



Health & Safety Service Plan 2022/2023

**North
Lincolnshire
Council**

– 1.0 –

Introduction

This Health and Safety Service Plan is a statutory document required under s18(4) of the Health and Safety at Work etc. Act 1974 (HSW Act). Section 18 requires that councils perform their duties in accordance with guidance from the Health and Safety Executive (HSE). The current guidance is set out in Local Authority Circular 67/2 (LAC 67/2) (Revision 11). One of the key elements of this mandatory guidance is a requirement to produce an annual service plan detailing the council's arrangements for discharging its duty whilst contributing to current HSE national priorities.

This document sets out our aims and objectives for 2022/23 in the enforcement of health and safety at work, safety at sports grounds and event safety. The plan also aims to ensure that there is a level playing field for all business operators and how the Food and Safety Team will operate to ensure that the Council meets its responsibilities under Health & Safety legislation. This involves a combination of measures, which include supporting business to comply with legislation, take appropriate enforcement action, sampling, the investigation of accidents and incidents and investigating complaints. It also reviews the work undertaken in 2021/2022.



– 2.0 –

Aims & Objectives

To support business and protect the health, safety and welfare of employees and safeguard others from the risks associated with work activities the council will:

- Provide advice and guidance to local businesses to assist them in understanding how to comply with relevant occupational health and safety requirements.
- Support the Primary Authority principle.
- Investigate reported accidents and major incidents.
- Investigate complaints and infringements of legislation and take proportionate action.
- Work in partnership with the HSE and in accordance with guidance given in Local Authority 67/2 (Revision 11) relating to the risk-based targeting of interventions.



– 2.1 –

Links to Corporate Objectives & Plans



The Health and Safety Service Plan is a key operational delivery plan underpinning the Council Plan. It connects the council's overarching ambition of #BestCouncil and #BestPlace, supporting the three council priorities:

- Enabling Economic Growth and Renewal
- Keeping People Safe and Well
- Enabling Resilient and Flourishing Communities

It ensures that our work is in line with our priorities and aligns resources accordingly which is underpinned by 4 key outcomes:

SAFE • WELL • PROSPEROUS • CONNECTED

Health and Safety Service Plan 2022/2023 contributes to the council's priorities in the following ways:

- The inspection of workplaces for health and safety, both from a physical and management perspective ensures there are safe practices for employees and customers and has an important impact on reducing workplace injuries and ill health in our community.
- Providing business advice will help businesses to succeed economically.
- Working with business on health and safety will ensure that when young/vulnerable people start work they do so in workplaces that comply with health and safety standards that they don't work with dangerous machinery or in dangerous environments or work activities.

– 2.2 –

Links to national priorities

A key priority for the Government is to ease the burden of bureaucracy on business as part of the goal to make Britain more growth based. The Health and Safety Executive in its published strategy 'Helping Great Britain Work Well 2016' identified six priority themes to provide a focus for regulatory authorities to help Great Britain work well. The broad strategic themes are:

- Acting together
- Tackling ill health
- Managing risk well
- Supporting small employers
- Keeping pace with change
- Sharing success

Contribution to these strategic objectives will be delivered locally to meet the key objectives of:

- Maintaining the gains made in safety while giving health a priority;
- Encouraging broader ownership of health and safety issues to improve productivity and business benefits while protecting workers
- Contributing to the collective and concerted action that is required by everyone in the system, to help Great Britain work well.



All health and safety activity will be carried out in accordance with the National Local Authority Enforcement Code (Health and Safety at Work). The Code is designed to ensure that the Council carries out its Health and Safety function in a consistent and proportionate manner. The code sets out what is meant by 'adequate arrangements for enforcement' and requires the Council to meet its statutory obligations by adopting a risk based regulatory approach. It also confirms the need for its regulators to meet competency standards and clarifies the roles and responsibilities of regulators, business, and professional bodies to promote a shared understanding of risk management. The council will achieve the requirements in the following ways:

- Use the national priority planning information provided by the HSE and local information to determine the key causes of serious workplace accidents and ill health to target interventions effectively.
- Maintain and increase access to tailored information and interventions to meet specific business or sector needs via the council website with appropriate sign posting to HSE guidance.
- Full implementation of the risk rating system as set out in Local Authority Circular 67/2 (Revision 11) with proportionate risk-based interventions in line with the enforcement protocol.
- Conduct interventions in line with the risk profile and have regard to any Primary Authority inspection plans. Only high-risk category A premises and those identified as national and local priorities will receive pro-active inspections.
- Action will be proportionate in cases of serious non-compliance and publicity for successful enforcement action will be actively pursued.
- Intelligence based approach through the analysis of accident data, attendance of County Liaison Group and other means.

