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**EDITOR'S NOTES**

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The local elections have been and gone and there are new councillors to educate about the importance of health & safety. So we have an article reminding you that a revised Councillors' Handbook was launched at the Partnership Conference in December last year together with a CD/DVD, though these are in limited numbers. The Handbook, which can also be downloaded, contains key facts, information and brief case histories relating to health and safety. Please make use of it.

Which brings me on to the Partnership Conference itself. The format is changing this year – we are going regional rather than having one big event. Details on the five events in England are in the newsletter with those for Scotland and Wales to follow.

As ever, we need your help in contributing to ongoing programmes and projects, be it health and safety in the Funeral Director sector or Falls from Vehicles Campaign and of course we need prosecution data!

And finally, risk assessment means different things to different people and different industries and keeps changing. In an effort to be consistent we have given some links to the HSE Five Steps to Risk Assessment material. Every

little helps and if there are other areas that you think could benefit from the same approach, let us know.

**Please feel free to comment on the Newsletter by writing to our dedicated e-mail address with your contributions, comments and suggestions: [lau.newsletter@hse.gsi.gov.uk](mailto:lau.newsletter@hse.gsi.gov.uk) or Tel: 0151-951-3114**

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**FOR ACTION**

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**Reminder - LA Prosecutions data 2006/07**

**Deadline 31 July**

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A letter has recently been sent out to Chief Environmental Health Officers, requesting information on **ALL** prosecutions with a final hearing date between 1 April 2006 and 31 March 2007. A Nil return or details of each case is required, whether successful, unsuccessful or withdrawn. Only provide detail on those cases where information has been laid and in Scotland where referred to the Procurator Fiscal's Office and also authorized for a hearing.

Even if your LA has taken no prosecutions during the year, it is important to submit a NIL RETURN and details of your Council. This is to ensure an acknowledgement of our survey is received from every LA.

**The deadline date for submission of prosecution data is: 31 July 2007.**

For the first time ever by completing the on-line survey for each case on the HELA Extranet there is no need to submit a proforma.

Please be aware that the Extranet will not provide you with an instant acknowledgement that your proforma has been submitted, this will be sent to you separately via email.

There is still the option to submit your proformas using a more traditional route of email or post and the prosecutions instructions document on the Extranet will give you all of these details.

Shortly after receipt, the Local Authority Unit will contact you to validate the information you have submitted. It is essential that all of the details are recorded accurately, to avoid defamation and legal challenge from defendants.

Also this year, we are requesting that Local Authorities send LAU copies of any Formal Cautions issued during this period. Our address is contained within the guidance document referred to above.

If you have any further queries, please contact;

Tracy Hamilton, Local Authority Unit  
Tel: 0151 951 3114  
Email: [tracy.hamilton@hse.gsi.gov.uk](mailto:tracy.hamilton@hse.gsi.gov.uk)

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**URGENT REMINDER - Annual Health and Safety Return (LAE1) 2006/07**

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Submission of the 2006/07 LAE1 annual return was due by 25 May.

The number of forms received for 2005/06 was the lowest for 10 years. Subject to receiving returns promptly, key messages on the contribution of LAs to HSC's priorities can be conveyed through the Partnership Report in the following November/December.

Many thanks to those LA's who have submitted their form, but could authorities who have not yet returned their LAE1 please do so as soon as possible?

The LAE1 form can be accessed via the Extranet at <https://extranet.hse.gov.uk> Any LA having difficulty in compiling or submitting their form should contact us at the address below

Tracey Oliver  
Tel: 0151 951 4862  
Email: [lastatistics@hse.gsi.gov.uk](mailto:lastatistics@hse.gsi.gov.uk)

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**Dignity, respect and a healthy back**

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John Conrad (EHP with Bristol City Council) and Christine Haberfield (HSE inspector in Bristol) have been working with key employers in the Bristol area in the Funeral Director sector especially focussing on risks of back injury. Readers of LAU Newsletter will not need a graphic picture painted for them of the sort of risks that workers in this sector are exposed to whether they be in people's homes, healthcare institutions, their own company premises or at places of worship and crematoria. Neither will it be necessary, to underline that maintaining dignity and respect for people involved in using their services is the primary concern of employers.

