

# **HSENI**

# **OPERATING PLAN**

**2016 – 2017**

# CONTENTS

Introduction	2
Objectives:	
Promotion, Information & Advice	7
Compliance	9
Regulation	11
Other Corporate Targets	12
Annex 1 - Organisation Chart	13
Annex 2 – Resources and Risks	14

# Introduction

## Background

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.

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 is being extended to 2016 in line with the approach taken by all other NI Departments in the context of a one year budget allocation for 2016/17.

## 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**

Build capacity for businesses, and in particular SMEs, 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**

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 extended its Corporate Plan by one year to fit with the one year budget agreed for 2015/16. Given the one-year budget agreed for 2016/17, the same approach will be taken. HSENI has also already commenced work on development of a 2016-2021 Corporate Plan and this ongoing work is reflected in this Operating Plan.

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 (non-asbestos e.g. skin)
- asbestos management;
- mental health wellbeing;
- handling, sprains and strains;
- musculoskeletal disorders; and
- slips and trips.

## **Operating Plan 2016 - 2017**

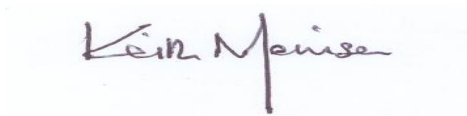
This Operating Plan follows directly from HSENI's Corporate Plan for 2011-15 (which has been extended to cover 2016). It sets out the broad detail of HSENI's targets and the resources available for 2016-2017. Progress towards these targets will be closely monitored. Given the fact that there have been some 109 work-related fatalities on Northern Ireland farms over the last sixteen 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.

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.

The 2016-17 Operating Plan is set against the very challenging backdrop of a significant reduction in available financial resources across NI Departments. For 2016/17, HSENI's overall budget will remain unchanged from 2015/16. However this follows on from an 11% reduction in HSENI's overall budget in the previous year which 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. HSENI will do all it can to ensure that front line services are maintained and priority health and safety areas are

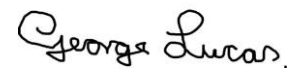
addressed but the 2016/17 Operating Plan, by necessity, reflects a reduction in the number of outputs for the year compared to previous years.

This year HSENI will host the annual tripartite meeting of HSENI, HSE and HSA. This is a valuable opportunity to meet with our equivalent bodies in GB and ROI to share experience and develop new approaches to promoting and regulating health and safety.

Handwritten signature of Keith Morrison in black ink on a light blue background.

**KEITH MORRISON**

Chief Executive

Handwritten signature of George Lucas in black ink.

**GEORGE LUCAS**

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: £570,000

Estimated Programme Budget: £240,000

Key Areas	Targets
Priority issues	<ul style="list-style-type: none"> <li>❑ The delivery of a multi-media Farm Safety campaign in line with the Farm Safety Partnership's Action Plan 2014-2017</li> <li>❑ To deliver the objectives set out in the Farm Safety Partnership Action Plan (identified for HSENI) by March 2017</li> <li>❑ To promote health issues in Construction through BuildHealth.</li> <li>❑ Distribute 6,000 copies, including downloads, of HSENI's "Be safe when you start" booklet to young people and students entering the world of work for the first time by 31 March 2017.</li> <li>❑ To support the Waste Industry's WISHNI meetings and Ambassadors programme.</li> <li>❑ To deliver 10 presentations to students and apprentices to raise awareness of asbestos in their industry.</li> <li>❑ To work in partnership with the District Councils in delivering joint working activity on priority topics and projects covering 'safe skin'.</li> </ul>
Vulnerable groups	<ul style="list-style-type: none"> <li>❑ 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 2017.</li> <li>❑ To exhibit at the CAFRE campuses to raise awareness and provide health and safety information to students by March 2017.</li> <li>❑ To run a school farm safety poster competition.</li> </ul>



## Objective – Promotion, Information & Advice

Small businesses	<ul style="list-style-type: none"><li data-bbox="603 255 1386 315">❑ To design and print a child safety on farms calendar for 2017 and distribute by 31 December 2016</li><li data-bbox="603 371 1386 465">❑ Through our business advisors, provide advice to 170 premises on health and safety issues specific to the business needs, priority areas, and risks where appropriate.</li></ul>
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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: £3,176,000