– 3.0 –

Profile of North Lincolnshire

North Lincolnshire Council is a Unitary Authority, established in 1996, covering an area of around 85 000 hectares located on the southern side of the Humber estuary and occupying tracts of land on either side of the River Trent. It is a largely agricultural area and the pattern of settlements reflects this, with market towns surrounded by many small villages. An important exception to this is the substantial urban and industrial area of Scunthorpe. Approximately 50% of the total population live in this one area. Scunthorpe is today the largest town in North Lincolnshire and serves much of the area in terms of employment, colleges, and shopping. The area has a total population of 172,748. Agriculture also dominates to the east of the Trent and the Trent itself together with the River Ancholme and the Humber estuary formed important communication links. This rich agricultural heritage is reflected in the development of several historic market towns including Brigg, Barton, Kirton in Lindsey, and Epworth.



– 4.0 –

Service Delivery

All interventions at premises are carried out using a risk-based approach and in accordance with Local Authority Circular (67/2 Revision 11), the National Local Authority Enforcement Code (Health and Safety at Work) and the Protection of Freedoms Act 2012.

– 4.1 –

Organisational Structure

The Food and Safety Team is part of Economy and Environment within North Lincolnshire Council.

Assistant Director Public Protection

Head of Service – Trading Standard and Licensing

Assistant Group Manager Food and Licensing

Team Leader, Food and Safety

Environmental Health Officers x2 - Food and Safety
Officers (Higher Cert) x2 - Food and Safety Officers
(Ordinary Cert) x2 - Food and Safety Practitioner
x1 - Temporary Food and Safety Practitioner x3

Apprentice EHO x1

– 4.2 –

Service Delivery Points

The Service delivery contacts are as follows:

Postal Address:

North Lincolnshire Council, Food & Safety Team

PO Box 42
Church Square House Scunthorpe
North Lincolnshire DN15 6XQ

Website:

<https://www.northlincs.gov.uk/planning-and-environment/food-safety/>

An email address has been established for food safety related enquiries at food.safety@northlincs.gov.uk



– 4.3 –

Demands on the Health and Safety Service

The area contains a mix of workplaces, which are subject to health and safety regulation by the team. The businesses vary from small and medium sized enterprises to large premises.

H&S Premises Profile

Retail Shops	744
Wholesale shops, warehouses, and fuel storage depots	99
Offices	263
Catering, restaurants & bars	663
Hotels, camps sites and other short stay accommodation	42
Residential Care Homes	58
Leisure & cultural service	152
Consumer services	418
Other premises	116
Total number of Premises	2,555

– 4.4 –

Access to Expertise

The Health and Safety Executive (HSE) Local Authority Enforcement Liaison Officer is the contact point for requesting technical support from within HSE. This potentially provides access to a range of specialist officers and services.

The UKHSA Laboratory at York provides bacteriological analysis of water samples, such as recreational water, swimming pool and spa pools. The Consultant in Communicable Disease Control, UK Health Security Agency (UKSHA) North Yorkshire and Humber Team provides specialist support in relation to occupational health and infectious disease control. The Employment Medical Advisory Service (EMAS) in Leeds provides occupational health, medical and nursing support.

The Director of Public Health can provide specialist advice on health-related aspects of occupational health and safety.

– 4.5 –

Enforcement Action

The Council's Enforcement Policy provides an umbrella policy for all enforcement work carried out by its enforcement teams. Operating within this general enforcement framework are documented policies and procedures. The Enforcement policy is based on the principles of proportionality, consistency, transparency and

targeting of resources when applying the law and is consistent with the principles of the Regulator's Compliance Code.

