



**Directorate of the Urban Environment**

**Planning and Environmental Health Division**

**FOOD AND OCCUPATIONAL SAFETY**  
**SERVICE**

**Health & Safety Service Plan**  
**2011-2012**



## SECTION 1

### 1.0 **Service Aims and Objectives**

- 1.1 Dudley MBC is responsible for the provision of a health and safety regulatory service at approximately 5,100 premises including retailers, wholesalers, catering premises, residential homes, places of leisure and entertainment as well as tyre fitting bays, warehouses and some steel stockholders.
- 1.2 The aim of the health and safety service is to ensure that satisfactory standards of health, safety and welfare exist in all Dudley MBC enforced premises. The service supports the aims of the Sustainable Community Strategy “Dudley Borough Challenge” 2005-2020 and the Council Plan 2011- 2014 by promoting jobs and prosperity and a sense of well-being and good health for everyone. An important contribution is also made by the service to the Directorate of the Urban Environment Strategic Plan by ensuring fair competition through the inspection of businesses and improving safety in the workplace through advice, inspection and the investigation of accidents.
- 1.3 The service works with regard to the key themes of the Health and Safety Executive’s (HSE) Strategy “The Health and Safety of Great Britain: Be part of the solution”, intended to reduce the number of accidents in the workplace and take a "common sense approach" to ensuring that risk management is an enabler for business, not a burden. The strategy represents a clear statement of core principles and a sensible approach to health and safety in Great Britain. Overall the strategy has four clear objectives:
- (i) to reduce the number of work related fatalities, injuries and causes of ill health;
  - (ii) to gain widespread commitment and recognition of what real health and safety is about;
  - (iii) to motivate all those in the health and safety system as to how they can contribute to improved health and safety performance and
  - (iv) to ensure that those who fail in their health and safety duties are held to account.
- 1.4 The work of the health and safety service also contributes to the Dudley Joint Accident Prevention Strategy 2009-2012 aimed at reducing accidents within the Dudley borough in conjunction with NHS Dudley, Police, Fire and Ambulance Services, Dudley Adult and Children’s Services and DUE (Directorate of the Urban Environment) traffic and road safety services.

- 1.5 The service works with regard to the guidance issued to local authorities by the Health and Safety Executive under Section 18 of the Health and Safety at Work Etc. Act 1974 "Section 18 Guidance". The guidance is mandatory and compliance with it is a tool against which local authority enforcement is measured.
- 1.6 This plan complements the Food & Occupational Safety Delivery Plan 2011-12 which is the main plan for the work of the Food & Operational Safety section, including food enforcement, health and safety enforcement, animal health and welfare and other regulation in relation to commercial premises. The structure of the Food and Occupational Safety section including budget and resources is contained in the Delivery Plan.

## SECTION 2

### **2.0 Service Provision**

2.1 The Health and Safety Service provided consists of :-

- Programmed inspections based on risk assessment of business activities which will decide the frequency of visits.
- The investigation of reportable injuries, workplace diseases and dangerous occurrences arising out of or in connection with work.
- The investigation of complaints relating to health and safety in local authority enforced premises.
- The issue of advice to businesses and members of the public about health and safety issues in local authority enforced premises.
- Enforcement of the Health Act 2006 and associated smoke free regulations in relation to smoke free premises and vehicles.
- The maintenance of a database of premises within the district for which the local authority has enforcement responsibilities.

- The enforcement of Health and Safety legislation in a fair, consistent and impartial manner, formally and informally as appropriate and in line with the Planning and Environmental Health Enforcement Policy.
- Educational and promotional activities and initiatives to raise awareness of health and safety at work issues.

2.2 The annual interventions programme contains a range of risk-based interventions including planned general inspections, planned enforcement initiatives, investigation of accidents, investigation of complaints, advice and advisory activity and visits to new premises. Risk based interventions are targeted upon:

- improving health and safety outcomes
- securing action by relevant duty holders
- those that can influence risk reduction
- serious risks or least well controlled hazards
- national guidance on interventions and priority programmes
- local, regional and national programmes.

2.3 The Health and Safety Service is provided by the officers on the Food and Occupational Safety division of the Environmental Health and Trading Standards service, led by the Principal Officer (Occupational Safety). 3.8 FTE (full time equivalent) Environmental Health Officers (EHOs) work under the supervision of the Principal Officer, carrying out health and safety inspections in non-food premises and reactive health and safety work for all premises. Additionally, officers on the food teams carry out due health and safety inspections in food premises when visiting for food safety inspection. There has been however a reduction in capacity within the Food and Occupational Safety service for educative and promotional work from 2011-12.

