

# APPENDIX

**Committee:** Community Wellbeing Scrutiny Committee

**Date of Meeting:** 10 January 2023

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## Health and Safety Annual Report 2021 - 2022

Stafford Borough Council's Health and Safety Service Plan 2018 - 2021 was presented at and agreed by the Community Wellbeing Scrutiny Committee in November 2018.

The plan gives clear details of the services to be provided and how they will be carried out in the coming years.

The plan also demonstrates how the Regulatory Services Team contributes to, and supports others, in delivering Corporate Objectives to the local community.

Each year the Community Wellbeing Scrutiny Committee receives an annual report on the preceding year's health and safety activity along with an action plan for the present financial year.

The Health and Safety Service Plan will be reviewed and updated before the end of 2022/23.

### Overview

The Health and Safety function is delivered by the Regulatory Services Team. There are currently 2.0 professional Full Time Equivalent posts delivering this service (this function is delivered by multiple members of the multi-disciplinary service team).

The table below gives a brief overview of the known establishments in the Borough and the actions taken by the Regulatory Services Team over the last 12 months.

<b>Total number of known establishments</b>	<b>Number of inspections undertaken*</b>	<b>Number of service requests received</b>	<b>Number of accidents reported</b>
2143	1	214	78

\*N.B. In accordance with HSE guidance proactive inspection can no longer be used, therefore the Team uses local intelligence, such as complaints and reported accident data to target limited resources at premises where potential risks to health and safety are identified.

## **Inspections**

The Team carried out 10 health and safety interventions (as defined by the HSE) which consisted of:

- other visits/face to face contacts
- other contacts/interventions
- revisits
- visits to investigate health and safety related incidents
- visits to investigate health and safety related complaints

## **Service Requests**

The Team received 214 service requests:

- health and safety complaints;
- premises safety complaints;
- defective lift reports;
- covid 19 related complaints and incidents.

## **Topic-Based Interventions**

Each year topic-based intervention projects will be incorporated into the annual work plan. The topics will be selected using the information and intelligence gathering being undertaken. Using this information we will discuss priorities with our partners and then evaluate potential projects against the needs of the community and the risks involved.

Delivery of topic-based projects was halted for 2021/2022 due to resources being diverted to support the Director of Public Health discharge his duties in relation to Covid-19.

## **Impact of Covid-19 pandemic on the service**

On 25 March 2020 the government announced that the country was entering a lockdown in order to control the spread of the novel coronavirus, Covid-19. Advice from the HSE was received advising Local Authorities to suspend proactive inspections and reactive interventions.

Visits were restarted when Government guidance allowed for more face-to-face contact, however, the team continued to work in partnership with the Director of Public Health managing cases and outbreaks of Covid-19 within workplaces. This has resulted in a reduced number of inspections and interventions, however, as the responsibility for enforcement of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 fell to the Regulatory Services Team, work has been undertaken to support and advise businesses relating to Covid controls and mitigation in workplaces. The latter has been targeted at those businesses where complaints have been received or outbreaks have been identified.

## Action Plan 2022/2023

Ref	Achievement/Improvement	Date to be completed	Lead Officer	Performance Measure
HS1	Officers to undertake relevant health and safety training in order to maintain competency	March 2023	Regulatory Services Group Manager	All Regulatory Services Team members to complete relevant training requirements
HS2	Review the operation of the functions within the team to ensure effective use of resources	Quarterly	Regulatory Services Group Manager	Reviews completed
HS3	Produce an Annual Report for the Health and Safety function for 2021/2022	April 2023	Regulatory Services Group Manager	Report produced
HS4	Produce an Annual Action Plan for the Health and Safety function	April 2023	Regulatory Services Group Manager	Report produced
HS5	<p>Premises inspections.</p> <p>Ensure an appropriate intervention at all premises that fall due for inspection during the year.</p> <p>Review the present inspection programme and recommend changes to ensure resources are targeted effectively.</p>	Quarterly report	Regulatory Services Group Manager	% of interventions carried out

<b>Ref</b>	<b>Achievement/Improvement</b>	<b>Date to be completed</b>	<b>Lead Officer</b>	<b>Performance Measure</b>
HS6	Website for Health and Safety functions updated to ensure accurate information and as much self-service as possible	March 2023	Regulatory Services Group Manager	Reduction in 'phone through' from Contact Centre
HS7	Health and safety premises register in Flare to be updated to improve data on number of premises; risk rating and business use.  Use of local intelligence.	Quarterly reports	Regulatory Services Group Manager	Number of new premises on database  Number of premises removed from database  Number of premises where details changed
HS8	Undertake topic-based interventions once these have been identified	End of March 2023	Regulatory Services Group Manager	Number of topic-based interventions achieved
HS9	Review and update Health and Safety Service Plan	End of March 2023	Regulatory Services Group Manager	To comply with HSE requirements