Looking at common practices in the area around Bristol, John and Christine have found both that the standards of risk control are not very high and that there are no simple solutions readily apparent. They have been talking to industry associations (there are three) and the two companies that have between them 60% of the market share (Dignity and the Co-Op). They understand the national population at risk to be nearly 8000. It would also appear that there is no national guidance or industry specific advice. They have also had some work done by HSL to review options for improving risk control.

Having made a start, and already having developed a degree of expertise, John and Christine are planning to form a working group involving LAs, HSE, HSL, the industry and religious groups to develop guideline standards. They would be very pleased to hear from any colleagues in LAs who might have best practice examples or who would like to take part in the working group. If so, please contact either:

Christine Haberfield, HSE  
Tel: 01179 88 6076  
Email: [christine.haberfield@hse.gsi.gov.uk](mailto:christine.haberfield@hse.gsi.gov.uk)

John Conrad, Bristol City Council  
Tel: 01179 22 3324  
Email: [john.conrad@bristol.gov.uk](mailto:john.conrad@bristol.gov.uk)

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### **Workplace Transport: Falls from Vehicles Campaign 2007**

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#### **Organising educational/promotional events – applications for funding contributions**

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As you know, a Workplace Transport campaign is planned for October- November 2007. It includes educational/promotional events organised in conjunction with trade associations and other stakeholders, as well as targeted inspections as part of Moving Goods Safely 3 and advertising.

The promotional events should reach the campaign's target audiences i.e. those who can make the most difference in preventing falls from vehicles, including road-going vehicle purchasers and those who are responsible for organising loading/unloading activities. Drivers are a key secondary audience.

Some funding, up to a maximum of £2,000, will be available to support agreed activities. Thank you to those who sent in early ideas of events they are planning in support of the campaign. These have given us an idea of the likely scope of events. Below are details of the system that will be in place to formalise these plans and allocate funding. If you have already given me detailed information this does not need to be resent,

[Please forward details of proposed events to the Campaign Manager setting out:](#)

- The intended audience and likely numbers attending;
- Date and location for the event if known;
- Purpose of event and topics to be covered;
- How you intend to measure its success;
- What contribution you are asking for from the campaign budget and for what costs, and what contribution your LA will be making;

The proposals will then be considered on a case- by- case basis by a small working group and the outcome, including confirmation of funding sent to you.

The deadline for applications for contributions to funding is **20 July 2007**.

[If funding is agreed](#) you can go ahead with your planning. Some campaign materials will be available to support events, including: some presentations prepared on the MGS3 and Falls from vehicles themes which may be used at events and some campaign materials e.g. CD

containing relevant leaflets, Information Sheets and Toolbox talk for managers to show to drivers.

Requirements for these should be sent to the Campaign Manager in the first instance.

[Following the event](#) a summary of how it went and any evaluation should be sent to me for inclusion in the final review of the campaign. Invoices for the sum of funding agreed should be sent to me at the address below. These should be sent before **21 December 2007** as the budget head will be closed at the end of December.

Thank you in anticipation of your support – we look forward to making the campaign a success!

**Contact details:**

**Campaign manager:**

Rachel Corbridge, HSE Manchester  
Tel: 0161 952 8227  
Email: [rachel.corbridge@hse.gsi.gov.uk](mailto:rachel.corbridge@hse.gsi.gov.uk)

**Campaign Project team Local Authority representatives:**

Glynis Buckley, Warrington Borough Council  
Email: [gbuckley@warrington.gov.uk](mailto:gbuckley@warrington.gov.uk)

Edward Cooke, Daventry District Council  
Email: [ecooke@daventrydc.gov.uk](mailto:ecooke@daventrydc.gov.uk)

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**5 Steps to Risk assessment – suggestion for your LA webpage**

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The Health and Safety Executive and LACORS are constantly looking for ways to improve the working relationship between themselves and through this, assisting businesses.