2.4 A Service Level Agreement was entered into with NHS Dudley (previously Dudley PCT) in September 2009 which has enabled the appointment of an additional 0.5 FTE (Full Time Equivalent) Technical Officer to carry out smoke free inspections of premises where routine and manual workers are employed. The officer carrying out this work also delivers Dudley Stop Smoking Service advice, makes referrals to the service and provides advice on tobacco control, including illegal and counterfeit tobacco. This work will continue until March 2012.

2.5 The number of premises for which the local authority has responsibility for enforcing health and safety was 5119 as of 1<sup>st</sup> April 2011. The profile of the premises database is as follows:

<b>Category of Premises (under LAC 67/2)</b>	<b>No. of Premises</b>
A	41
B1	183
B2	1269
C	3626
<b>Total</b>	<b>5119</b>

2.6 The baseline position for the service at the beginning of 2011-12 can be seen by comparing the workload over the previous three years:

	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
No. of health & safety inspections undertaken	409	429	468
No. of accidents reported	259	256	235
No. of health & safety complaints/ requests for service	234	238	251
No. of smoke free inspections	1777	1461	1414

2.7 The authority is a member of the West Midlands Health and Safety Liaison Group (WMHSLG), which is chaired by Dudley MBC's Head of Environmental Health and Trading Standards.

2.8 The service follows enforcement guidance issued by the HSE in the Enforcement Policy Statement (revised February 2009). The Department for Business Enterprise & Regulatory Reform (BERR) Regulators Compliance Code specifies the standards expected when following the principles of good enforcement. These are also reflected in the Planning and Environmental Health Enforcement Policy approved by the Council in February 2004 and reviewed and updated in August 2009 (currently under further review).

## SECTION 3

### **3.0 Current and Future Challenges and Steers**

- 3.1 Striving to comply with the mandatory guidance issued under Section 18 of the Health and Safety at Work Act 1974 in terms of resources for health and safety is both a current and future pressure. The number of officers per thousand premises is currently near to the national average level for metropolitan authorities. However, Dudley has a higher number of premises for health and safety enforcement than the metropolitan average (based on comparison with other metropolitan authorities in the CIPFA (Chartered Institute of Public Finance and Accountancy) statistics for 2009-10). Under the guidance from the Health and Safety Executive (HSE), lower risk premises (Categories B2 and C) can be subject to alternative enforcement strategies; however resources to date have not permitted extensive alternative strategies to be carried out other than some small specific projects. The loss of the Health Promotion Officer post further reduces resources for the delivery of alternative strategies. One post on the health and safety team will be vacant for much of 2011-2012 due to maternity leave and budget restrictions will prevent the capacity to provide cover for this post.
- 3.2 The Lord Young report “Common Sense, Common Safety” (2010) is currently being implemented. Lord Young’s recommendations include a review of accident reporting requirements, consolidating current health and safety regulations into a single set of regulations and the possibility of opening up the delivery of health and safety inspections to accredited external bodies. All of these potential changes may have an impact on the delivery of the health and safety service.
- 3.3 There are key issues facing HSE, a key partner in delivery of the health and safety service, as a result of a significant reduction in resources over the next 4 years and a change in direction following the deregulation agenda. The impact on future partnership working is not yet known and although the number of Partnership Manager posts has already been reduced at HSE, there is currently still a strong commitment to maintaining the partnership with local authorities.
- 3.4 There are future proposed changes to health and safety regulation currently being consulted on which will affect both HSE and local authorities as enforcers. These include the proposal to reduce proactive inspections and move the balance from proactive to reactive work allowing better focus and providing a more deterrent effect. There are also proposals to look at cost recovery through a “fee for fault” scheme extending what already occurs within HSE’s major hazard sector to other aspects of health and safety

enforcement where a material breach occurs. However there is concern amongst local authorities that this may become a deterrent to businesses asking for advice on health and safety matters for fear of being charged for non-compliance. There is also expected to be a White Paper produced by the Department for Business, Innovation and Skills (BIS) in Spring 2011 on reducing the volume and complexity of regulation for small and medium sized businesses.

