

West Lancashire Borough Council

Health and Safety Regulatory Service Plan

2018/2019

Contents

1.0	Introduction	3
2.0	Aims and Objectives.....	3
3.0	Background	3
4.0	Resources	5
5.0	Review.....	6
6.0	Intervention Programme for 2018/19	6
Appendix 1: Useful contacts		8

1.0 Introduction

- 1.1 West Lancashire Borough Council (the Council) is responsible for the provision of health and safety support and regulation to relevant businesses within its boundaries under the Health and Safety at Work etc. Act 1974, associated legislation and guidance. These duties are discharged by the Health and Safety Service (the Service), which is part of the Commercial, Safety and Licensing Section.
- 1.2 This Health and Safety Regulatory Service Plan (the Plan) covers all elements of health and safety enforcement for which the Council has responsibility. It also covers those objectives relating to non-enforcement activity, including education and partnership working.
- 1.3 The Plan ensures a consistent approach, which enables the Health and Safety Executive (HSE) to assess how we are doing and allows other Local Authorities to compare and contrast performance and service delivery.
- 1.4 The Plan will be produced annually by the Director of Leisure and Environment and the Commercial, Safety and Licensing Manager. It is an expression of the Council's on-going commitment to health and safety in the Borough and the importance of the Service.

2.0 Aims and Objectives

- 2.1 The aim of the Service is to protect the health, safety and welfare of those people working in West Lancashire and to safeguard others, principally members of the public, who may be exposed to risks from such work activities.
- 2.2 In order to achieve these aims the Service will:
 - Ensure its acts in accordance with relevant guidance from the HSE;
 - Encourage businesses to comply with the law by offering advice;
 - Apply the principle of continuous improvement by comparing and measuring its performance and rectifying any shortcomings;
 - Responding to local need and ensuring the Service is accessible to everyone;
 - Ensure that the delivery of the Service is undertaken in a manner so as not to be discriminatory towards equality target groups and accessible to all who request or receive the Service.

3.0 Background

Profile of the Borough

- 3.1 West Lancashire is the most southerly of the Local Authorities within Lancashire. It has a population of 110,700 (National Census 2011) and covers an area of over 34,000 hectares, a large proportion of which is good and versatile agricultural land. The Borough has two market towns: Ormskirk and Burscough, with mainly rural parishes and villages to the north and the former New Town of Skelmersdale to the east.

Enforcement policy

- 3.2 A Corporate Enforcement Policy has been agreed by Council. The aim of the Enforcement Policy is to promote consistency across the Council and it provides the principles of the Council's approaches to enforcement. The Leisure and Environment Enforcement Policy is positioned below the Corporate Policy and contains more service specific information relating to legislation, approach etc. Accordingly, all recipients of letters and notices relating to health and safety enforcement are advised of the relevant Enforcement Policy.

Demands on the Health and Safety Enforcement Service

- 3.3 Over recent years, the emphasis of the HSE has been away from proactive routine inspections and toward sector specific targeted interventions. This has resulted in reduced opportunities for the Council's Officers to routinely enter a wide variety of premises, which in turn reduces the accuracy of the Council's premises database. Nevertheless, based on current available data, there are in total 1442 known health and safety premises in the Borough for which the Service has enforcement responsibility, as follows:

Retail shops	460
Wholesale shops, warehouses and fuel storage depots	55
Offices	110
Catering, restaurants and Bars	459
Hotels, camp sites and other Short-stay accommodation	14
Residential Care Homes	36
Leisure and cultural services	157
Consumer services and other premises	125
Other premises	26
TOTAL	1442

Scope of the Health and Safety Enforcement Service – Interventions Scheme

- 3.4 Through its Intervention Programme, the Service provides adequate arrangements for enforcement of health and safety as required by the HSE Section 18 Guidance. The Service achieves this by providing the following services:

- Programmed and reactive intervention within relevant commercial premises;
- Revisits to check on compliance;
- Responding to accident notifications;
- Responding to complaints;
- Provision of advice and assistance on health and safety matters;
- Planned special surveys or enforcement initiatives;
- Visits to new premises;
- Input to licensing applications on health and safety matters;
- Partnership Projects – working with other organisations.

Liaison with other organisations

- 3.5 Liaison arrangements exist with a number of organisations to ensure a consistent approach to regulation. Such arrangements include liaison with the following organisations:

- Environmental Health Lancashire (EHL)¹;
- EHL Health and Safety Officers Group (HASOG);
- HSE;
- HSE Local Authority Unit (LAU);
- HELA;
- PHE including, Food, Water and Environmental Microbiology Network (York Laboratory);
- Lancashire County Council Trading Standards;
- North West Shellfish Liaison Group;
- Lancashire County Council Scientific Services;
- Other Local Authorities to ensure a comprehensive and consistent approach to food law enforcement.

