

HSENI

OPERATING PLAN

2017 – 2018

FINAL

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Introduction

The Health and Safety Executive for Northern Ireland (HSENI) was established on 1 April 1999 as an executive Non-Departmental Public Body (NDPB) with Crown status and is sponsored by the Department for the Economy (DfE).

Details of HSENI's organisational structure and its resources are contained in Annexes 1 and 2 respectively.

This one-year plan derives directly from HSENI's Corporate Plan 2011-15 which has been extended in line with the approach taken by other NI Departments in the context of a one year budget allocation for 2017/18.

Vision

The shared vision set for the better regulation of health and safety at work in Northern Ireland is:

“A place where the sensible control of work-related risk is the norm and work-related deaths, injuries and ill health are the exception.”

Mission

The essence of the work that we will undertake in pursuit of this broad vision is encapsulated in the following mission statement:

“To reduce serious work-related injury and ill-health in Northern Ireland.”

This mission will focus on:

- preventing the most serious workplace health and safety issues;
- high risk industries and activities;
- sensible and proportionate risk management;
- effective regulation; and
- supporting businesses and the economy.

Goals

Under the strategy our goals are:

Goal 1 Working together

Work together to maximise resources to best effect, via joint strategic planning and a collaborative approach to implementation;

Goal 2 Sensible risk management

Promote an approach to workplace health and safety management that informs risk makers and managers about the core principles and real health and safety issues;

Goal 3 Focus on key workplace health issues

Focus on key health issues in the workplace that will bring about a reduction in the number of cases of work-related ill health.

Goal 4 Building capacity

Help businesses, and in particular SMEs, by providing clear advice on how to effectively manage workplace health and safety;

Goal 5 Vulnerable groups

Assist in highlighting the needs of vulnerable groups to ensure that their needs are recognised and managed within the workplace;

Goal 6 Targeted intervention and enforcement

Target resources for compliance based on proportionate intervention and enforcement;

Goal 7 Working with other regulators

Work with other health and safety regulators in the Republic of Ireland, Great Britain, Europe and other parts of the world, to ensure an effective network for learning and sharing of good practice on key aspects of workplace health and safety;

Goal 8 The wider perspective

Have a wider perspective on other issues and policies that impact on health and safety in the workplace to influence and maximise the benefit from potential synergies;

Goal 9 Leadership

Provide leadership for the regulation of health and safety at work; and

Goal 10 The role of others

Clarify and promote the role of others and their responsibility for managing health and safety and achieving excellence.

Key Objectives

HSENI will endeavour to realise its vision through the following key objectives:

- To promote key workplace health and safety messages and communicate sensible workplace health and safety advice.
- To increase compliance with workplace health and safety requirements (through inspection and investigation activities).
- To maintain an effective health and safety at work regulatory framework.
- To provide the highest possible levels of corporate governance and service delivery to customers.

Corporate Plan 2011-2015 (extended to cover the current year)

The Corporate Plan sets out the broad approach that has been adopted to achieve HSENI's objectives and the shared goals under the long-term strategy. It describes the general policy framework in which HSENI is operating and sets out the key targets to be met within the five-year period of the plan, ending 31 March 2015. In line with other NI Departments, HSENI has again extended its Corporate Plan by a further one year period to fit with the one year budget for 2017/18. HSENI has also already commenced work on development of a 2017-2021 Corporate Plan, which is expected to be published for consultation later in 2017/18, and this ongoing work is reflected in this Operating Plan.

This Operating Plan is in line with the HSENI / Local Council Strategy 'Health and Safety at work; protecting lives, not stopping them' and HSENI will continue to work with local government to deliver joint working activity on priority topics and projects

In working towards its four key objectives, HSENI will focus on the following priorities:

- falls from height;
- machinery guarding and maintenance;
- workplace transport;
- livestock issues including slurry management;
- occupational lung disorders (non-cancerous e.g. COPD, Silica);
- occupational cancers;
- asbestos management;
- mental health wellbeing;
- handling, sprains and strains;
- musculoskeletal disorders; and
- slips and trips.

Operating Plan 2017 - 2018

This Operating Plan follows directly from HSENI's Corporate Plan for 2011-15 (which has been extended to cover 2017/18). It sets out the broad detail of HSENI's targets and the resources available for period.

