

<b>Health and Safety Executive</b>		<b>Sector Information Minute</b>	
<b>Agriculture and Food Sector</b>		<b>SIM 01/2005/04</b>	
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Target Audience:  
FOD Inspectors & HSAO's dealing with Agriculture and Food

### **agriculture AND FOOD - FOD ProJECT work 2005-2006**

This SIM provides details of FOD's agreed project work in agriculture and the food and drink manufacturing industries for 2005/2006 contributing to the delivery of the "Fit for work, fit for life, fit for tomorrow" Strategic Programme.

#### INTRODUCTION

1 The Director General announced in September 2004 that the Health and Safety Hazards and Sector Programmes were to be combined into a new structure consisting of three main blocks of activity aligned with the PSA targets of:

- A 3% reduction in the incidence rate of work-related fatal and major injuries;
- A 6% reduction in the incidence rate of cases of work-related ill health;
- A 9% reduction in the incidence rate of days lost due to work-related injuries and ill health to be achieved by 2007/08 against a baseline of 2004/05.

2 The new Strategic Programme "Fit for work, fit for life, fit for tomorrow" ("Fit 3") is designed to reflect more clearly the link between programme activity and intended outcome. More focussed on delivery, "Fit 3" aims to resource those activities that make significant contributions to the PSA targets and scale back those that don't.

3 Since November, the Programme Directors, the newly appointed Programme Managers for

the Priority Programmes e.g. Slips, Trips and Falls, MSD, Workplace Transport, Falls from Heights etc, their support teams and the Sectors have been developing the new strategic programme structure for implementation in April 2005.

4 From April, under the new programme management arrangements, operational work carried out by FOD Divisions across all industries will take the form of 'projects'. These projects together with others whose delivery falls to other parts of HSE e.g. Policy Group, Communications Directorate etc. form coherent programmes of activity designed to deliver the PSA targets.

5 Under the new structure the stand-alone Agriculture and MUST programmes no longer exist. However, a number of workstreams and activities in agriculture and the food and drinks industries will in future, in the form of projects, contribute to the delivery of the Priority Programmes that collectively comprise "Fit 3". The Agriculture Section has ten projects and the Food Section two projects in 2005/06, details of which are summarised at [Annex 1](#).

6 This SIM provides details of the agriculture and food projects requiring FOD operational resource (including HSAOs) that have been agreed with the various Programme Managers and FOD Planning. Collectively, these projects total 17.1 inspector staff-years and 11 HSAO staff-years in agriculture and 8 staff years in food and drink.

## REACTIVE WORKLOAD

7 This SIM deals only with the planned programme/project work under "Fit 3" and the reactive work project on the storage of ammonium nitrate.

8 A number of the projects require the investigation of accidents and cases of reported ill health. These should be selected for investigation under the current Incident Selection Criteria. In addition to the resource committed to project work, FOD has allocated 15 operational staff-years for investigation, complaint follow-up and enforcement in agriculture.

## AGRICULTURE PROJECTS

9 [Annexes 2 & 3](#) provide detailed instructions for each of the projects together with the management and reporting arrangements and total agreed FOD resource commitment.

10 For convenience and simplicity the Divisional contributions to the projects have been separated out and can be found at [Annex 4](#). Not all projects will be relevant to all Divisions - in some case Divisions will be required to provide operational resource in others they will not. This is deliberate and is intended to facilitate evaluation by allowing for comparison of the performance of 'involved' against 'control' divisions. [Annex 4](#) contains a table for each Division

– which lists the projects, summarises the required activities and specifies the resources and milestones.

## FOOD PROJECTS

11 [Annexes 2 & 3](#) provide detailed instructions for the two Food projects together with the management and reporting arrangements.

## PROJECT MANAGEMENT AND REPORTING

12 Project Managers have been appointed within the Sector to manage the delivery of each project. The contact details for the Project Managers can be found within the project briefs at [Annex 2](#).

13 The Sector aims to keep the reporting arrangements as simple as possible. In some cases, Project Managers will be in regular contact with Divisions and will be aware of their project's progress – so no further reporting will be required. For the others, the Sector will develop fit-for-purpose arrangements for the first and third quarters under which Operational Managers will be asked to produce brief Divisional Returns.

14 The Sector is also required to report formally on progress with the projects at the half-year and end of year. To facilitate this we will be writing out to Heads of Operations in mid- August and again in mid-February requesting more detailed returns by the 9 September 2005 and 10 March 2006 respectively.

## AGRICULTURE SHOW PROGRAMME 2005/06

15 Following research carried out during 2004/05 into the comparative costs of inspector interventions within agriculture, the Sector is unable to justify seeking funding for or committing significant operational resource to an extensive programme of national, regional, local and specialist shows as has traditionally been the case. As a result we have only bid for the funding for and (with the agreement of FOD HQ) are only prepared to support commitments in 2005/06 to:

- The Royal Highland (plus two minor shows in Scotland)
- The Royal
- The Royal Welsh
- SALTEX

- Grasslands
- Cereals

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