

**WYRE FOREST  
DISTRICT COUNCIL**

## **THE CABINET**

# **A G E N D A**

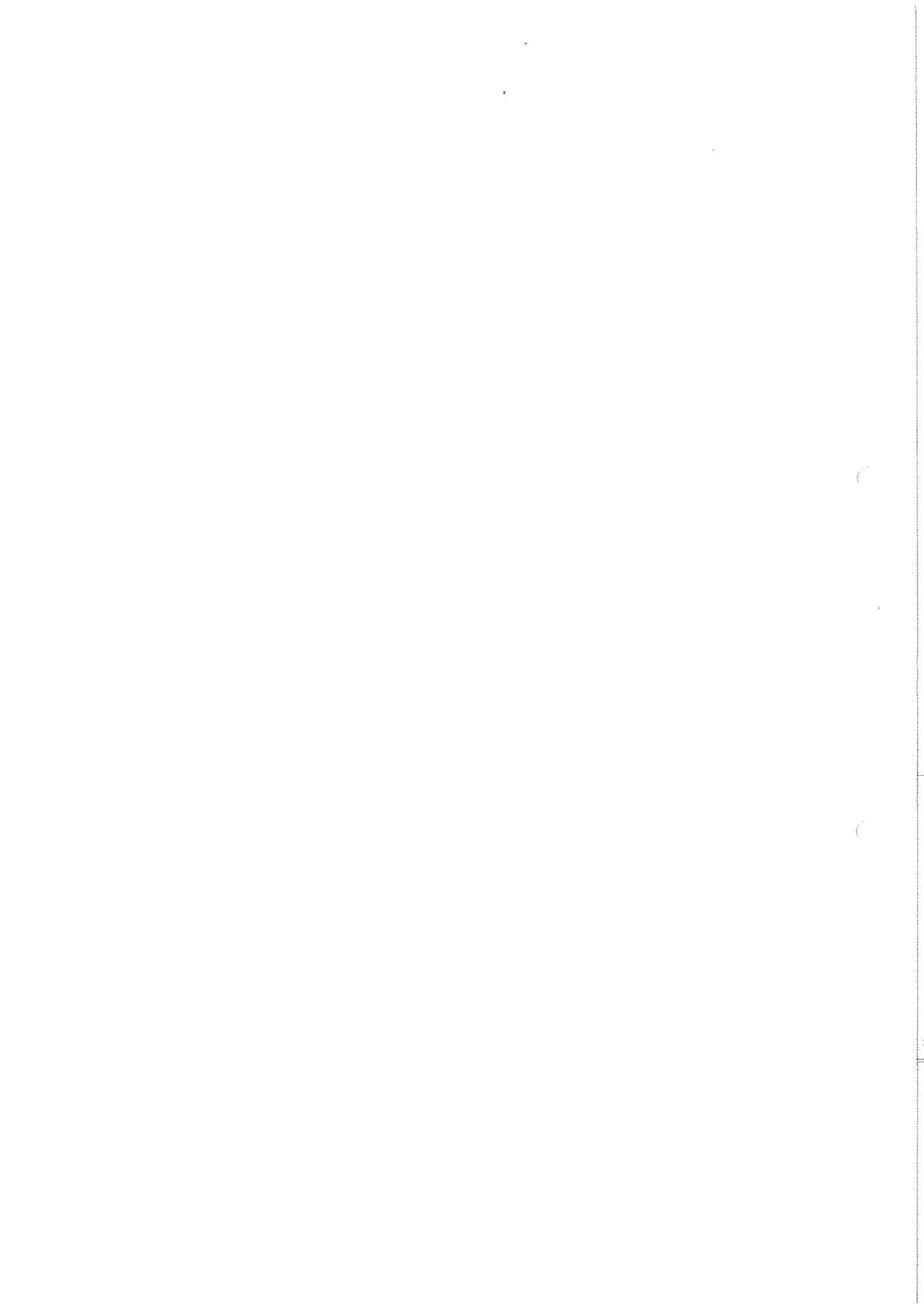
**Date: Thursday 28<sup>th</sup> July 2005**

