commercial catering establishments.</p>	<p>Similar work undertaken in Birmingham & Hampshire has identified significant failings of some catering establishments to conform to minimal gas safety requirements.</p>

Table 3

6 SUMMARY OF PERFORMANCE FOR PREVIOUS YEAR

6.1.1 The following table details the work done in relation to the planned local intervention work. It details the scope of the work done and the results of that work. The following represents both national and local priorities.

Planned Work	Outcomes
<p>LPG safety. Inspect the safety of premises with buried metal LPG pipework.</p>	<p>A single premises was subject to formal action.</p>
<p>Open farms. Appropriate intervention to prevent or control ill health from animal contact, particularly to children, at open farms/animal visitor attractions.</p>	<p>The one open farm in the District was inspected during the year to ensure controls are in place to prevent possible outbreaks and the serious effects of illness such as E.coli. or cryptosporidium.</p>
<p>Preventing persons from being struck by vehicles at tyre fitters and car repairs. Prevention of falls from height, amputation and crushing injuries at industrial retail/wholesale premises. Prevention of industrial disease at</p>	<p>We monitored for incidents / complaints, but no significant issues arose during the year.</p>

<p>motor vehicle repair and industrial retail premises.</p> <p>Preventing falls from height at high volume warehousing.</p>	
<p>Solid fuel cooking equipment.</p> <p>Assessment of controls in place to prevent carbon monoxide poisoning/gas explosion from using solid fuel cooking equipment at catering premises.</p>	<p>No new installations were identified in the past year.</p>
<p>Violence at work</p> <p>Assessment of controls in place to assess violence at work.</p>	<p>All incidents that came to our attention have been investigated. The issue of customer violence towards staff was explored by visiting businesses trading in the evening. Health and Safety advice was given. Our findings have led to the planning of interventions in this subject area.</p>
<p>Flooring in Catering Establishments.</p> <p>Identifying premises with slip/trip risks in food preparation areas during routine food hygiene inspections, or using other intelligence. To provide advice and guidance to aid awareness and assist in the measures to be taken to control the risk.</p>	<p>Premises were identified during routine food hygiene inspections for further intervention. Those selected were visited and the flooring assessed using a friction measuring tool. On the basis of results obtained, appropriate advice was given to businesses to reduce the slip risk.</p>
<p>Hotels.</p> <p>To provide advice and guidance to hotels in the District to aid awareness and assist in the measures to be taken to control the risk of legionellosis.</p>	<p>All hotels in the district received a questionnaire to assess their knowledge of the subject and how they control the risk. Advice has been given where requested. Further work is planned to be undertaken.</p>
<p>Gas safety.</p> <p>To assess the safety of tandoori ovens in commercial catering establishments.</p>	<p>Premises with tandoori ovens were assessed during routine food hygiene inspections. A total of 15 have been inspected, and it was necessary to serve Improvement Notices on 9, which have all been complied with. Additionally, one notice was served in relation to the gas cooking equipment at a mobile food business. All premises not yet inspected will be carried out with this year's food hygiene inspections.</p>
<p>Event Safety.</p> <p>To provide information and guidance to assist duty holders to plan for, and manage their event safely.</p>	<p>All notified events within the District have been considered with respect to size, type of event, perceived risk, documentation submitted etc. A risk based approach has been used to make contact with event organisers, provide advice through a variety of means, including at Safety Advisory Group</p>

	meetings, to review event plans and risk assessments, carry out site visits, and on occasion to visit and advise during the event.
<p>Lyme disease.</p> <p>To provide information leaflets and guidance to residents and visitors to the New Forest on the hazard of Lyme Disease. Enhance awareness of the disease, precautions and recognition of symptoms.</p>	The leaflets have been freely available to organisers of events within the District, and provided to Doctors' surgeries who requested them. Leaflets were available at a cost to organisations outside of the District.

Table 4

7 CONCLUSION

- 7.1.1 This report details the work we intend to undertake in relation to health and safety regulation in the coming year. This work has been targeted to ensure that our resources are used the most effectively. It has been designed to be wide reaching and relevant for the businesses in the New Forest District whilst following national policy for the regulation of health and safety including compliance with the Local Authority Enforcement Code which directs the scope of our work.
- 7.1.2 This plan seeks to maintain the effectiveness of the service by the careful use of appropriate interventions, and by concentrating resources where the risk is greatest. The plan has been shown to be realistic and achievable with the current staff resources; naturally, any changes that occur in relation to these resources will necessitate a review of targets.

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