In an attempt to improve the information that is shared between parties and the businesses HSE and Local Authorities represent, we have created some information based on risk assessment for inclusion on your web pages.

We are aware of the constant battle to keep webpages up to date and relevant. We have seen many websites where the information is out of date and incorrect which subsequently makes it confusing and challenging for businesses. Through using this information the task of updating will be placed firmly with HSE, and therefore they will maintain the information.

Risk assessment is often greatly misunderstood and through these pages we hope to offer clear advice to businesses about what they need to do and what they don't.

The necessary words and links to the pages and illustrations for use are available from the Extranet under the Campaigns and Initiatives Section using the following link:

<https://extranet.hse.gov.uk/C14/C2/Five Steps to Risk Assessment/default.aspx>

You may also wish to link to the relevant pages on the HSE website which can be accessed using the following link:

<http://www.hse.gov.uk/risk/fivesteps.htm>

We hope that you will upload these pages and find them useful.

Holly Featherstone  
Tel: 020 7717 6281  
Email: [holly.featherstone@hse.gsi.gov.uk](mailto:holly.featherstone@hse.gsi.gov.uk)

**FOR INFORMATION**

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**Results of the consultation on merging the Health and Safety Commission (HSC) and the Health and Safety Executive (HSE)**

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HSC published a Consultative Document (CD) on 5 December 2006 seeking views on proposals to update its governance arrangements and merge HSC and HSE. The consultation closed on the 5 March 2007, 162 responses were received; 129 respondents answered the questions posed within the consultation's questionnaire.

Paper HSC/07/36 (which summarises the results of the consultation) was presented to the Commission on the 17 April. On the 15 May the Commission discussed paper HSC/07/42 on the next stage of the project and formally agreed to proceed with the merger. Both papers can be found at <http://www.hse.gov.uk/aboutus/hsc/meetings/index.htm>

In order to make the changes required to the Health and Safety at Work Act (HSW Act) HSC intend to use the Legislative and Regulatory Reform Act 2006 (LRR Act). The LRR Act will allow us to amend the HSW Act and incorporate good governance and better regulation guidelines.

The first stage of the process requires ministerial consultation on the detailed changes to the HSW Act and Bill Callaghan has written to Lord McKenzie inviting him to initiate this consultation.

More information on the LRR Act and the legislative process can be found in both of the Commission papers highlighted above.

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**Changes to 2007 Partnership Conference Arrangements**

**Important Dates for Your Diary**

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We are making some very important changes to this year's conference calendar. Instead of the usual national Partnership Conference in December, there will be a series of regional strategic planning events held over five weeks, in October and November. These regional events will be followed up with a national conference in 2008, completing a new, two- year conference cycle. The dates and locations for the 2007 events are as follows:

London	Wednesday 24 October
Birmingham	Thursday 8 November
Bristol	Wednesday 14 November
Manchester	Tuesday 20 November
York	Thursday 29 November

Events will run from 10.30am to 3.00pm.

These events will be aimed at Local Authority Heads of Service, Councillors and Health and Safety Managers and will address the influence of Local Area Agreements, Local Strategic Partnerships and the impact of the Rogers Review and the Local Better Regulation Office. Because of this agenda, these events will not be held in Scotland and Wales. Scottish and Welsh colleagues please be advised that separate arrangements will be made for your areas and you will be advised of these shortly.

It is hoped to have a Ministerial and/or Chief Executive presence at some or all of these events. A maximum of 100 delegates will be able to attend each of the events except in London, where there will be a 130 delegate capacity to allow for the larger number of local authorities represented by this region.

Further details of the events and how to book will be made available shortly. In the meantime if you have any questions please contact:

Sean Edwards-Playne, Local Authority Unit  
Tel: 020 7717 6438  
Email: [sean.edwards-playne@hse.gsi.gov.uk](mailto:sean.edwards-playne@hse.gsi.gov.uk)

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### Reminder - Local Councillor's Handbook

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Following recent Local Government Elections, newly Elected Members may have taken up a position within your LA. Many of these individuals may not be aware, or have a copy, of the HSE/LACoRS publication 'Local Authority Health and Safety Regulation in Great Britain – Councillor's Handbook'. This is also available in CD (for use with PC) and DVD format.