**Time: 6.00 p.m.**

**Venue: The Earl Baldwin Suite  
Duke House  
Clensmore Street, Kidderminster**

**APPENDIX - ITEM 8.1.**

**ENVIRONMENTAL HEALTH - HEALTH AND SAFETY SERVICE PLAN**



**WYRE FOREST DISTRICT COUNCIL**  
**ENVIRONMENTAL HEALTH –**  
**HEALTH AND SAFETY SERVICE PLAN**  
**TO APRIL 2007**

**CONTENTS**

1. BACKGROUND
2. SERVICE AIMS AND OBJECTIVES
3. LINKS TO OTHER STRATEGIES AND PLANS
4. ENFORCEMENT POLICY
5. DEMANDS ON THE SERVICE
6. RESOURCES AVAILABLE
7. SERVICE DELIVERY 2005 – 7
8. QUALITY ASSESSMENT (MEASUREMENT)
9. REVIEW



## 1.0 **BACKGROUND**

### 1.1 **Profile of the Local Authority**

The Wyre Forest District lies at the northern most tip of Worcestershire to the south and west of the West Midland conurbation. South Staffordshire, Dudley, Bromsgrove, Wychavon, Malvern Hills, Herefordshire and South Shropshire adjoin its boundaries.

1.2 The district covers a large rural area of 19,571 hectares and has a population of approximately 98,000 in 40,279 households with the main towns being Kidderminster 54,600, Stourport on Severn 18,700 and Bewdley 9,000.

1.3 The Wyre Forest District is a mixed urban and rural district with the majority of the population living within the 3 main towns. Kidderminster is an industrial centre, which was once almost entirely based on carpet manufacture.

1.4 Much diversification has take place over the last 10 – 15 years; in part brought about by the decline in carpet manufacture and the need for alternative employment.

## 2.0 **SERVICE AIMS AND OBJECTIVES**

2.1 To meet statutory responsibilities in a cost effective and responsible manner in accordance with the Health and Safety Commission (HSC) Guidance to Local Authorities on Section 18 (4) of the Health and Safety at Work Act 1974 and advice given by the Health and Safety Executive (HSE) and Local Authorities Enforcement Liaison Committee (HELA).

2.2 It is the council's aim to protect the health, safety and welfare of people at work in Wyre forest and to safeguard others, principally members of the public, who may be exposed to risks from the way the work is carried out.

2.3 To advise and educate businesses, employers and employees and other service users on Health and Safety matters. This includes assisting businesses to comply with legal obligations.

2.4 To respond to complaints about workplaces and to investigate workplace accidents.

2.5 To increase public awareness of health and safety issues through training, campaigns and advice in line with The Health and Safety Commissions campaign on revitalising health in the workplace.

### 3.0 **LINKS TO OTHER STRATEGIES AND PLANS**

3.1 The Council has a Community Strategy which identifies the following key themes:

- I. Improved Health and Wellbeing
- II. Safer Communities
- III. Greater Learning and Participation
- IV. Shared Prosperity
- V. A Better Environment

3.2 The Council's Corporate Plan has identified a number of key priorities and the Key Priorities on which this service plan will impact are as follows:

<b>Corporate Plan Theme</b>	<b>Key Priority</b>
Enabling Community Wellbeing	Public Health
Enabling Community Wellbeing	Community Safety
Developing People and the Workplace Welfare	Health, Safety and Welfare

The Key Priorities of the Corporate Plan identified above will impact on the themes i-ii of the Community Strategy.

3.3 The Council has developed a vision statement which is "to build a better future".

To help achieve the vision the Food and Health and Safety Section have identified the need to raise Health and Safety Awareness across business sectors and so meet the HSCs revitalising strategy to reduce workplace accidents.

This Service Plan cross links to other plans that support similar corporate aims and priorities including:

- The Food Service Plan
- The Divisional Business Plan
- Health objectives of the Council's Local Strategic Partnerships Community Strategy
- Wyre Forest Primary Care Trust Local Health Delivery Plan
- Wyre Forest District Council Corporate Plan
- The Council's Policies on Equal Opportunities and Race.