Estimated Programme Budget: £135,000

Key Areas	Targets
Priority issues	<ul style="list-style-type: none"> <li>❑ Undertake inspection initiatives focusing on particular health and safety risks in particular areas, including:               <ul style="list-style-type: none"> <li>• prioritising inspection of activities which give rise to severe injuries or chronic ill-health;</li> <li>• those which are known to be key risks in the agricultural sector;</li> <li>• top tier and lower tier Major Hazard sites, to include key priority areas such as workplace health;</li> <li>• maintaining public awareness of carbon monoxide poisoning;</li> <li>• work-related health issues in the manufacturing / construction / and farming sectors;</li> <li>• the management of legionella prevention in premises with high-risk water systems and water cooling systems;</li> <li>• commercial and council waste handling facilities;</li> <li>• asbestos removal operations; and</li> <li>• contributing to a joint HSENI/District Council 'safe skin' project.</li> </ul> </li> </ul>
Vulnerable groups	<ul style="list-style-type: none"> <li>❑ 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 activities where appropriate.</li> </ul>
Inspection (including Investigation)	<ul style="list-style-type: none"> <li>❑ 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.</li> <li>❑ Complaints about workplace health and safety standards will be investigated in accordance with HSENI's published procedures.</li> <li>❑ All fatal incidents will be investigated.</li> <li>❑ Continue to operate a quality management scheme and retain UKAS Accreditation for HSENI's Scientific Services by 31 March 2017.</li> </ul>

# Objective - Compliance

Compliance/ Enforcement	<ul style="list-style-type: none"><li>❑ All employers found to have an unsatisfactory level of compliance will be considered for enforcement action in accordance with HSENI's Enforcement Guidelines.</li><li>❑ 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 2016/17.</li><li>❑ HSENI will work in partnership with the NI Environment Agency to review and comment on 4 submitted safety reports for Top Tier COMAH sites by 31<sup>st</sup> March 2017</li><li>❑ During 2016/17, all case files will be presented to the Public Prosecution Service for Northern Ireland (PPSNI) in accordance with the Service Level Agreement in place.</li><li>❑ HSENI will publish information on HSENI's website relating to enforcement notices served and prosecutions taken on HSENI's behalf during 2016/17.</li></ul> <p>NOTE: The target date for all of the above is 31 March 2017.</p>
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# 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: £720,000

Estimated Programme Budget: £3,000

Key Areas	Targets
Consultative and Discussion Documents	<ul style="list-style-type: none"> <li>❑ Publish timely Consultative Documents in relation to proposals for health and safety regulations and Approved Codes of Practice in numerous areas.</li> <li>❑ Ensure that 100% of proposals for the making of health and safety regulations required to satisfy EU Directives will be submitted to the Department within the time limits imposed by the originators of the requests</li> </ul>
Health and safety legislation	<ul style="list-style-type: none"> <li>❑ Develop timely health and safety regulations to cover numerous topics including:               <ul style="list-style-type: none"> <li>• Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations (Northern Ireland) 2016</li> <li>• The Mines Regulations (Northern Ireland) 2016</li> </ul> </li> </ul>
Approved Codes of Practice and Guidance	<ul style="list-style-type: none"> <li>❑ Develop and submit Codes of Practice for consent by the Department and approval by HSENI providing guidance and advice on numerous areas</li> </ul>