The CD/DVD, introduced by HSC Commissioner Sandy Blair, shows the essential role and contribution that local councils can make to improving health and safety standards in the workplace. Their contribution to health and safety initiatives is vital and can make a real contribution towards the objectives of the authority, helping support their key priorities.

The purpose of the CD/DVD is to demonstrate the impact health and safety regulation activity can have on local authorities' key aims and priorities. In particular, links are made to the Local Government White Paper 'Strong and Prosperous Communities' which sets a vision for local government.

The CD/DVD presents key information for local councillors to support them in making resource decisions for their communities and can be used by LA managers to initiate debate on health and safety regulation, with supporting information being available through the Councillors' Handbook.

HSE's Partnership Managers have a limited number of copies of the DVD/CD and Handbook for distribution at member events etc. If you'd like one for your councillor, please contact us at the email address given below. The Handbook is also available for download from the LAU Website at the following link:

<http://www.hse.gov.uk/lau/pdfs/handbook.pdf>

Requests for copies of the Leaflet, CD and or DVD should be emailed to [lau.enquiries@hse.gsi.gov.uk](mailto:lau.enquiries@hse.gsi.gov.uk)

Tracy Hamilton  
Tel: 0151 951 3114  
Email: [tracy.hamilton@hse.gsi.gov.uk](mailto:tracy.hamilton@hse.gsi.gov.uk)

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### Working group developing a hand-arm vibration management system for construction

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A joint HSE/industry working group with representatives from tool manufacturers, tool hire companies and end users (e.g. the major construction contractors) have been working to improve the provision of information to help end users manage the risks from Hand-arm vibration (HAV). The working group was established following a forum on HAV in November 2005. The Group has been looking at solutions to help end-users eliminate the risks and, where that is not possible, effectively manage exposure to hand-arm vibration. The system is to be hosted by the Hire Association Europe (HAE) and is likely to become available in the autumn of this year with the intention that the new system go live then. The system will be reviewed after 6 months.

The minutes of this working party are available on the HSE web site at <http://www.hse.gov.uk/vibration/hav/workinggroup.htm>.

**Graeme Royal**, Noise & Vibration Programme  
Tel; 020 7717 6834  
Email: [graeme.royal@hse.gsi.gov.uk](mailto:graeme.royal@hse.gsi.gov.uk)

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**The Annual Food Forum - Essential food safety and policy  
update for EHPs**

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The second Annual Food Forum conference takes place on 12 June 2007 at the Royal National Hotel, Russell Square in London. The Annual Food Forum is participating in the National Food Safety Week.

Endorsed by the Better Regulation Executive (BRE), Food Standards Agency (FSA) and United Kingdom Public Health Association (UKPHA) the conference will provide delegates with an understanding of the new protocols and enforcement initiatives being introduced through the Hampton and Rodgers Reports.

A new and interactive feature of Annual Food Forum is the round table discussion sessions. Delegates will participate in debates about a range of food safety issues including the challenges of enforcing organic premises and the issues around traceability. Through combining everyone's experiences and knowledge these discussions will contribute towards each participant's ability to address these issues.