The Operating Plan focuses on the four key objectives listed on Page 4 and sets out the main output targets through which these objectives will be pursued. It also establishes other corporate targets relating to HSENI's operating principles, such as quality of service, efficiency and value for money. The Operating Plan is supplemented by more detailed Group Work Plans and by individual Job Plans, which together help staff understand HSENI's overall aims and objectives and the role that each plays in contributing to HSENI realising its vision and mission.

Progress towards these targets will be closely monitored. HSENI's Senior Management Team monitor progress on a monthly basis and progress is reported quarterly to HSENI's Board and the Department for the Economy.

Impact of this Operational Plan will be measured through the statistics and analysis included in HSENI's Annual Report and Accounts. This covers areas such as trends in fatality

statistics, reported major injuries, reported over 3 day injuries, injury cause analysis, complaints received, enforcement action, corporate governance, financial management and risk management.

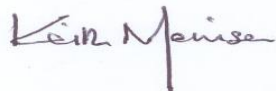
Given the fact that there have been some 125 work-related fatalities on Northern Ireland farms over the last seventeen years, HSENI continues to focus much of its efforts on farm safety and this is reflected in a range of associated targets embedded in this year's plan. Other challenging sectors include construction, waste and recycling and extractive industries where information, training and enforcement action, as required, continues to help these industries manage very high risk workplaces

In the past year HSENI has continued to feel the impact of the 11% reduction in HSENI's overall budget between 2014 and 2016. This led to a reduction of 10% in HSENI's staffing, reductions in HSENI's other running costs, and significant reductions in the available programme funds to support all of HSENI's objectives. Whilst HSENI is grateful that its 2016/17 and 2017/18 budgets have been protected from further significant reductions, we still expect the impact of these difficult organisational conditions will continue to be felt through the current year. HSENI will continue to do all it can to ensure that front line services are maintained and priority health and safety areas are addressed but this Operating Plan, by necessity, continues to reflect a reduction in the number of outputs for the year compared to previous years. HSENI will concentrate on those areas where we see greatest need and where we can make a difference.

HSENI will align its activities where possible, and will fully support, the Northern Ireland Executive's outcomes contained in the draft Programme for Government (PfG). HSENI's work in 2017/18 will contribute to at least three of the outcomes in the draft PfG. HSENI will contribute to the DfE led outcomes, for example contributing in 'helping society to prosper through a strong, competitive, regionally balanced economy'. HSENI's work will also contribute to a 'safe community where people respect the law and each other' and through helping to ensure people 'enjoy long, healthy, active lives'

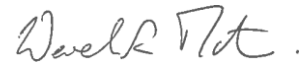
HSENI will work with industries to try to make it easier for companies to operate whilst still maintaining health and safety standards. HSENI believes that significant business benefits can be achieved through good health and safety management. . In addition we will continue to work for the protection of vulnerable groups in the workplace.

One prominent feature of our work this year will be a strong emphasis on Occupational Health issues, including occupational lung disorders, occupational cancers and mental health at work, in line with our aim to make workplaces healthier.



KEITH MORRISON

Chief Executive



DEREK MARTIN

Chairman

Objective – Promotion, Information & Advice

To promote key workplace health and safety messages and communicate sensible workplace health and safety advice.

Where appropriate, HSENI's actions under this objective will contribute to the following strategic goals:

- Goal 2 Sensible risk management;
- Goal 3 Focus on key workplace health issues;
- Goal 4 Building capacity;
- Goal 5 Vulnerable groups;
- Goal 8 The wider perspective;
- Goal 9 Leadership; and
- Goal 10 The role of others

Estimated Administration Budget: £1,087k

Estimated Programme Budget: £236k

Key Areas	Targets
Priority issues	<ul style="list-style-type: none"> ❑ The delivery of a multi-media Farm Safety campaign in line with the Farm Safety Partnership's Action Plan 2017-2020. ❑ To deliver the objectives set out in the Farm Safety Partnership Action Plan (against HSENI) by March 2018. ❑ Organise a health and safety display at the Royal Agricultural Annual Show for the agricultural industry during May 2017. ❑ To support at least three meetings of the WISHNI forum by 31 March 2018 and support the WISHNI ambassadors programme recognising industry good practice. ❑ To promote health issues in Construction through Buildhealth. ❑ To answer all request for advice / consultations and manage notifications in a timely manner throughout the year. ❑ To raise awareness of mental health wellbeing at work through promotional and advisory activities. ❑ Northern Ireland Workplace Health Leadership Group (NIWHLG), which includes HSENI, will roll out a five year strategy on the management of Occupational Health by March 2018. ❑ To work in partnership with the District Councils in delivering joint working activity on priority topics and projects covering 'slips, trips and falls from height'.
Vulnerable groups	<ul style="list-style-type: none"> ❑ To deliver farm safety presentations to children in 80 rural primary schools on the health and safety issues around helping, working or playing on farms by 31 March 2018. ❑ To deliver health and safety information to rural primary