- 3.5 A reduction in capacity at HSE may result in a review of the Enforcing Authority regulations. It is generally accepted that more pragmatic and effective arrangements for the enforcement allocation between HSE and local authorities is required, such as the concept of joint warranting with powers for both HSE and local authority inspectors to deal with problems encountered in premises irrespective of the main activity at the premises. However, there is concern amongst local authorities that there could be a large transfer of predominantly medium risk, small businesses to LAs with safety related issues which would make priority planning difficult and would push some services towards a reactive basis. There is concern that this would further exclude local authorities from the broader occupational health and public safety work that they are well placed to tackle. There would be an impact on resources if extra premises were transferred into local authority enforcement. The debate on the future enforcement split between HSE and local authorities will be scrutinised with any consultation being participated in.
- 3.6 The Public Health White Paper “Healthy Lives, Healthy People” paves the way for the transfer of public health functions from Primary Care Trusts to local government by 2013. It includes the introduction of the Public Health Responsibility Deal which involves local authorities working with businesses and the voluntary sector in five networks, one of which is health at work. There will be 5 broad domains in the new Public Health Outcomes Framework, for which health premiums are intended to be introduced to reward local authorities for progress in achieving outcomes. A proposed indicator for Domain 4, the prevention of ill health, is the work sickness absence rate. Domain 5, healthy life expectancy and preventable mortality, will focus on the causes of preventable mortality, which includes reducing the number of fatal work related accidents.
- 3.7 Health in the workplace was a national enforcement priority of the Roger’s review (2007). The national enforcement priorities are to be replaced in the near future by the Local Better Regulation Office’s (LBRO) Priority Regulatory Outcomes which will include a significant role for health and safety enforcement under Priority 3- Help people to lead healthier lives by preventing ill health and harm and promoting public health. This

relates not just to accident reduction but to reducing the common causes of work related ill health, including musculoskeletal disorders, stress, skin and respiratory disease which are key priorities of health and safety inspections.

- 3.8 As the Primary Authority Scheme (whereby any business or regulated entity which operates across more than one local authority boundary is eligible to apply for a nominated local authority to act as the primary advisor on regulatory matters) expands nationally, the impact will need to be assessed. Resources to date have not permitted the health and safety service to act as national policy advisor to locally based business other than in an unofficial capacity. Additionally, as the number of companies with a Primary Authority agreement grows nationally, there will be an increasing need to seek guidance from other local authorities before taking enforcement action in Dudley, hence the impact needs to be assessed and will be closely monitored.
- 3.9 Addressing training and development needs raised by the RDNA Competency Framework for health and safety enforcement will need to be progressed within the training plans and the existing Performance, Review and Development (PRD) system. Supporting staff in allowing time to partake in various development solutions, as well as formal training, has to be managed within existing staff resources.
- 3.10 The remaining improvements identified during the Regulatory Services Peer Review process carried out in 2009-10 will need to be completed during 2011-12. Particular priorities are the need to improve consultation and engagement with customers and the need to move to more outcome based performance measures.

## SECTION 4

### **4.0 Performance Targets**

- 4.1 The number of health and safety inspections achieved is a target in both the Council Plan and the DUE Strategic Plan. The target for 2010-11 was 400 inspections.
- 4.2 Carrying out smoke free inspections was a target of the DUE Strategic Plan in 2010-11. The target for 2010-11 was 1300 smoke free inspections with 98% compliance of premises with the requirement to be smoke free.
- 4.3 Achievement on accident investigations is a target within the DUE Strategic Plan. The target for 2010-11 was to fully investigate 20% of reportable accidents.

## SECTION 5

### **5.0 Review of 2010-11**

- 5.1 468 health and safety inspections were completed in 2010-11.
- 5.2 235 accidents were reported during the year of which 110 were reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) with 50 (45% of reportables) receiving full investigations. All accident reports were appropriately responded to with 96% being responded to within 5 working days.
- 5.3 251 health and safety complaints or requests for service were received and responded to during the year, 97% within 5 working days.
- 5.4 1414 smoke free inspections were carried out with 97.9% of premises inspected being smoke free compliant. 53 smoke free complaints and enquiries were dealt with, 18 written warnings issued and 3 fixed penalty notices were served for smoke free offences. The inspections completed included 300 premises employing routine and manual workers where advice on the Dudley Stop Smoking Service was offered and referrals to the service made for 51 premises.
- 5.5 A Health and Safety Service Plan was produced in accordance with guidance issued under section 18 of the Health and Safety at Work etc Act 1974 and reported to members. The annual statutory LAE1 return and the prosecution return were made to HSE.
- 5.6 Health and safety projects were delivered including preventing musculoskeletal injuries in the carpet and furniture trade, a liquid petroleum gas campaign with HSE, a project to raise awareness of new motor vehicle repair guidance with tyre and exhaust fitting premises and completion of the Control of Noise at Work project with licensed premises. The theme for European Week for Safety and Health was maintenance and contributed to by the motor vehicle repair project.
- 5.7 Two prosecutions and one caution involving health and safety enforcement cases were concluded during the year.
- 5.8 A Joint Accident Prevention Action Plan for 2010-11 to support the Joint Accident Prevention Strategy was agreed with partners and delivered. Completed actions

included road safety initiatives and educational activities with schools and delivery of the Falls Service to over 65s.

