

**BLACKBURN WITH DARWEN  
BOROUGH COUNCIL  
PUBLIC PROTECTION SERVICE**

**ANNUAL HEALTH AND SAFETY  
SERVICE PLAN  
APRIL 2018 – MARCH 2019**

## **Introduction**

Local authorities are required to publish plans detailing the work they do in relation to health and safety at work in the local authority enforced sector.

This plan seeks to focus our Health and Safety work, to provide clarity on what we do and why we do it. It also provides a review of 2017/18.

### **1.1 Local Authority Profile**

Blackburn with Darwen lies on the boundary between the Lancashire countryside and the Greater Manchester conurbation.

The central urban areas of the Borough have many problems more often associated with inner cities – high population density and many people from disadvantaged or vulnerable groups.

### **1.2 Arrangements for Enforcing Health and Safety at Work etc Act 1974**

Health and safety at work compliance work is undertaken by the Public Protection and Environmental Health Service. The service also delivers legal compliance functions for food safety, infectious diseases, pollution control, trading standards and licensing (taxis, sale of alcohol and provision of regulated entertainment).

The Business Compliance team delivers the council's health and safety at work enforcement program. The team comprises 4.6 FTE officers (including team leader) working some of their time on health and safety. The main focus of this team's other work is food safety.

The types of premises the Council is responsible for health and safety include:

- Retail shops
- Wholesale premises
- Offices
- Catering premises, restaurants and bars
- Hotels and short stay accommodation
- Residential care homes
- Leisure and cultural services
- Consumer services

## 1.4 External Links

The Service works with neighboring local authorities through membership of the Health and Safety subgroup of Environmental Health Lancashire and with the HSE to support national campaigns on particular workplace issues to achieve national targets.

## Aims and Objectives

### 2.1 Council aims and objectives - Corporate Plan 2016–2019

The Corporate Plan sets out the Council's 6 priority objectives. These are informed by what residents have told the council, focussing on what the authority needs to achieve locally over the period of the plan. These priorities are:

1. Creating more **jobs** and supporting business growth
2. Improving **housing** quality and building more houses
3. Improving **health and well-being**;
4. Improving outcomes for our **young people** – education and skills
5. Supporting and helping the most **vulnerable people**
6. **Making your money go further** – supporting households in difficult financial times through efficient and effective use of council tax.

### 2.2 Health and Safety Service Plan Objectives

The work carried out detailed in this Health and Safety Service Plan supports the corporate plan objectives of improving health and wellbeing and creating more jobs and supporting business growth.

The key aim of this plan is to continually improve the health and safety and reduce health inequalities of all individuals working in and visiting places of work within the Borough.

The objectives have been identified by considering:

- The National Local Authority Enforcement code for Health and Safety at Work
- Section 18 Guidance from the HSE - LAC 67/2 (rev7) including the list of activities / sectors for proactive inspections by LA's  
<http://www.hse.gov.uk/lau/lacs/67-2-priorities-targeting-interventions.pdf>
- Local issues identified from information including from RIDDOR reports, HSE statistics and through working with the local liaison group – Environmental Health Lancashire Health and Safety Officers Group.

## Objectives

1. To raise standards of health and safety in the local authority enforcement sector using a risk-based enforcement strategy. Inspections or other interventions will be carried out in those businesses presenting the highest risk as detailed in HSE National Code for Local Authority Enforcement Code (See appendix 3 for more details). Within Blackburn with Darwen we will focus on the following taken from the priority areas:
  - Beverage gases in the hospitality industry
  - Gas safety in commercial catering
  - Respond to notifications of Legionella infection.
  - Safety of sports grounds at Ewood Park
  - Reducing the risk of carbon monoxide poisoning.
  - Fires and explosions caused by the initiation of explosives, including fireworks – particularly those premises needing a licence to store fireworks.
  - Prevent injury to members of the public from accessing large commercial waste and recycling bins
2. Reduce exposure to second hand and smoke by enforcement of the Smoke-free England Regulations in all premises to which they apply. The current major concern in this area is in the shisha premises. The current number of shisha bars operating in the Borough is 4. Specialist officers are involved in issuing fixed penalty notices to those found to be smoking in enclosed workplaces.
3. License or register those premises that make an application to undertake skin piercing or sell petroleum.
4. To deal with accident notifications, service requests and enquiries concerning health and safety on a risk based approach. In 2017/18 83 accident notifications were received; 26 required substantive investigation. 160 substantive service requests were dealt with.

Not all accidents/dangerous occurrences will be investigated but all will be assessed using the “Whether to Investigate an Accident – Decision Checklist” and the reasons for non-investigation will be recorded.
5. To maintain, and where possible improve, the standards of safety at sports grounds through partnership working. In 2017/18 we chaired the Safety Advisory Group and

worked in partnership with Blackburn Rovers to ensure the highest standards of safety were maintained. In conjunction with the Football Licensing Authority and the Fire Authority we audited Blackburn Rovers arrangements with regard to their safety certificate and fire arrangements. This is through during event inspections (at least 3 in the year) and 1 non-event inspection.