# Other Corporate Targets

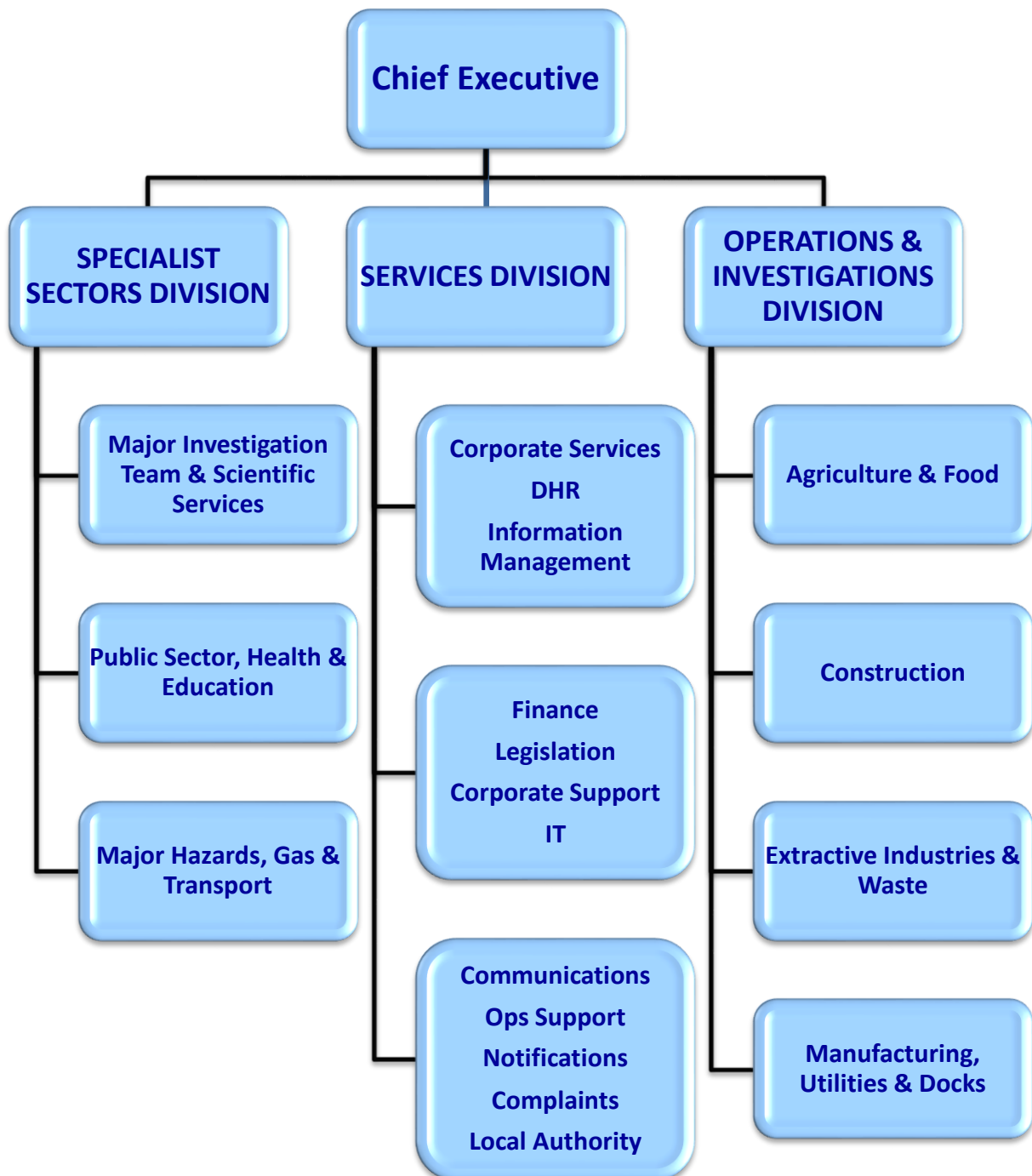
**To provide the highest possible levels of corporate governance and service delivery to customers.**

Estimated Administration Budget: £1,100,000

Estimated Programme Budget: £149,000

Key Areas	Targets
Health, safety and welfare	<ul style="list-style-type: none"> <li>❑ During 2016/17, quarterly health, safety and welfare inspections to be carried out by Premises Officer and NIPSA Trade Union Safety representative and reports made available to staff</li> </ul>
Policy development	<ul style="list-style-type: none"> <li>❑ Submit an Annual Report to the Equality Commission on the implementation of HSENI's actions under equality and disability duties by 31 August 2016</li> <li>❑ Draft a new Corporate Plan covering the period 2016-2021</li> </ul>
Human resources	<ul style="list-style-type: none"> <li>❑ Analyse the feedback from the 2015 Staff Attitude Survey and identify and implement appropriate actions by 31 March 2017</li> <li>❑ Develop HSENI's Learning and Development Plan for 2016/17 by 31 October 2016</li> </ul>
Corporate governance and risk management	<ul style="list-style-type: none"> <li>❑ Support the quarterly meetings of HSENI's Audit and Risk Management Committee during 2016/17, in its task of seeking assurances on the corporate governance and risk management processes and procedures within HSENI.</li> <li>❑ Undertake a desk-top exercise by 31 March 2017 to refresh staff's understanding of their roles and actions required as part of HSENI's Business Continuity Plan</li> <li>❑ Monitor service delivery targets to ensure that the standards set out in HSENI's Customer Care Charter are being met by 31 December 2016.</li> <li>❑ Publish minutes of all HSENI Board and Senior Management Team meetings held during 2016/17 on HSENI's website.</li> <li>❑ Publish an Annual Report and Statement of Accounts for 2015/16 by 30 September 2016.</li> </ul>
Financial	<ul style="list-style-type: none"> <li>❑ Prepare, finalise and lay before the Assembly, HSENI's Statement of Accounts for 2015/16 before the summer recess for 2016.</li> </ul>

# Annex 1: Organisation Chart at 1 April 2016



## Annex 2: Resources and Risks

HSENI currently has 116 staff, of whom approximately 80% are engaged in frontline service delivery. HSENI is sponsored by the Department for the Economy. In 2016/17 its financing will be approximately £6,093,000. This will cover administration costs of approximately £5,566,000 for staff salaries and wages and running costs, and programme costs of approximately £527,000 for expenditure on items such as promotional activities and the provision of an information and advisory service.

HSENI's 2016/17 budget has been protected and remains at the same level as the 2015/16 budget. 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 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.