Objective – Promotion, Information & Advice

Small businesses	<p>school children by participating in selected Bee Safe events across Northern Ireland during 2017-2018.</p> <ul style="list-style-type: none">❑ To run a school farm safety poster competition.❑ To design and print a 2018 calendar and distribute before December 2017❑ To exhibit at the CAFRE campuses to raise awareness and provide health and safety information to students by March 2018.❑ Through our business advisors, provide advice to 180 premises on health and safety issues specific to the business needs, priority areas, and risks where appropriate.
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Objective - Compliance

To increase compliance with workplace health and safety requirements through inspection and investigation activities.

Where appropriate, HSENI's actions under this objective will contribute to the following strategic goals:

- Goal 3 Focus on key workplace health issues;
- Goal 4 Building capacity;
- Goal 5 Vulnerable groups;
- Goal 6 Targeted intervention and enforcement; and
- Goal 10 The role of others.

Estimated Administration Budget: £2,905k

Estimated Programme Budget: £171k

Key Areas	Targets
Priority issues	<ul style="list-style-type: none"> ❑ Undertake inspection initiatives focusing on particular health and safety risks in particular areas, including: <ul style="list-style-type: none"> • Work at height – high and low falls; • Machinery guarding and maintenance; • Workplace Transport; • Livestock issues including slurry management; • Occupational health to include asbestos and silica (RCS) as priority topics and other areas as appropriate e.g. MSD, noise, hand arm vibration; • Handling, sprains and strains; • Slips and trips; • Control of sub-contractors; • Welfare facilities; • Pedestrian/ vehicle segregation; • CDM 2016 • Top tier and lower tier Major Hazard sites, to include key priority areas such as workplace health; • Maintaining public awareness of carbon monoxide poisoning. ❑ Work on a 'better business' initiative aimed at making it easier for companies to operate, whilst still maintaining health and safety standards, and promoting the significant business benefits that can be achieved through good health and safety management. ❑ Conduct Asbestos Licence Interviews as required. ❑ Complete 10 mines inspections (including re-inspections), 100 quarries inspections (including re-inspections) and deliver 10 Quarry Workshops on Vehicle Safety – all by 31 March 2018
Vulnerable groups	<ul style="list-style-type: none"> ❑ Ensure that the health and safety needs of vulnerable workers such as those having a disability, young workers (including school leavers entering the workplace for the first time), older persons and migrant workers, are addressed during all inspection and investigation

Objective - Compliance

<p>Inspection (including Investigation)</p>	<p>activities where appropriate.</p> <ul style="list-style-type: none"> ❑ Undertake at least 5000 inspections across all work sectors for which HSENI is responsible, aimed at improving levels of compliance with health and safety standards. ❑ Complaints about workplace health and safety standards will be investigated in accordance with HSENI's published procedures. ❑ All fatal incidents will be investigated. ❑ Continue to operate a quality management scheme and retain UKAS Accreditation for HSENI's Scientific Services by 31 March 2018.
<p>Compliance/ Enforcement</p>	<ul style="list-style-type: none"> ❑ All employers found to have an unsatisfactory level of compliance will be considered for enforcement action in accordance with HSENI's Enforcement Guidelines. ❑ Through a range of Working Groups, involving representatives from HSENI, HSE and the Republic of Ireland's Health and Safety Authority, HSENI will facilitate the sharing of information and best practice in areas such as construction, agriculture, extractive industries and major hazards during 2017/18. ❑ HSENI will work in partnership with the NI Environment Agency to review and comment on 2 submitted/ amended safety reports for Top Tier COMAH sites by 31 March 2018. ❑ HSENI will publish information on HSENI's website relating to enforcement notices served and prosecutions taken on HSENI's behalf during 2017/18. <p>NOTE: The target date for all of the above is 31 March 2018.</p>

Objective - Regulation

To maintain an effective health and safety at work regulatory framework.