- 5.9 374 homes received home check audits and were provided with stair gates, fireguards, cupboard and window locks, corner cushions and bath mats as part of the Home Check scheme. 6907 parents/carers received home safety awareness information, either from health visitors or at Children's Centres.
- 5.10 The life skills project, Survive Alive, was delivered to 719 schoolchildren at Himley Hall over a fortnight in June/July.
- 5.11 The sunbed intervention project, to raise awareness of the Sunbeds (Regulation) Act 2010 prohibiting under 18s from using sunbeds, has been rolled over into 2011-12. An implementation date of April 2011 was not announced until March 2011 which prevented this project being progressed in 2010-11.
- 5.12 The project to disseminate information on revised guidance for managing health and safety to medium and larger businesses was not completed during the year as the expected new guidance from HSE was not produced.

## SECTION 6

### **6.0 Health and Safety Interventions Programme 2011-12**

- 6.1 The detailed interventions programme for the Health and Safety Service is contained on the following pages 12-24 of this document.
- 6.2 HSE, in conjunction with LG Regulation, developed a draft joint LA/HSE portfolio of national priorities for 2011-12. However, these were not publicised to inform planning discussions and the regional LA/HSE partnership events, at which the priorities would normally be launched, did not take place due to the changes occurring at HSE. Hence, HSE announced that the initial draft priorities would very likely be reviewed and changed and should not be used for priority planning by local authorities. In addition, the West Midlands Health and Safety Liaison Group (WMHSLG) have decided not to develop joint interventions programmes for 2011-12 due to uncertainties about health and safety enforcement budgets at some member authorities. Therefore, for 2011-12 the focus for

Dudley will mainly be local priorities, although health and safety inspections carried out will focus on the previously agreed national priorities.

6.3 The key delivery priorities for 2011-12 are:

- Targeting of inspections to manage the risk in the highest risk businesses (Category A and B1).
- Implementing revised accident investigation procedures and investigating major injury accidents and fatalities.
- Responding to complaints and requests for service from businesses and members of the public in relation to health and safety issues at local authority enforced premises.
- Continuing to identify skin piercing businesses that require registration, including tattooists.
- Carrying out specific projects to:
  - Improve gas safety standards in catering premises
  - Improve safety in premises used for the storage, handling and distribution of nuts, bolts and fasteners
  - Raise awareness and deal with safety issues in relation to retail premises which store excess stock leading up to the Christmas period.
- Raise awareness and secure compliance with new legislation prohibiting under 18s from using sunbeds, in place from April 2011.
- Continue with the smoke free inspection project in the joint initiative with NHS Dudley to target premises where routine and manual workers are employed and additionally making referrals to the Dudley Stop Smoking Service and raising awareness of illicit tobacco issues.

**Health and Safety Interventions Programme 2011-12**

<p><b>Link to the Sustainable Community Strategy themes &amp; Council Plan objectives</b></p>	<p>Jobs and prosperity, Health and well-being</p> <p><b>Council Plan JP2.3b</b> To support a thriving local enterprise economy through effective regulation</p> <p><b>Council Plan HW2.1a</b> Ensure access to clean and safe food and water and safe places of work</p>
<p><b>Link to DUE Strategic Plan Link</b></p>	<p>Jobs and prosperity, Health and well-being</p> <p><b>DUE Strategic Plan JP2.3b</b> To ensure fair competition through inspection of goods and services in the borough including proactive inspections in food safety, environmental protection and health and safety</p> <p><b>DUE Strategic Plan HW2.1a</b> Improve safety in the workplace through advice, inspection and investigation of accidents.</p>
<p><b>Mission /Purpose</b></p>	<p><b>To ensure that satisfactory standards of health, safety &amp; welfare exist in local authority enforced premises.</b></p> <p><b>To work in partnership with HSE and have regard to the key themes of the HSE Strategy “The Health and Safety of Great Britain: Be part of the solution ”</b></p>
<p><b>Links to Corporate Policies &amp; Responsibilities</b></p>	<p>Sustainability Dudley Borough Economic Strategy</p>