### 4.0 **ENFORCEMENT POLICY**

4.1 The Authority's Health and Safety Enforcement Policy was approved in January 2003 and will be reviewed annually.

4.2 The HSC expects local authorities to ensure that their approach to enforcement is consistent with current H.S.C. policy, which includes:

- Prioritised Inspection Planning
- The production of a service plan including the investigation of accidents and complaints
- The requirement to undergo audit and develop an action plan
- The provision of a trained and competent inspectorate
- Use of the Enforcement Management Model
- Requirement in respect of lead authority partnership schemes.

## 5.0 **DEMANDS ON THE HEALTH AND SAFETY SERVICE**

5.1 As of February 2005 there were a total of 2,247 premises within the district subject to local authority inspection. Local Authorities Enforcement Liaison document HELA 67/1 (rev2) categories the high hazard/risk group of A – B4 and C being the lowest hazard/risk group.

Category A requires inspection at 12 month intervals, Categories B1-B4 at 2 yearly to 5 yearly respectively Category C premises require inspecting every 6 years and should be kept under review to ensure their risk rating is maintained, but they can be effectively targeted using other contact techniques such as mail shot, telephone or seminars. The district currently has:

A = 12 months	20
B1 = 18 months )	
B2 = 24 months )	511
B3 = 36 months )	
B4 = 48 months )	
C = every 5 years.	926
Unclassified – need to be inspected to risk rate -	790

5.2 The service deals with Health and Safety at a large part of the West Midlands Safari Park, Bewdley.

### 5.3 **Health and Safety Complaints**

5.3.1 The section receives approximately 100 complaints a year relating to Health and Safety together with approximately 60 Requests for advice and information.

5.3.2 In the year to 31<sup>st</sup> March 2005 there were a total of 76 workplace accidents reported to the Council. All reported accidents are investigated and a decision is made as to whether a full investigation needs to be carried out based on the Priority topics, the seriousness of the accident and the premises history.

Any decisions not to investigate are recorded on file along with supporting evidence.

#### **5.4 Lead Authority Principle**

- 5.4.1 The Lead Authority principle is when one local authority acts as a focal point for dealing with issues relating to a particular company.

Many companies have many branches across the Country and it could lead to inefficiency and inconsistency if every local authority with a branch in its area acted independently. The Home Authority, quite often the local authority with the head office in its area, co-ordinates the actions of the various local authorities involved and liaises with the company to find common solutions.

Wyre Forest does not currently act as the home authority for any companies.

#### **5.5 Advice, Liaison and Promotion**

- 5.5.1 We encourage businesses to contact us for advice and whenever possible we will help them by:

- Issuing general advice
- Providing verbal advice during routine visits and inspections
- Answering questions
- We have engaged stakeholders in joint initiatives with the Health and Safety Executive

The Division carries a range of guidance booklets and leaflets, which are available and freely distributed to businesses on request and at the time of inspections.

- 5.5.2 All advice and enforcement is carried out with due regard to the guidance published by HSE and HELA. In addition to this officers attend the Hereford and Worcester Health and Safety Liaison group which represents the other District and Unitary Authorities and the Health and Safety Executive.
- 5.5.3 Resource constraints are such that Health and Safety promotion is largely confined to the point of service delivery and mostly at the time of health and safe inspections.
- 5.5.4 The Council's web site contains Health and Safety information including a list of useful contacts.



## 6.0 **RESOURCES AVAILABLE**

### 6.1 **Organisational Structure**

6.1.1 The service is delivered through the Planning, Health and Environment Division based at Duke House, Clensmore Street, Kidderminster and operates 9.00 am – 5.00 pm Monday to Friday. In the event of a major accident or incident there are arrangements for contacting senior officers outside of office hours.

6.1.2 Health and Safety Services are delivered by the Food and Health and Safety team based within the Environmental Health and Licensing Section within the Planning, Health and Environment Division. A chart showing the organisational structure is shown in Appendix 1.

### 6.2 **Scope of the Health and Safety Service**

- Inspect commercial premises according to HSC guidance to ensure compliance with the Health and Safety at Work etc Act 1974 and its associated regulations.
- Respond to complaints and requests for advice relating to Health and Safety and to any complaints which may be lodged against members of staff or the Local Authority itself.
- Investigate complaints regarding poor Health and Safety and Safety Standards.
- Provide advice and where appropriate training to businesses in relation to Health and Safety.
- Raise public awareness of Health and Safety through advice and promotions.
- Investigate accidents in local authority enforced premises and keep records.

