

**LAC 67-2 rev3 - Supplementary Material 5 - Intervention plan summary table**

Intervention Planning Summary table				
Sector, premises type or specific cross sector activity (Where do you plan to intervene?)	Evidence that identified the concern and set its priority  (e.g. statistics, RIDDOR reports, local intelligence - Why is it appropriate to address at this time? Can you identify the poor performers?)	Planned intervention type (tick all that apply)  (Which methods are you going to deploy?)	Rationale for intervention  (Why are you using this intervention? Have you considered using other interventions? Does it fit in with previous action to address this issue? Does it bundle with other activity? Are your outputs measurable?)	Planned activity or resource  (timing and person days or no. contacts)
		<input type="checkbox"/> Partnerships <input type="checkbox"/> Motivating Senior Managers <input type="checkbox"/> Supply Chain <input type="checkbox"/> Design and Supply <input type="checkbox"/> Sector and Industry-wide Initiatives <input type="checkbox"/> Working with Those At Risk <input type="checkbox"/> Education and Awareness <input type="checkbox"/> Inspection (Cat A) <input type="checkbox"/> Intermediaries <input type="checkbox"/> Best Practice <input type="checkbox"/> Recognising Good Performance <input type="checkbox"/> Incident and Ill Health Investigation <input type="checkbox"/> Dealing with Issues of Concern and Complaints <input type="checkbox"/> Other interventions .....		

## Principles of intervention planning

1. Establish the level of inherent and residual risk using available intelligence
2. Select the most appropriate intervention to address the (residual) risk
  - target the risk, but recognise business diversity
  - justify resource by focusing on risk
3. Revisit your risk model frequently (watching brief)
4. Remember
  - some risk profiles do not warrant further intervention
  - consider why, what, how, where, who and when you intervene
  - risk based targeting – is not inspection frequency

## Drafting tips for intervention plans

1. Avoid using phrases such as “Working with....”, “Support to....” “Encourage....”, as they do not sufficiently articulate context of Local Authority (LA) roles. You may find it more helpful to include specific actions of what will be done by whom to whom, when and how.
2. Actions should as far as possible, be specific and may include what others as well as LAs will be doing; be SMART (**S**pecific; **M**easurable; **A**chievable; **R**ealistic; **T**ime-bound). Consider if someone who is not as close to the activity be able to fully understand and appreciate what is being done, why and when. The level of detail to describe actions will vary but succinctness often helps the readers understanding.
3. Not all objectives need their own specific actions and one action may deliver more than one objective. If so, cross reference rather than repeat.
4. For easy of reference, if you can, keep the objectives and actions for a particular aim to a single printable page.
5. Milestones: For the given action, what are the specific things that need to be done and when? The level of detail may vary. For example: seminar held by a date, a mail out drafted, agreed and completed, inspections and feedback analysed by a date,....etc.
6. Performance measures: How will you/the service head know that the actions undertaken have had the desired result on the health and safety system? “We will know we have been successful when.....” You may not need performance measures for each action (the milestones will indicate whether delivery is on track).
7. Resources: Estimates of the resource in LA staff time or £s for research, comms, etc. are often needed for your planning process, but it is often not possible to accurately predict resource requirements at the early stage. Consider using relative estimates of resources in the first instance e.g. this action may need about 1/3 staff year of resource, or expressed as approx X day’s intervention time or Y interventions.
8. Where possible think about involving colleagues outside your immediate team (Food safety, Trading standards, etc) for a greater success in delivering actions, milestones and performance measures and to be able to propose a higher quality of intervention reflecting a shared view across your LA.
9. As you develop your various intervention plans consider if specific interventions can be combined or timed relative to each other to improve your efficiency and impact and avoid any unnecessary confusion or cost to industry e.g. deal with two issues in one intervention rather than go back twice.

10. Once you have completed a draft intervention plan it may be helpful to check back to see if the interventions/actions proposed are still tailored to deliver your objective or if you have deviated from your original intention as supported by the evidence that initially identified the issue.