In managing the enforcement processes our council will aim to:

- Fulfil the HSE/LAU objective of reducing risks and protecting people;
- Implement HSE/LAU aims and strategic themes
- Achieve the balance of enforcement processes which optimises overall effectiveness;
- Ensure the immediate control of serious risk and promote continuous improvement and long-term compliance;
- Work with duty holders, employees, and their representatives by establishing effective dialogue to encourage open contribution and co-operation in achieving appropriate standards of health and safety;
- Use the information supplied by the duty holder and employee representatives to help target enforcement activity proportionately and appropriately to promote cost effective compliance;
- Maintain transparent arrangements to promote public confidence;
- Meet stakeholders' expectations and current Government performance targets;
- Collect, analyse, and disseminate information to improve the effectiveness of processes, law policy and guidance and inform stakeholders;

- Work in collaboration with other regulatory authorities e.g., HSE, Police and Fire Brigade.
- Ensuring that officers are appropriately Authorised for the tasks that they are appointed.

– 4.6 –

Complaints about North Lincolnshire Council or its Officers

North Lincolnshire Council has an established complaints procedure. In the first instance, complaints will be directed to the Service area, to deal with informally. Should this not resolve the issues the complaint will be dealt with via the Council's complaints and comments policy.



– 4.7 –

Targeted Intervention Activity

In accordance with the statutory guidance, proactive health and safety interventions will be carried out at high-risk premises only in accordance with HSE guidance. A program of proactive projects will be operated as has been the case in recent years. The HSE has identified national priorities for the year and local intelligence from North Lincolnshire and other regional councils has resulted in a number of priorities that will be dealt with by way of specific projects focused on these sectors only. The project work planned for 2022/2023 is detailed below.

- Continuing project - Catering Gas Safety in new food businesses. (Local)
- ESAG group to continue and develop.
- SAG renewal of safety certificate.
- One other project during the year to be determined.

Under the terms of LAC 67/2 (Rev 11) inspections of new premises are not required, however the team will visit on a request from a business operator.

Any issues which are high risk and/or matters of evident concern will be dealt with in a proportionate manner. The Team will actively identify intelligence streams to develop strategies to respond to health and safety issues relative to the local area. This will involve the investigation of health and safety complaints, health and safety incidents and the reviewing of workplace related safety data.

– 4.8 –

Primary Authority Scheme

The council is fully committed to the Primary Authority Scheme (PAS) created by the Regulatory Enforcement and Sanctions Act 2006. The scheme was introduced in 2009 by the Better Regulation Office (BRDO) to build on existing schemes to allow large businesses trading across local authority boundaries the opportunity to form a statutory partnership with a single local authority. Such a partnership would require the Primary Authority to offer a consistent point of contact for other local authorities in respect of enforcement matters.

The scheme is key to achieving better regulation at local level, promoting consistency across council boundaries, encouraging a new relationship between local authority regulators, and giving businesses the confidence to invest and grow. It will drive efficient, effective and consistent regulation across the system for the benefit of all.

Whilst the council does not currently have any primary authority agreements with any businesses it will remain open to requests and will respect these arrangements where they are relevant to the enforcement of health and safety at premises in North Lincolnshire. The level of resourcing will have to be reviewed if an opportunity to enter a formal arrangement arises.

– 4.9 –

Advice to Business

The council has a policy of offering comprehensive advice to any business for which we are, or are likely to become, the enforcing authority for any part of the business based within our area. This includes giving advice on legal and technical matters where we have expertise and assisting in the resolution of enquiries involving other enforcement agencies.

The team also receive and respond to a range of enquiries relating to topical occupational health and safety issues from the public, business, or the media.

– 4.10 –

Accident Investigation

Accident reports are received through the food.safety@northlincs.gov.uk email. Accidents to investigate are selected through incident selection criteria. Accidents are investigated:

- Within 2 days for high priority (specified injury, high public concern and serious breach in health and safety law)
- Within 5 days for medium priority (public concern and serious breach in health and safety law)
- Within 10 days for low priority (public concern and possible breach in health and safety law)



– 4.11 –

Service Request & Complaints

Complaints and service requests relating to Health and Safety are received into the service via letter, email, or telephone calls.

Health and Safety Complaints are investigated with a view to identifying the root cause of the problem to avoid it happening again. Advice may be sought from the County Liaison Group if necessary for a consensus to ensure consistency. Where appropriate, enforcement action will be taken, having regard to the Enforcement Policy, Codes of Practice and National Guidance.

