

ARUN DISTRICT COUNCIL

ENVIRONMENTAL HEALTH

HEALTH & SAFETY SERVICE PLAN

2021/22

Aims

In delivering a health and safety service, the Council aims to support businesses and work with people who live and work in the district to protect and enhance their health by ensuring workplace risks are properly managed and by using the workplace as a setting to promote health.

Background

Local Authorities are directed by the Health and Safety Executive in how to deliver our health and safety regulatory service by way of the [National Local Authority Enforcement Code](#)¹ using a targeted, risk based approach. The code comes with [Supplementary guidance](#)² and a [list of activities/sectors suitable for targeting proactive inspection](#)³. *LAC 67/2 rev.10 – Advice/guidance to local authorities*⁵ provides further information on how local authorities should target their interventions. In addition to the above guidance, in developing the service plan local factors and the wider public health agenda have been taken into account.

Local Priorities

Arun District has a population close to 157,000 (Mid-2016 population estimates). Arun has some of the most deprived areas nationally.

There are health inequalities identified with life expectancy amongst men in the most deprived areas around ten years lower than those from the least deprived area. The gap is seven years for women.

Health challenges for the district include:

- ⤴ hospital stays for alcohol related harm and diabetes;
- ⤴ constraining levels of smoking and early death from heart disease and stroke to around national averages;
- ⤴ sustaining and improving levels of healthy eating;
- ⤴ improving educational attainment which is below average;

¹ <http://www.hse.gov.uk/lau/national-la-code.pdf>

² <http://www.hse.gov.uk/lau/supplementary-guidance.pdf>

³ <https://www.hse.gov.uk/lau/activities.pdf>

⁴ Insight and Intelligence WSCC – Business Counts in West Sussex & Employment trends in Arun

⁵ <https://www.hse.gov.uk/lau/lacs/67-2-priorities-targeting-interventions.pdf>

- ▲ increasing levels of physical activity which are placed towards the lower end of the average range.

Activity across West Sussex has been targeted at obesity, premature mortality, inequality and alcohol related harm.

Arun Business Profile

There are approximately 2,585 businesses and 45,100 employee jobs within Arun. Approximately 39,730 of these are within the private sector. The majority of businesses employ less than 10 people (84.9%). Four main sectors account for over half of employee jobs and these are in the wholesale and retail trade, including the repair of motor vehicles (18.9%), human health and social work (15.6%), accommodation and food services (11.1%) and administration and support services (9.1%).⁴

Achievements 2019/2020 & 2020/21

- A representative attends the Sussex Health and Safety Liaison group which provides support and guidance and peer review of different topics.
- In 2020 contact was made with all registered cooling towers and evaporative condensers to ensure the register and contact details remained current, as part of Legionnaires' disease management.
- In 2020 the gas safety in catering initiative was piloted, however this was not rolled out further due to COVID.
- From the end of 2019/20, throughout 2020/21 and continuing, the Environmental Health team have been significantly involved with COVID-19, providing advice to businesses, supporting regulation of requirements, including implementation of COVID secure guidance, as well as supporting Public Health England (PHE) and West Sussex County Council Public Health investigating cases and outbreaks of COVID-19. This has meant a significant increase in resources dedicated to health and safety, primarily by diverting resources from other environmental health functions, as well as utilising government funding and grants from West Sussex County Council.

- From October 2020 the team partnered with the Health and Safety Executive to carry out COVID spot checks. To date nearly 800 Arun businesses have been through this programme, which is proposed to continue in 2021/22
- Proactive patrols, visits and other engagement with more than 1500 businesses
- COVID advice and guidance mailouts, including small retailers, taxis, licensed premises, food producers and estate agents, and provision of alternative language information
- COVID advice via the Arun Business Partnership newsletter
- COVID social media postings, including podcast with WSCC, website information and free posters to support businesses
- Legionnaires' diseases prevention advice
- Representative on Community Champions working group
- Representative on the Arun (COVID) Emergency Management Team
- Representative on the Arun Chichester Partnership COVID meeting
- The information below gives an overview of health and safety actions undertaken in the period 2019-20 and 2020-21:

Accidents by type:

Accident Type	Number Reported
Another kind of accident	58
Asthma	1
Contact with electricity	1
Contact with machinery	1
Drowned or asphyxiated	1
Exposed to fire	1
Exposure to harmful substance	2
Fall from height	3
Injured by an animal	2
Lifting and handling injuries	16
Physical assault	6
Slip, trip, fall same level	115
Struck against	2
Struck by moving vehicle	2

Struck by object	10
Trapped by something collapsing	1
TOTAL	222

Requests for service by type:

Request Type	Number Received
Asbestos Notification	13
Coronavirus Closures	92
COVID-19 Complaints	215
Events	3
Health and Safety Advice	28
Health and Safety at Work	66
HSE Spot Check Referrals	43
Accident - unspecified	15
Total	476

Actions by Type:

Type	Number
COVID Case Investigation	62
COVID Monitoring	977
COVID Investigation other	20
COVID warning letter	95
COVID referral - other agency	11
COVID verbal advice	78
COVID visit other	24
Health & Safety Advisory Visit	2
Health & Safety other intervention	15
Liaison/referral	11
Non-inspection intervention: other contact/intervention	573
Non-inspection intervention: other visits/face to face contacts	27
Reactive Visit – investigate health & safety complaints	34
Reactive Visit – investigate health & safety incidents	17
Referral to HSE	6

Revisit following early intervention	5
Total	1967

Summary Interventions planned for 2021/22

The following activities will be undertaken in from 1 April 2021 to 31 March 2022.