Where appropriate, HSENI's actions under this objective will contribute to the following strategic goals:

- Goal 2 Sensible risk management;
- Goal 3 Focus on key workplace health issues;
- Goal 7 Working with other regulators;
- Goal 8 The wider perspective.

Estimated Administration Budget: £369k

Estimated Programme Budget: £nil

Key Areas	Targets
UK Withdrawal from the EU	<ul style="list-style-type: none"> ❑ To continue to conduct internal analysis, and contribute to Civil Service-wide activity in accordance with deadlines, with the ultimate aim of ensuring that Health and Safety legislation within the Northern Ireland Statute Book is ready for any UK exit from the EU.
Consultative and Discussion Documents	<ul style="list-style-type: none"> ❑ Publish timely Consultative Documents in relation to proposals for health and safety regulations and Approved Codes of Practice in areas including: <ul style="list-style-type: none"> • The Ionising Radiation Regulations (Northern Ireland) 2017 • Amendment of the EH40/2005 Workplace Exposure Limits Document • Freight Containers (Safety Convention) Regulations (Northern Ireland) 2017
Health and safety legislation	<ul style="list-style-type: none"> ❑ Develop timely health and safety regulations to cover a variety of topics including: <ul style="list-style-type: none"> • Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations (Northern Ireland) 2017 • The Ionising Radiation Regulations (Northern Ireland) 2017 • The Health and Safety (First Aid) (Amendment) Regulations (Northern Ireland) 2017.
Approved Codes of Practice and Guidance	<ul style="list-style-type: none"> ❑ Develop and submit Codes of Practice for consent by the Department and approval/withdrawal by HSENI providing guidance and advice on subjects including: <ul style="list-style-type: none"> • Safe Work in Confined Spaces • Safe Use of Lifting Equipment • Safety of Pressure Systems • The use of electricity in mines • The Management of Health and Safety at Work.

Other Corporate Targets

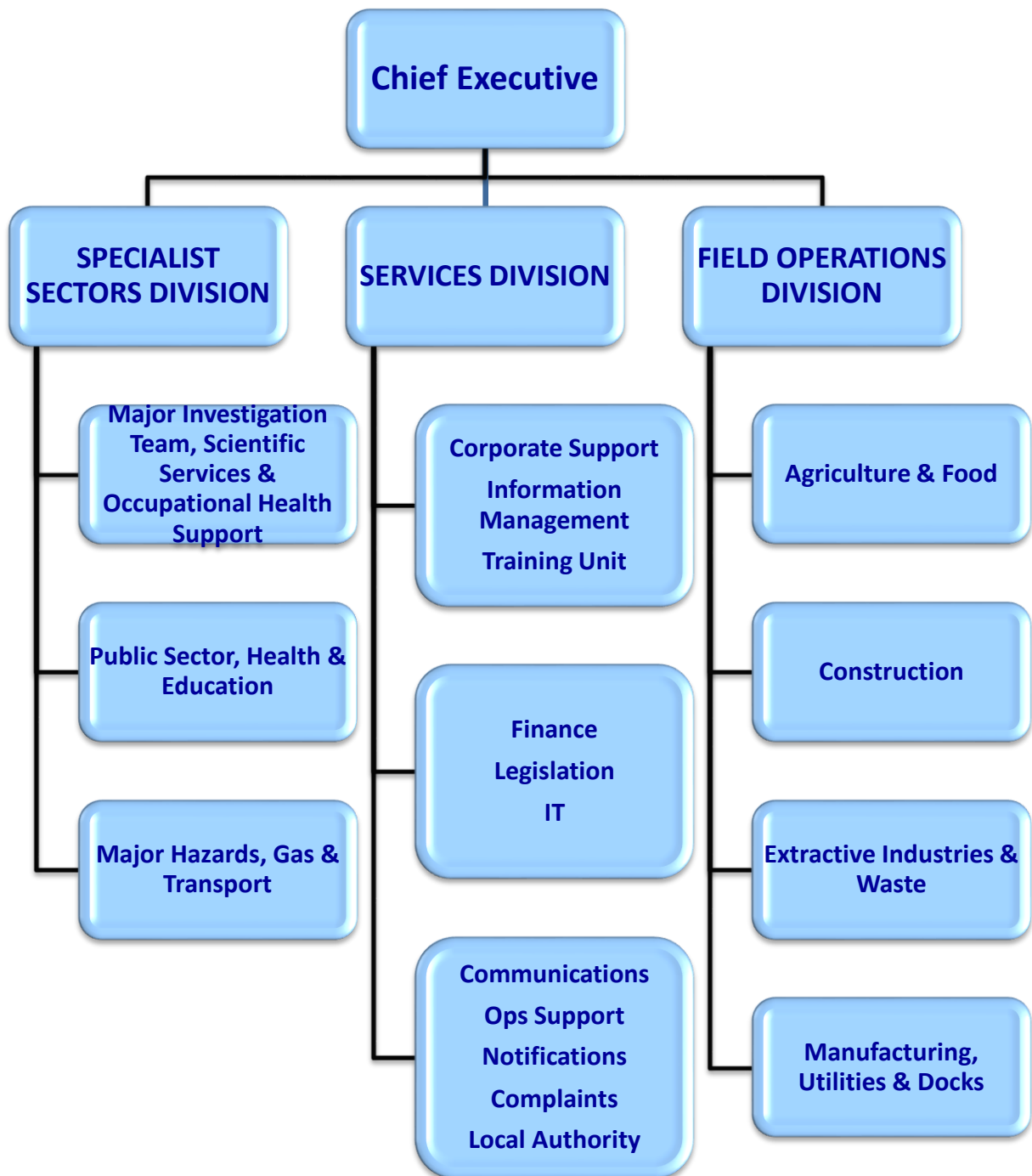
To provide the highest possible levels of corporate governance and service delivery to customers.