Health and Safety complaints are responded to on a case-by-case basis. Complaints that have a serious risk to public health shall be dealt with same day or with a planned response time of 3 working days.

If necessary, the Health and Safety Executive specialist units can be used to assist in complicated investigations.



– 4.12 –

Sampling

The service carries out a programme of routine sampling of leisure water at 8 swimming pools, 2 hydrotherapy pools, 3 spa pools and public water amenities. All pool operators should routinely sample their own pool water for micro-organisms. The purpose of our sampling programme is to monitor the effectiveness of disinfection systems operated by duty holders at these pools. The samples are taken by a trained officer and analysed at an accredited laboratory.



– 4.13 –

Liaison

The council is committed to ensuring the service is consistent with that of neighbouring authorities. Consequently, the council supports several national and local liaison groups to secure this aim. The council receives guidance from several bodies but principally the Health and Safety Executive, Local Authority Unit, and the Chartered Institute of Environmental Health. For health and safety issues the authority is a member of The South Yorkshire and Humberside Health and Safety County Liaison Group.

Formalised liaison arrangements are also in place for the review of Planning, Building Control and applications made under the Licensing Act 2003.

– 4.14 –

Safety Promotion

The service will carry out a limited amount of programmed health and safety promotion during the year, with the focus being placed on project related work in workplaces across North Lincolnshire.

– 4.15 –

Event Safety Advisory Group

The Event Safety Advisory Group (ESAG) is a multi - agency Group formed to offer guidance to anyone organising a public event in North Lincolnshire. The council will aim to ensure that assistance is consistent and will encourage a minimum standard of safety at all events held throughout the area.

The Group provides an opportunity to implement a co-ordinated process that enables organisers of public events to give notification of a future event and to ensure this information is disseminated across all the agencies. Currently the Group is chaired by the Assistant Group Manager - Food and Licensing team with the following council departments being represented:

- Safety Solutions
- Tourism
- Licensing
- Highways
- Building Control

There are also representatives from the 3 main emergency services;

- East Midlands Ambulance Service
- Humberside Fire and Rescue
- Humberside Police

The team attends the Local Resilience Forum Event Management Subgroup that is an initiative to bring together event safety management representatives from the Humber Authorities with the Humber Emergency Planning Service to share expertise and best practice and provide a coordinated and consistent approach to event safety across the Humber region.

– 4.16 –

Safety Advisory Group

The aim of the Safety Advisory Group is to assist the council in the exercise of its powers under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987 in respect of the safety certificate for Sands Venue Stadium. The group is chaired by the Assistant Group Manager Food and Licensing and has representatives from:

- Building Control
- Commercial Health and Safety
- Emergency Planning Service
- East Midlands Ambulance Service
- Sports Ground Safety Authority
- Humberside Fire and Rescue
- Humberside Police
- Scunthorpe United Football Club.

The group meets a minimum of 4 times throughout each year with inspections of the ground and match day inspections being carried out by several members of the group in accordance with the Safety at Sports Grounds legislation.



– 5.0 –

Resources

Provided below are details of the resources that are allocated to each aspect of the service. The resources available for the delivery of the Health and Safety Service are shared across the Food and Safety Team, which has responsibilities for Food Safety and Food Standards. Projected statutory workload targets and discretionary activities will reflect the resource available to this service area. The establishment resource for the Health and Safety Service is 4.03 FTE.

– 5.1 –

Resource Allocation

Designation	Posts	FTE	H&S Resource (FTE)
Head of Service - Trading Standards & Licensing	1	1.0	0.04
Assistant Group Leader - Food & Licensing	1	1.0	0.39
Team Leader - Food & Safety	1	1.0	0.2
Environment Health Officer	2	2.0	0.4
Food & Safety Officers (Ordinary Certificate)	2	1.8	0.4
Food & Safety Officer/ Practitioner (High Risk)	2	1.5	0.4
Food & Safety Practitioner (Grade 5)	1	1.0	1.0
Temporary Food & Safety Practitioner	3	3.0	1.0
Apprentice Environment Health Officer	1	1.0	0.2
Total	14	13.3	4.03

– 5.2 –

Financial Allocation

The budget for 2021/2022 is detailed below:

Staff Costs	£144,814
Travel	£2,455
Equipment/Sampling	£6,000
Income	-£6,000
Total	£147,269

– 5.3 –

Administration

The Health and Safety Service is supported by a Technical Hub, which provides advisory, administrative and some clerical support for a range of services based at Church Square House in addition to offering a focused point of contact and referral for service users.