6. Complete the inspection program of licensed petroleum sites.
7. We will seek to reduce the burden on local businesses by combining information gathering exercises with those conducted for Trading Standards and other Environmental Health enforcement services.
8. We will use other environmental health enforcement services to ensure compliance with health and safety requirements e.g. licensing (alcohol, street trading, taxis and private hire, outdoor entertainment, safety of sports grounds, Smokefree England).
9. Local Enforcement Issues/projects for 2018/19 are:
  - Carbon monoxide poisoning in shisha lounges and from the use of solid fuel cooking in catering
  - Respond to electrical incidents and other significant concerns including illegal abstractions.

Further information about the work completed in 2017/18 can be found in Appendix 1.

## **Chapter 3 Service quality considerations**

### **3.1 Consistency**

The Service seeks consistency between officers and between local authorities.

We will continue to be an active member of the Lancashire Health and Safety Officers Group. We are committed to developing the group's training, peer review, benchmarking and consistency processes. We will use the outputs from these reviews to develop our service.

We will continue to subscribe to the RIAMS web-based quality and procedure reference system.

### **3.2 Transparency**

We seek to be transparent in all our actions. The Regulators' Code service standards are published on our website at <http://www.blackburn.gov.uk/Pages/regulators-code-information.aspx>

We will use the website and our partnerships to publish details of why we do things. This plan will be published on the council's website.

We will report to elected members of the council and senior managers the key performance indicators for this service on a 6 monthly basis.

### **3.3 Targeting and Proportionality**

We seek to target our actions to the highest risk and to the most important local issues. We will take action in proportion to risk and compliance, addressing the most serious risks where the hazards are less well controlled - as set out in the national code.

We will use principles contained in Health and Safety Executive's Enforcement Management Model when deciding on the best of action to take when non-compliance with legislation is found.

We will train officers to be consistent, operate transparently, target their work and take proportionate action. This will normally be by discussion, using team meetings and individual performance appraisal.

### **3.4 Accountability (making it clear who is responsible)**

We will encourage higher expectations in the workplace and make sure that employers and employees understand their respective health and safety responsibilities. We will discuss the findings of every inspection with the employee representative (where there is one).

### **3.5 Competency and Training**

HSE's national code requires officers to be competent and that there is a training programme to maintain competencies and develop staff.

The Service uses the RDNA competency assessment tool. This is used to ensure officers are both competent and properly authorised.

### **3.6 Data Capture and Record Keeping**

The Service uses the Civica APP computer system for Public Protection. The health and safety intervention programme is generated from the commercial database within this system.

Health and Safety officers input details of interventions, accidents, service requests etc. Administration officers create, change and close premises records.

### **3.7 Sustainability**

We will ensure that our actions, and the results of our actions, are sustainable, not just in environmental terms but also in economic and health terms.

All officers can take advantage of being able to use council IT systems whilst working from home.

### **3.8 Resources to Provide the Service**

The service is normally delivered Monday to Friday 9:00am to 5.00pm. Where circumstances require immediate, urgent action or out-of-hours work, officers provide that service.

The Council's Emergency contact for out of hours use is 01254 51098.

The Public Protection Service has had a reduction in staffing resources in recent years. To try to maintain service provision working practices have been revised. For instance, health and safety interventions may be delivered at the same time as a food hygiene inspection.

The Business Compliance team currently comprises 4.6 FTE officers (including team leader) with a proportion of their time dealing with health and safety duties. It is estimated that this equates to 1 FTE on health and safety compliance activity plus additional management support.

### **3.9 Equipment**

All staff are provided with the IT equipment necessary to undertake their duties.

We have undertaken risk assessments which are reviewed periodically and when activities change. We have provided personal protective equipment to those individuals who need it.

We provide and maintain the equipment officers require for their duties e.g. light meters, thermometers, noise level meters, volt sticks, personal protective equipment and maintain a budget for purchase and calibration of equipment.

### 3.10 Finances

The annual budget for Business Compliance in 18/19 is:

	£
Staffing	192,800
Travel and subsistence	7,400
Equipment (including IT)	2,400
Total	202,600

## Appendix 1 Targets and Performance Indicators for 2017/18

TARGET	PERFORMANCE INDICATOR
Incorporating National targets into the work programme	Number of interventions - 143
Investigating accidents according to our priority scheme	Number of accidents investigated - 26
Responding to priority service requests and complaints in line with available resources	Number of medium or high risk service requests responded to and resolved within service parameters - 160
Enforcing Safety of Sports Grounds legislation at Blackburn Rovers, issuing the new safety certificate as required	Number of inspections - 4 Issue of Safety Certificate – Ver 5.1
Inspect and license petroleum premises in accordance with the legislation and on a risk assessed basis	Number of licenses issued – 11 and inspections carried out -10
Maintaining staff competency	Number of staff competent in all areas in which they are required to be competent – 4.6
Providing advice and education in all sectors of business, to both employers and employees in line with available resources	Number of elements of advice and education provided – 264 instances in 132 premises
Maintaining the FLARE database	Additions to database Number of closed premises contacted and changes to the closed premises database - 158
Working with Environmental Health Lancashire to provide coordinated health and safety activities	Completion of EHL work-plan
Supplying accurate and timely information to stakeholders, internal management and customers	Full information published on time and to quality demanded – when requested
Providing advice on planning, building control and licensing applications where there are significant developments	Number of customer contacts giving advice - 9

## Appendix 2 – Enforcement actions 2017/18

Improvement Notices Issued	0
Prohibition Notices Issued	8
Formal Cautions issued	0
Prosecutions Taken	0