Objective	Action	Key Milestones	Target 2010-11	Achievement 2010-11	Target 2011-12	Lead Officer	Comments including areas of improvement and links to corporate policies & responsibilities
To ensure that satisfactory standards of health and safety exist in local authority enforced premises (approximately 5100 premises).	Investigate complaints regarding health and safety at LA enforced premises and provide advice to small and medium sized businesses	<b>Quarter 1</b> 100% <b>Quarter 2</b> 100% <b>Quarter 3</b> 100% <b>Quarter 4</b> 100%	Approx 250 service requests  Immediate response if appropriate.  Prioritise type and nature of response	251 service requests received and actioned	Approx 250 service requests  Immediate response if appropriate.  Prioritise type and nature of response	FOS Manager, Principal Officer (OS)	Advising businesses contributes towards a strong and diverse local economy, hence supporting sustainability and Dudley Borough Economic Strategy. Giving advice encouraged under Hampton's principles and Regulators' Compliance Code
	Respond to all asbestos notifications and enquiries as appropriate.	<b>Quarters 1-4</b> 100% notifications responded to	100% notifications responded to	5 removal notifications received and responded to	100% notifications responded to	FOS Manager, Principal Officer (OS)	
	Carry out project to improve gas safety standards in catering premises	<b>Quarter 1</b> Plan campaign and produce information packs <b>Quarter 2</b> Distribute packs and carry out inspections <b>Quarter 3&amp; 4</b> Carry out compliance checks	-	-	Provide standardised information packs to catering businesses advising on the inspection and maintenance of gas appliances	Principal Officer (OS), Senior EHO	Project follows on from joint visits in 2010-11 with Gas Safe registered inspector and prosecution of takeaway premises for gas safety offences.

Objective	Action	Key Milestones	Target 2010-11	Achievement 2010-11	Target 2011-12	Lead Officer	Comments including areas of improvement and links to corporate policies & responsibilities
To ensure that satisfactory standards of health and safety exist in local authority enforced premises (approximately 5100 premises).	Carry out project to improve safety in premises used for the storage, handling and distribution of nuts, bolts and fasteners	<b>Quarter 1</b> Identify premises <b>Quarter 2</b> Develop web based information <b>Quarters 3&amp;4</b> Carry out interventions	-	-	Identify premises & update the database. Develop on line information web pages with advice and resources to support businesses. Carry out inspections	Principal Officer (OS), Senior EHO	Two such premises were involved in RIDDOR reports and investigations in 2010-11. Dudley well known for nail making, chain and anchor manufacturing and thought to be other warehouses storing nuts and bolts etc in the borough
	Carry out Christmas stock storage project with retail businesses	<b>Quarter 1</b> Identify companies and produce information <b>Quarter 2</b> Provide information to businesses <b>Quarter 3</b> Carry out inspections	-	-	Identify premises, produce and disseminate targeted information promoting good practice. Carry out inspections. Enforcement as necessary	Principal Officer (OS), Senior EHO	Xmas period results in extra stock being stored on site which has in the past resulted in complaints from employees about stock storage levels and unsafe systems of work.
	Carry out a project to raise awareness of Manual handling and musculoskeletal injuries (MSD) in the furniture & carpet handling trade.	-	To visit and advise retailers. Deliver SHAD (Safety and Health Awareness Day) and assist retailers in drawing up action plans using practical solutions.	14 premises visited and advice disseminated. Interactive training DVD produced. SHAD held for local businesses and LA officers in Midlands Region.	-	Principal Officer (OS), Senior EHO	Businesses are being given 18 months to fully implement action plans. Therefore the follow up work to this project will be undertaken in 2012-13.

Objective	Action	Key Milestones	Target 2010-11	Achievement 2010-11	Target 2011-12	Lead Officer	Comments including areas of improvement and links to corporate policies & responsibilities
<p>To ensure that satisfactory standards of health and safety exist in local authority enforced premises (approximately 5100 premises).</p>	<p>Carry out project to raise awareness of new legislation prohibiting under 18s from using sunbeds .</p> <p>Carry out project to raise awareness in tyre and exhaust premises of new motor vehicle repair guidance.</p>	<p><b>Quarter 1</b> Identify and mail shot premises <b>All quarters</b> Carry out visits</p> <p>-</p>	<p>(i) Identify premises including sunbed salons, beauty premises, fitness clubs etc. (ii) Mail shot premises with guidance on impending new legislation prohibiting under 18's from using sunbeds (iii) Visit premises due for inspection and issue advice</p> <p>Contact LA enforced premises to raise awareness of new guidance and issue advice. Visit premises due for inspection and issue advice.</p>	<p>Premises identified. However project not progressed due to implementation date not being known until March 2011 and no guidance being issued. Rolled over into 2011-12.</p> <p>Mailing to 37 premises carried out giving information and advice booklet and survey conducted. 9 responses received. 9 premises visited for follow up inc 3 new premises. Of remaining 6 premises, 2 had improved compliance, 2 remained same level of</p>	<p>Mail shot premises with guidance on impending new legislation prohibiting under 18's from using sunbeds Visit premises due for inspection and issue advice. Carry out enforcement as necessary.</p> <p>-</p>	<p>Principal Officer (OS), Senior EHO</p>	<p>Implementation date for Sunbeds (Regulation) Act 2010 is 8<sup>th</sup> April 2011.</p> <p>Activities will involve raising awareness, website information, issue of press releases and carrying out enforcement as necessary.</p>