– 5.2 –

Staff Development Plan

Staff's individual training needs are identified formally during Employee Performance Review Meeting which are reviewed regularly. This formal process does not preclude additional training needs being addressed during the year or prevent staff from taking advantage of other opportunities that may arise. Training will be provided using a range of techniques including formal qualifications; external training courses; internal training courses; cascade training; shadowing and mentoring. Officers also have access to an on-line competence assessment programme which provides officers and managers with a structured framework for identifying areas where they require further professional development. It is hoped to develop the use of this assessment tool in line with the EPRM programme already in use. On an annual basis, refresher training is organised for the team on aspects of enforcement and new legislation.

– 6.0 – Quality Assessment

The team has the following internal health and safety performance indicator against which the service is assessed. Complaints/enquiries to the service responded to within three working days (target 96%).

Enforcement Action	Number 2021/2022 (Actual)
Prosecutions	0
Improvement Notices	6
Immediate Prohibition Notices	2

Type of Service Request/ Complaint	Number 2021/2022 (Actual)
Complaint-Unsafe system of work	1
Unsafe storage/handling	1
Unsafe working/environment	2
Unsafe plant and equipment	84
H&S General Enquiry/H&S premises complaints& enquiry/H&S Legislation enquiry	32
Accident notifications	84
Total	204

Sampling Action	Number 2021/2022 (Actual)	Unsatisfactory results
Swimming pool samples	198	1
Hydrotherapy pool samples	24	0
Spa pool samples	4	1
Recreational lake	7	0
Total	233	2

– 7.0 – Review against the Service Plan

This Health and Safety Service Plan will be formally reviewed on an annual basis. The review will include information on the previous year's performance with particular emphasis on specified performance targets, standards, and outcomes.

Liaison/Consultations	Number 2021/2022 (Actual)
Pavement Licences	23
Skin Piercing/Semi permanent Tattoo/Acupuncture	10
Premises Licenses	56
Market Consultation	34
Street Trading	15
Temporary Event Notices	182
Total	320

Action	Number 2021/2022 (Actual)
ESAG Notifications	64
ESAG site visits	35
During Performance Inspections (Sports Ground Safety)	4

During the 2021/2022 the Food and Safety team were dealing with the Covid 19 Pandemic. However the impact of this work was reducing and we found that:

- The leisure services reopened therefore the full sampling programme for water sampling was re-introduced
- Public events were permitted to go ahead therefore we saw an increase in the number of ESAG notifications received and processed.

– 7.1 –

Annual Performance for 2021/2022

A review of the previous year's targets for service delivery are detailed below with, where relevant, an explanation for any variance from the Service Plan.

Work Area	Targets 2021/2022	Actual 2021/2022	Comments
Complaints/service requests responded to within 3 working days	96%	99%	Achieved. 463 service requests were received, 5 were outside the 3 working days
Accident Investigations (investigated)	35%	69%	84 notifications received 23 Non reportable. 50 reviewed in accordance with national selection criteria. 42 investigated, 25 on site visits, 15 not investigated/disqualified. Investigation rate reflects intelligence led approach health and safety regulation.

During 2021/2022 the project-based activity focusing on key health and safety priorities was affected by the Covid 19 Pandemic. The activity achieved is detailed in the table below.

Project / Topic based interventions 2021/2022	Number of premises
Gas Safety in Catering Premises	43 Gas safety in catering inspection carried out. 40 Gas certificates received. 7 Non-compliant premises

– 7.2 –

Targets for 2021/2022

The review process has identified the need to target the following areas in 2021/2022.

- Maintain performance on health and safety projects in particular Gas Safety in new premises
- In the light of the value provided by this intelligence the accident investigation rate will be increased where resources allow.
- To continue to contribute to the HSE Strategy partnership working with the HSE and the use of topic, project, intelligence, and national priority-based interventions.
- To maintain response rates to health and safety complaints (Target 93% - 96% in 2021/2022)