Some parts of the service are non-statutory, such as, Health and Safety education and promotion. The 'discretionary' services do, however, complement and reinforce the Council's overall objectives of protecting Public Health and therefore add value to the service as a whole.

The Health and Safety Service is delivered by the Planning, Health and Environment Division which has a complementary enforcement role to that of HSE. The service also works in association with the Local Authority Liaison Officer at HSE and other local authorities within Hereford and Worcester to deliver local and national initiatives.

In certain circumstances the Health and Safety Service has a complementary enforcement role with other agencies such as the Fire Brigade and the Police, and we will work together

proactively to minimise risks to Public Health and Safety, and in a reactive manner to find the most appropriate way of securing a remedy for an infringement.

### 6.3 **Officer Allocation**

6.3.1 The Food and Health and Safety Team has a total of 7 officers as follows:

Principal Environmental Health Officer	35 hours
Environmental Health Officer x 2	37 hours
Environmental Health Officer	27 hours
Food Safety Officer	37 hours
Food Safety Officer	28.5 hours
Food and Safety Technician	37 hours

The team covers all areas of food safety including sampling and training and the proportion of time devoted to Health and Safety is as follows:

Principal Environmental Health Officer	0.2 F.T.E
Environmental Health Officers x3	0.3 F.T.E
Food Safety Officer	0.3 F.T.E
Food and Safety Technician	0.3 F.T.E
	1.1 F.T.E

### 6.4 **Employee Development**

6.4.1 The Council operates an employee appraisal scheme (Employee Development Review) that includes an agreed personal development programme and each year training needs are identified. EDRs are carried out by Line Managers every 12 months with a 6 monthly review.

The Division as a whole also holds the Investors in People (I.I.P.) award.

Environmental Health Officers are required to undertake a 20 hours per year continuing Professional Development (CPD) if they wish to remain corporate Members of the Chartered Institute of Environmental Health (C.I.E.H.). Records are kept of training undertaken by individuals and C.P.D. records are open to scrutiny by the C.I.E.H.

## 7.0 **SERVICE DELIVERY**

### 7.1 **Health and Safety Inspections**

It is our policy to inspect premises as they become due for inspection in accordance with the H.E.L.A. inspection rating system used to prioritise and determine the frequency of planned inspections.

The HSE/HELA Strategic Plan 2001 – 2005 sets out in detail the issues to which Local Authorities should have regard when carrying out their preventative inspections and should also provide a consistent inspection Agenda for both HSE and Local Authority Inspectors.

HELA advice is that programmes should be developed to tackle the following priority hazards:

- Slips and trips
- Workplace transport
- Musculoskeletal disorders
- Work related stress
- Falls from heights

For the Commission's other priority programmes Local Authorities are asked where appropriate to target:

- asbestos management in buildings
- asbestos stripping operations
- Health and Safety in catering
- Royal Mail

### 7.2 **Key Objectives**

7.2.1 The key objectives of the Environmental Health team in relation to Health and Safety Enforcement during 2005/2007 are:-

- To undertake 100% of A and B1 programmed health and safety inspections.
- To investigate all fatal and major accidents (where selected as requiring investigation in accordance with HELA selection criteria within 3 working days. All other accidents investigated within 10 days.
- To ensure 90% of requests for service and other statutory notifications are responded to within 3 working days

- To provide advice to businesses and members of the public in Wyre Forest with respect to workplace health and safety.

## 8.0 **QUALITY ASSESSMENT**

8.0 The quality of the service is assessed using the following tools and local performance indicators will be reported through Departmental Management Team and Cabinet.

- Inter Authority Audit
- Local Performance Indicators
- Customer Satisfaction Questionnaires
- The Enforcement Management Model
- Monitoring by the Principal Environmental Health Officer

8.2 Any newly recruited officer will be assessed on an accompanied visit to ensure conformity to standards and consistency of approach to team meetings within the section give opportunity to address consistency issues between the team members. The competency of officers is to be based on NVQ Level 5 with officers being encouraged to take appropriate qualifications.

## 9.0 **REVIEW**

9.1 This Service Plan will be reviewed in April 2007.

14.7.05