Objective	Action	Key Milestones	Target 2010-11	Achievement 2010-11	Target 2011-12	Lead Officer	Comments including areas of improvement and links to corporate policies & responsibilities
To ensure that satisfactory standards of health and safety exist in local authority enforced premises (approximately 5100 premises).	Participate in the LPG (Liquid Petroleum Gas) inspection campaign with HSE.	-	Visit sites identified by the LPG Local Authority Reporting Database (LLARD)	compliance and 2 had lower compliance than at last inspection.  1 premises with bulk LPG storage notified & visited	-		
	Ensure compliance of entertainment venues with the Control of Noise at Work Regs	-	Carry out follow up visits to town centre locations and premises with previous noise history. Carry out enforcement as necessary	7 premises visited, inspections undertaken and advice given. No enforcement required	-		This was a follow up to the project involving visits to licensed premises and provision of advice in 2009-10

Objective	Action	Key Milestones	Target 2010-11	Achievement 2010-11	Target 2011-12	Lead Officer	Comments including areas of improvement and links to corporate policies & responsibilities
To ensure premises within the Borough are free from legionella	To monitor high risk premises within the borough.	<b>Quarter 3</b> 1 premises monitored <b>Quarter 4</b> 1 premises monitored	Monitor 2 premises	Completed	Monitor 2 premises	Principal Officer (OS)	
To ensure accidents at or related to work are reduced	Investigate reportable injuries, diseases and dangerous occurrences arising out of or in connection with work (RIDDOR reports)	<b>Quarters 1-4</b> 20% reportable accidents investigated	Approx 220 accident notifications received with approx 140 reportable under RIDDOR	235 accidents received, 110 reportable, 50 (45%) investigated	Approx 220 accident notifications received with approx 120 reportable under RIDDOR	FOS Manager, Principal Officer (OS)	New Accident policy and procedure in force from April 2011.  20% investigation rate is previous West Midlands H&S Liaison Group target
	Provide advice to licensed premises re: bonfire and firework safety	<b>Quarter 3</b> Carry out initiative-exact details to be decided	Mail shot approx 375 licensed premises and advise re: bonfire and firework safety. Visit known problem premises (approx 10 premises)	Mail shot carried out. Approx 400 premises. Web based information provided. Known problem premises were visited and complaints/enquiries responded to.	Provide web based information and advice. Visit known problem premises (approx 10 premises).	FOS Manager, Principal Officer (OS)	Partnership with West Midland Fire Service. Joint visits and strategy. Mailshot to licensed premises may not be carried out- will depend on cost and resources.
	Produce and deliver, in conjunction with partners, the Joint Accident Prevention Strategy (JAPS) for Dudley	<b>Quarter 1</b> Produce annual action plan with partners. Report on achievement of actions	FOS contribution to actions include workplace inspections, accident investigation, reducing		FOS contribution to actions include workplace inspections, accident investigation, reducing	FOS Manager, Principal Officer (OS)	Joint Accident Prevention Strategy for Dudley 2009-2012 focuses on reducing accidents in 4 key environments, i.e. on the road, in the home, at leisure and in the

Objective	Action	Key Milestones	Target 2010-11	Achievement 2010-11	Target 2011-12	Lead Officer	Comments including areas of improvement and links to corporate policies & responsibilities
To ensure accidents at or related to work are reduced		from previous year's JAPS Action Plan to be presented to Health and Well Being Partnership <b>Quarters 1-4</b> Deliver FOS contributions to JAPS Action Plan (workplaces)	accidents at work and specific projects. Also Survive Alive delivery and Home check service		accidents at work and specific projects.  N.B. Survive Alive and Home Check service now ceased		workplace.  Partners include Internal: DACHS, Children's Services, DUE Transportation & Road Safety  External: NHS Dudley Fire service Police Children's Centres, Health Visitors

