

## HEALTH & SAFETY WORKPLAN 2010/2011

### MAIN ACTIVITIES

<i>Task</i>	<i>Responsibility</i>	<i>Target Date</i>
To implement a planned work programme of H & S inspections based on risk assessment approach	H & S Team	Ongoing
Update the database of H&S premises and in particular focus on reducing the number unrated and desktop scored premises	H & S Team	June 2010
To respond to notifiable accidents, dangerous occurrences and complaints in accordance with most up to date guidance and CoPs	H & S Team	Ongoing
Promoting H& S issues amongst employees, employers and the general public by oral and written communication during inspections, visits and organizing seminars	H & S Team	Ongoing
To respond to service requests regarding unhealthy/unsafe workplaces on a priority basis	H & S Team	Ongoing
To raise awareness of occupational H&S issues by promoting a partnership approach between the public, private and voluntary sectors and the general public	H & S Team	Ongoing
To assist the Tobacco Control Officer in ensuring successful implementation of the Smoke Free Environment in Workplaces legislation and to co-ordinate test purchasing exercises in relation to the sale of tobacco	H & S Team	Ongoing
To process fireworks license applications on behalf of the Northern Ireland Office	H & S Team	Ongoing
To inspect premises in relation to Fireworks and Explosives legislation	H & S Team	Ongoing
To attend training courses as they become available and as need is identified and communicate key learning to colleagues within the H&S Team	H & S Team	Ongoing
To represent CBC on the Northern Group H&S subgroup and at HELA meetings	H & S Team	Ongoing
Develop an Alternative Enforcement Strategy for low risk premises	Lead EHO	June 2010
Develop a training programme for H&S team fully utilising the resources at NGS	Deputy Director Lead EHO	Sept 2010
Liaise with key personnel at Taylor's Avenue Sports Ground to help in the attainment of a Safety Certificate as required under the Safety	Lead EHO	August 2010

in Sports Grounds (Northern Ireland) Order 2006		
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**CORPORATE H & S**

<i>Task</i>	<i>Responsibility</i>	<i>Target Date</i>
To provide H&S advice to council departments and help facilitate the Corporate H&S Committee	Deputy Director	Ongoing
To provide H&S advice regarding council run events	Deputy Director	Ongoing
Introduce a new accident reporting policy and implement a new reporting system for council	Lead EHO Deputy Director	June 2010
Review Corporate H&S Policy	Deputy Director	March 2011
Liaise with HoDs to identify H&S training needs of staff	Deputy Director	July 2010
Investigate the possibility of providing training for Line Managers in relation to completion of Risk Assessments	Deputy Director	July 2010

**INITIATIVES**

<i>Task</i>	<i>Responsibility</i>	<i>Target Date</i>
To participate in European Safety Week	H&S Team	25-29 Oct 2010
To produce seasonal press releases and/or web pages to promote H & S issues	H&S Team	Ongoing
To participate in an initiative involving legionella in residential accommodation	H&S Team	September 2010

**Health and Safety Inspections 2010/11**

<i>Risk Category</i>	<i>Frequency</i>	<i>No of Premises</i>	<i>Number of tasks</i>
A	12 months	12	12
B1	18 months	45	20
B2	24 months	88	0
B3	36 months	63	0
B4	60 months	98	0
C	Other Intervention	57	0
unrated		180	18
Total		543	50

The target for the number of health and safety planned inspections for 2010/11 are as follows

- all Cat A premises inspected
- 50% of B1 premises to be inspected
- 4 residential/accommodation providers to be visited for legionella initiative
- Unrated premises will reviewed and prioritised for inspection/AES over the next 2 years

Overall target is for 50 planned inspections which is in addition to the approximately 20 visits expected for investigating accidents and complaints.