For further information on this conference, visit [www.cieh.org/events](http://www.cieh.org/events)  
To book your place, complete and return the booking form which can be accessed at [http://www.cieh.org/library/Events/Diary/food\\_booking.pdf](http://www.cieh.org/library/Events/Diary/food_booking.pdf)

Karen Gough, Events Division  
Tel: 020 7827 5856  
Email: [k.gough@cieh.org](mailto:k.gough@cieh.org)

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**NEW GUIDANCE**

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**New material published on the HSE website/Local Authority Unit section of the HSE website**

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The following material has recently been published on the HSE Website/Local Authority Unit section of the HSE website:

- Working with VDUs – Welsh Language Leaflet produced  
<http://www.hse.gov.uk/pubns/welsh/indg36r3w.pdf>
- Display Screen Equipment Work Related Ill Health  
<http://www.hse.gov.uk/research/rrhtm/rr561.htm>
- Slips and Trips Mapping Tool  
<http://www.hse.gov.uk/slips/mappingtool.pdf>
- Slips, Trips and Falls Guidance for Contact Centres  
<http://www.hse.gov.uk/press/2007/gnnnw01807.htm>
- Slips and Trips E Bulletin  
<http://www.hsenews.com/2007/05/16/slips-and-trips-e-bulletin/>
- Asthmagens Inspection Pack - Update  
<http://www.hse.gov.uk/foi/internalops/fod/inspect/asthmagens.pdf>
- HSC Business Plan 2007/08

<http://www.hse.gov.uk/aboutus/plans/hscplans/0708/plan0708.pdf>

- Valuation of Health and Safety Benefits  
<http://www.hse.gov.uk/research/rrhtm/rr541.htm>
- Risk Assessment and Management Standards for SMEs  
<http://www.hsenews.com/2007/05/14/risk-assessment-and-management-standards-for-smes/>
- HSC Meetings, Agenda and Papers  
<http://www.hsenews.com/2007/05/15/commission-meeting-agenda-and-papers/>
- European Week for Safety and Health at Work 2007  
<http://www.hse.gov.uk/campaigns/euroweek/index.htm>
- High Risk Pulling and Pushing Operations  
<http://www.hse.gov.uk/research/rrhtm/rr562.htm>
- NAPO DVD - Lighten the Load  
<http://www.hse.gov.uk/pubns/books/napolighten.htm>
- Advice on smoking at work  
<http://www.hse.gov.uk/contact/faqs/smoking.htm>
- LAC 15/2 – Preventing contact Dermatitis in the Catering Industry  
<http://www.hse.gov.uk/lau/lacs/15-2.htm>
- LAC 55/9 - Safe Interventions –Injuries Reduction Programme – Fatal and Major Injuries  
<http://www.hse.gov.uk/lau/lacs/55-9.htm>

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### Withdrawn Local Authority Circulars (LACs)

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LAC 91/6 – The Workplace (Health, safety and Welfare) Regulations 1992 has been removed from the website and is being updated.

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### GOOD PRACTICE

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### Display Screen Equipment (DSE) Forum

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HSE have just published research report RR561 *Better Display Screen Equipment (DSE) work-related ill health data*.

HSE commissioned the Institute of Occupational Medicine to carry out this substantial piece of work which has taken one and a half years to complete. The full report is available here:

<http://www.hse.gov.uk/research/rrhtm/rr561.htm>

The survey found high prevalence in DSE users of self-reported symptoms, e.g. headaches (52%), eye discomfort (58%), and neck pain (47%); other symptoms such as back and shoulder pain were also frequently reported. Overall, 73% of respondents reported one or more musculoskeletal symptom. However most of those reporting symptoms took little or no time off work.

The fact that the majority of those reporting symptoms take little or no time off suggests that in most cases the symptoms do not reflect any serious ill health. However we should not be complacent about this. Large numbers of people work with DSE (estimate – over 5 million in GB), so a small amount of more serious ill health in percentage terms would still mean a significant number of cases.

The survey findings are broadly consistent with results of other studies in the literature – but this is a difficult area to investigate and due to this, many studies did not score highly for quality of methodology.

It is hard to conclude very much about causation of symptoms. However the researchers found indications that ill health symptoms could be reduced if employers and employees made sure to allow for - and take - short breaks or changes of activity, to avoid long spells of uninterrupted DSE work.

If you have any questions or comments about this research or any other DSE related issue please contact me.

Lisa Jewell  
Tel: 0207-717-6053  
Email: [lisa.jewell@hse.gsi.gov.uk](mailto:lisa.jewell@hse.gsi.gov.uk)

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