Objective	Action	Key Milestones	Target 2010-11	Achievement 2010-11	Target 2011-12	Lead Officer	Comments including areas of improvement and links to corporate policies & responsibilities
Ensure enclosed workplaces , public places and work/public vehicles are free from second hand smoke	Enforce the regulations made under the Health Act 2006 in relation to smoke free premises and vehicles	<p><b>Quarter 1</b> 325 inspections</p> <p><b>Quarter 2</b> 325 inspections</p> <p><b>Quarter 3</b> 325 inspections</p> <p><b>Quarter 4</b> 325 inspections</p> <p><b>Quarter 1</b> 100%</p> <p><b>Quarter 2</b> 100%</p> <p><b>Quarter 3</b> 100%</p> <p><b>Quarter 4</b> 100%</p> <p><b>Quarters 1-4</b> Enforcement as necessary</p>	<p>Carry out smoke free inspections of workplaces, public places and work/public vehicles. Target 1300 premises. 98% premises compliant.</p> <p>Investigate complaints and respond to enquiries relating to smoke free.</p> <p>Carry out enforcement as necessary, by issuing written warnings, service of FPNs and prosecution if required.</p> <p>Make returns to Department of Health on smoke free work completed</p>	<p>1414 premises inspections carried out.</p> <p>97.9% premises compliant</p> <p>53 complaints and enquiries received &amp; responded to.</p> <p>18 warnings issued including: 2 for individuals smoking, 2 for non compliance with signage, 14 for failing to prevent smoking. 3 fixed penalty notices issued</p> <p>Completed</p>	<p>Carry out smoke free inspections of workplaces, public places and work/public vehicles. Target 1300 premises. 98% premises compliant.</p> <p>Investigate complaints and respond to enquiries relating to smoke free.</p> <p>Carry out enforcement as necessary, by issuing written warnings, service of FPNs and prosecution if required.</p> <p>-</p>	<p>FOS Manager, Principal Officers</p> <p>FOS Manager, Principal Officers</p> <p>FOS Manager, Principal Officers</p> <p>-</p>	<p>Funding from NHS Dudley for 0.5 FTE Technical Officer continues into 2011-12.</p> <p>Dudley MBC is responsible for enforcement of the smoke free legislation in approximately 11,000 premises including approx. 5,000 HSE enforced premises.</p> <p>Statutory returns ceased in July 2010</p>

Objective	Action	Key Milestones	Target 2010-11	Achievement 2010-11	Target 2011-12	Lead Officer	Comments including areas of improvement and links to corporate policies & responsibilities
Ensure enclosed workplaces , public places and work/public vehicles are free from second hand smoke	<p>Enforce the regulations made under the Health Act 2006 in relation to smoke free premises and vehicles</p> <p>Participate in meetings and activities of the Black Country Tobacco Control Alliance (BCTCA)</p>	<p><b>Quarter 1</b> 75 visits <b>Quarter 2</b> 75 visits <b>Quarter 3</b> 75 visits <b>Quarter 4</b> 75 visits</p> <p>One meeting per quarter</p>	<p>Take part in BCTCA project on illicit tobacco in the workplace. Approx 300 visits to premises employing routine and manual workers</p> <p>Attend all meetings and participate in operational activities</p>	<p>300 visits</p> <p>Completed</p>	<p>Take part in BCTCA project on illicit tobacco in the workplace. Approx 300 visits to premises employing routine and manual workers</p> <p>Attend all meetings and participate in operational activities</p>	<p>FOS Manager, Principal Officers</p> <p>FOS Manager</p>	<p>This work will continue in 2011-12 and continues to be funded by NHS Dudley. Visits combine smoke free, illicit tobacco and referrals to Dudley Stop Smoking Service</p>