Estimated Administration Budget: £1,195k

Estimated Programme Budget: £110k

Key Areas	Targets
Health, safety and welfare	<ul style="list-style-type: none"> ❑ During 2017/18, quarterly health, safety and welfare inspections of HSENI offices to be carried out by Premises Officer and NIPSA Trade Union Safety representative and reports made available to staff.
Policy development	<ul style="list-style-type: none"> ❑ To write an Annual Report to the Equality Commission on the implementation of HSENI's actions under equality and disability duties by 31 August 2017. ❑ Draft and consult on a new HSENI Corporate Plan covering the period 2017-2021.
Corporate governance and risk management	<ul style="list-style-type: none"> ❑ Support the quarterly meetings of HSENI's Audit and Risk Management Committee during 2017/18, in its task of seeking assurances on the corporate governance and risk management processes and procedures within HSENI. ❑ To carry out a desk-top exercise by 31 March 2018 to refresh staff's understanding of their roles and actions required as part of HSENI's Business Continuity Plan. ❑ To carry out a Customer Care Monitoring Exercise by 31 December 2017 to ensure that service delivery targets are being met. ❑ Publish minutes of all HSENI Board and Senior Management Team meetings held during 2017/18 on both Sharepoint and HSENI's website.
Information Technology	<ul style="list-style-type: none"> ❑ To complete procurement, and begin development, of a new HSENI Case Management System
Financial	<ul style="list-style-type: none"> ❑ To prepare and finalise HSENI's Annual Report and lay the Report and Accounts for 2016/2017 before the NI Assembly before the summer recess for 2017. ❑ Publish HSENI's Annual Report and Accounts for 2016/17 by 30 September 2017.

Annex 1: Organisation Chart at 1 April 2017



Annex 2: Resources and Risks

HSENI currently has 115 staff, of whom approximately 80% are engaged in frontline service delivery. HSENI is sponsored by the Department for the Economy.

Under the arrangements set out under Section 59 of the Northern Ireland Act 1998 HSENI's total financing for 2017/18 will be approximately £6,073,000. This will cover administration costs of approximately £5,556,000 for staff salaries and wages and running costs, and programme costs of approximately £517,000 for expenditure on items such as promotional activities and the provision of an information and advisory service.

The resources available to HSENI will be kept under constant review and, when appropriate, bids for additional resources will be made to the Department where these are needed to ensure that HSENI is equipped to deal with emerging pressures and to provide for future organisational development.

HSENI maintains a corporate risk register that identifies the significant risks faced by the organisation which, if realised, may impact negatively on one or more of its key objectives being satisfactorily met. This risk register is reviewed monthly by HSENI's Senior Management Team and the Board's Audit and Risk Management Committee (ARMC) on a quarterly basis to ensure that there are adequate controls in place or to identify additional actions deemed necessary to manage the risks to an acceptable level commensurate with the agreed risk appetite. The risk register is also considered at Board meetings as part of the regular ARMC report to Board members and at quarterly Oversight & Liaison meetings with the Department for the Economy.