4.0 Resources

Financial allocation

- 4.1 The total cost of the Health and Safety Service is £118,940 which comprises of the following:

Staff and associated costs	£116,900
Equipment, materials etc.	£2,040

Staffing allocation

- 4.2 Therefore, the resources allocated within the Service currently equate to 1.6 FTE. This is comprised of the following:

- Commercial, Safety and Licensing Manager (0.1 FTE);
- Health and Safety Officer (1.00 FTE);
- Environmental Health Assistant (0.5 FTE).

Staff development

- 4.3 Staff development is primarily assessed through the Employee Development Appraisal Interview undertaken annually. Records are kept of training needs and competency levels. Attendance on appropriate training courses is undertaken and is complemented by in-house training on specific developments during meetings or workshops.
- 4.4 The Service has undertaken the HSE Regulators' Development Needs Analysis Process for all enforcement officers. Accordingly, the qualifications, experience and training of staff is sufficient to ensure that the Service has the expertise to ensure competent inspection of the premises and processes in our area.
- 4.5 The Council is an active member of the EHL, HASOG and is committed to developing training, peer review, inter-authority auditing, benchmarking and consistency processes.

¹ EHL is represented by senior environmental health managers from each local authority in Lancashire and meets to coordinate Environmental Health Services across the county.

5.0 Review

5.1 Performance is monitored in the following way:

- Monthly performance figures discussed directly with Officers ;
- Accompanied visits with Officers;
- Intervention data is provided to the HSE on an annual basis;
- Performance is discussed at Team Meetings;
- Policies, procedures and standards relating to complaints about a third party, requests for service, statutory notifications and referrals to other regulators (on information received where there is wider regulatory interest) are monitored and any variations are addressed;
- This Service Plan is approved by the Council's Licensing and Appeals Committee.

Performance during 2017/18

5.2 The number of premises that were due for intervention during 2017/2018 and the number achieved was:

Intervention type	Interventions due	Interventions achieved
Programmed targeted	58	56
Other visits/face to face contacts	38	38
Other contact (incl. written)	76	81
Investigation of accidents / dangerous occurrences	50	39
Investigation of complaints	20	8
Advice to businesses	10	7
TOTAL	252	229

6.0 Intervention Programme for 2018/19

6.1 Proactive interventions are governed by the HSE LAC 67/2 as follows:

Premises type / activity	Intervention type	Number of interventions
Open Farm/Visitor attraction	Proactive inspection	2
Legionella infection / warehouse	Proactive inspection	1
Low rated food premises / carbon monoxide and/or retail violence	Advice intervention	28
New businesses	Advice intervention	30
Commercial waste bins (external retail parks/areas)	Survey intervention	8
Beverage gas / cellar safety	Advice intervention	12
Gas safety in commercial catering	Proactive inspection	15
Musculoskeletal risks in residential care	Proactive inspection	13
Violence at work in betting shops	Proactive inspection	12

Beauty treatment updates	Written intervention	106
TOTAL		227

In addition to the above, the following reactive interventions are anticipated:

Intervention type	Number of interventions
Investigation of accidents / incidents / dangerous occurrences	40
Investigation of complaints and requests for service	20
Advice to businesses	10
Revisits	40
TOTAL	110

Appendix 1: Useful contacts

West Lancashire Borough Council Food Safety Service

Address: Robert Hodge Centre, Stanley Way, Skelmersdale, Lancashire WN8 8EE
Telephone: 01695 577177
Fax: 01695 585126
Email: envhealth.admin@westlancs.gov.uk
Web: www.westlancs.gov.uk

Opening Hours: 09:00 – 17.00 (Monday-Thursday)
09:00 – 16.45 (Friday)

Out of Hours: 01695 577177

The out of hours emergency service is available 24 hours 7 days a week. An appropriate officer of the Environmental Health Service can be contacted through this number in an emergency – for example: fatal or other serious major accident.

Health and Safety Executive (North West)

Address: Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS
Telephone: 0300 003 1647
Web: www.hse.gov.uk

Chartered Institute of Environmental Health

Address: Chadwick Court, 15 Hatfields, London SE1 8DJ
Telephone: 020 7928 6006
Web: www.cieh.org