Objective	Action	Key Milestones	Target 2010-11	Achievement 2010-11	Target 2011-12	Lead Officer	Comments including areas of improvement and links to corporate policies & responsibilities
To work in partnership with internal and external organisations to promote health and safety at work.	Participate in the activities of the West Midlands Health & Safety Liaison Group	<b>All Year</b> 6 meetings	Attend and participate in all activities	Completed	Attend and participate in all activities	Head of Service, Principal Officer (OS)	Group created to offer advice in planning of events to prospective organisers to minimise risk to public safety. Partners include Police, Fire Service, Ambulance Service
	Participate in Dudley Safety Advisory Group	<b>Quarters 1-4</b> 3 meetings per quarter	Attend all meetings. Issue advice as appropriate	Completed	Attend all meetings. Issue advice as appropriate	Principal Officer (OS)	
	Participate in Dudley MBC working groups on legionella and asbestos	<b>Quarters 1-4</b> As arranged	Attend and participate in all meetings	Completed	Attend and participate in all meetings	Principal Officer (OS)	
	Review HSE consultation documents and respond as appropriate	<b>All year</b> As appropriate	Respond as appropriate	Through WMHSLG	Respond as appropriate	Head of Service, Principal Officer (OS)	
To ensure the Council complies with its legal obligations in enforcing health and safety.	To update the annual Health and Safety Service Plan in accordance with Section 18 guidance	<b>Quarter 1</b> Produce Health and Safety Service Plan and report to members	Produce Health and Safety Service Plan 2010-11. Report to elected members and publish	Completed. Service Plan reported to Licensing & Safety Committee May 2010 and published on the website	Produce Health and Safety Service Plan 2011-12. Report to elected members and publish	FOS Manager, Principal Officer (OS)	

Objective	Action	Key Milestones	Target 2010-11	Achievement 2010-11	Target 2011-12	Lead Officer	Comments including areas of improvement and links to corporate policies & responsibilities
To ensure the Council complies with its legal obligations in enforcing health and safety.	To make the annual statistical return to HSE	<b>Quarter 1</b> Complete and submit returns	Completed	Completed. Prosecution return also made	Complete and submit returns	FOS Manager, Principal Officer (OS)	Work in progress as part of Business Matters project to reconcile data between Business Link, GMIS, Env. Health, Business Rates and Valuation Office. This will greatly reduce the work necessary to identify changes which need to be made within M3.
	Update the database	<b>Quarters 1-4</b> Database updated	Continue to update the data base using information from business rates and building control/planning	On-going. There is a backlog due to reduced admin resources at Cloughton.	Continue to update the data base using information from business rates and building control/planning	FOS Manager, Principal Officer (OS)	
	Ensure full compliance with Section 18 mandatory guidance	<b>Quarter 1</b> Carry out annual benchmarking with WMHSLG. Review Enforcement Policy <b>Quarter 3</b> Consider need to formal pledge of commitment to HSE Strategy	Continue to use Section 18 toolkit to assess compliance with Section 18 guidance and implement actions identified as necessary	Section 18 toolkits completed. Only minor matters identified in Improvement Plan	Implement improvement plan actions to ensure full compliance with Section 18 toolkits	FOS Manager, Principal Officer (OS)	
	To update the Services procedural manual in respect of health and safety enforcement procedures	-	Review and update all procedures	Completed	-		

Objective	Action	Key Milestones	Target 2010-11	Achievement 2010-11	Target 2011-12	Lead Officer	Comments including areas of improvement and links to corporate policies & responsibilities
To ensure the Council complies with its legal obligations in enforcing health and safety.	Ensure compliance with new HSE guidance on interventions and risk ratings (LAC67/2)	-	Implement new HSE guidance on priority planning of health and safety interventions and revised risk rating scheme	Completed	-		
	To ensure all staff involved in health and safety enforcement are developed and competent to carry out duties	<b>Quarter 1</b> RDNA assessments updated for all staff <b>All year</b> Officers complete own learning logs	Produce training plan to deliver identified training needs as result of RDNA assessments.	Training plan delivered via in house and external courses	To update assessments for all officers using the Regulators Development Needs Analysis (RDNA) online tool.	FOS Manager Principal Officer (OS)	This was a new requirement in 2009-10 under the Health and Safety Competency Framework and is part of complying with Section 18 guidance.
	Arrange health & safety update training as required	<b>All Year</b> As arranged	In-house training updates and external courses as available and appropriate	Completed. Subjects included gas safety, electrical safety, legionella, LPG	In-house training updates and external courses as available and appropriate	FOS Manager Principal Officer (OS)	Contributes to attaining CPD requirements of CIEH. Delivery may be in-house, through WM H&S Liaison Group or external.
	To monitor officer competencies in health and safety in accordance with Authorisation and Monitoring (A&M) procedure	<b>Quarter 1</b> Annual monitoring programme produced <b>All Quarters</b> Monitoring in accordance with plan	Accompanied visits: Monthly for newly qualified officers Annually for experienced officers Paperwork checks as specified in procedure	Completed for all staff	Accompanied visits: Monthly for newly qualified officers Annually for experienced officers Paperwork checks as specified in procedure	FOS Manager Principal Officers	Covers inspections, complaint and accident investigations.