- COVID-19 regulation and advice programmes
- Targeted investigation of accident notifications (in accordance with incident selection criteria 22/13 (rev1))
- Risk based assessment of asbestos works notifications
- Prioritised investigation of complaints and requests for service
- Revisits to ensure compliance
- Act as statutory consultee for public safety for licensing applications, planning consultations and outdoor events
- Investigate LOLER inspection failure notifications
- Responding to local, regional and national priorities
- Continue with gas safety project
- Providing advice to duty holders

Intervention Plan 2021-22

Sector, premises type or specific cross sector activity.	Evidence that identified the concern and set its priority	Planned intervention type	Rationale for intervention	Planned activity or Resource Allocation
COVID-19	Maintaining a safe work environment protecting employees and the public remain a priority during the pandemic	Partnerships Sector and Industry-wide Initiatives Education and Awareness Dealing with Issues of Concern and Complaints Working with other Regulators	Listed in Annex A LAC 67/2 (rev 10) as LA national priority	Partnership with HSE via spot checks programme, response to complaints and requests for advice, proactive media, guidance and advice campaigns, proactive marshal patrols 250 days
Outdoor Events Industry	The local tourist industry sector relies on events. To support events locally by ensuring they are delivered safely.	Partnerships Sector and Industry-wide Initiatives Education and Awareness Dealing with Issues of Concern and Complaints Working with other Regulators	To work in partnership with event organisers at the earliest stage of event planning and in partnership with other regulators to ensure health and safety risks are reduced to sensible levels through good layout and risk management. Proactive, preventative approach to protect public safety and ensure the events industry enjoys the public confidence it needs to be able to grow.	Review of event management plans and risk assessments for events of significant scale or safety risk. Participation in Safety Advisory Group to advise event organisers of steps to take to reduce risk where necessary. ADIP documentary checks prior to funfairs operating on Arun District Council land. Review arrangements/provide advice relating to Inflatable amusement devices (anchoring, monitoring wind conditions and compliance with BS EN 14960) 10 days.
3,200 LA enforced businesses in Arun.	RIDDOR reportable incidents notified to LA	Incident and Ill Health Investigation	To Investigate only those incidents where intervention	To investigate accidents in line with LAC 22/13 (rev1)

Intervention Plan 2021-22

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			<p>is likely to bring positive change.</p> <p>Determine causes and identify poor risk management and other poor practice and bring it in line with statutory requirements. To ensure preventative action is taken to reduce the likelihood of repetition.</p> <p>Targeted interventions leading to positive change in business practice or systems.</p>	<p>http://www.hse.gov.uk/lau/lacs/22-13.htm within 7 working days of notification.</p> <p>20 days.</p>
3,200 LA enforced businesses in Arun	Complaints relating to health, safety and/or welfare relating to LA enforced businesses from employees and members of the public.	Incident and Ill Health Investigation dealing with Issues of Concern and Complaints	Investigate health, safety and welfare concerns where intervention is likely to bring positive change.	<p>Targeted investigation of complaints within 7 working</p> <p>Investigation by correspondence, telephone and/or visits.</p> <p>20 days</p>
3,200 LA enforced businesses in Arun	Requests for advice and guidance from businesses.	Education and Awareness dealing with Issues of Concern and Complaints	In line with LAC 67/2 rev 10 guidance, the service will provide/ signpost to information to make it simple for businesses to comply with health and safety requirements.	<p>Keep website up to date, primarily using links to authoritative sources.</p> <p>1 days</p> <p>Where requests for advice or information are received by other means, direct them to these sources</p>

Intervention Plan 2021-22

Sector, premises type or specific cross sector activity.	Evidence that identified the concern and set its priority	Planned intervention type	Rationale for intervention	Planned activity or Resource Allocation
				in the first instance, but offer further advice/clarification if needed. 2 days
LA enforced businesses across Sussex	On request from another Sussex LA	Partnerships Incident and Ill Health Investigation Dealing with Issues of Concern and Complaints	Provide swift, consistent response in the event of a major incident and improve resilience across local authorities.	Participation in the major incident team as demanded i.e. no time allocated but it will be made available on request. 0 days allocated but will respond on request.
Businesses applying for planning approval or a premises (or other) licence.	Statutory duty outside of the scope of the code.	Partnerships Design and Supply Other Interventions	To ensure that new developments do not design-in hazards (e.g. inability to adequately segregate vehicles and pedestrians). To ensure premises design and operation facilitate public safety.	Reviewing licensing and planning applications and making recommendations as statutory consultee. 15 days
Gas safety in catering establishments	Sussex LA led intervention	Provision of advice and guidance, and signposting to businesses with a rating of 2 or below and hazard spotting during food hygiene inspections	Evidence that businesses with a low food hygiene rating also have poorer health and safety compliance levels.	Provision of information and inspection of low rated businesses. 8 days
LA enforced sector	Sussex LA led intervention	Provision of advice to businesses to highlight the legal requirements around the reporting of	It is accepted that higher performing businesses are more likely to report accidents. This project is to	Promotional activity to provide additional information direct to businesses and members of the public.

Intervention Plan 2021-22

Sector, premises type or specific cross sector activity.	Evidence that identified the concern and set its priority	Planned intervention type	Rationale for intervention	Planned activity or Resource Allocation
		accidents and incidents in line with RIDDOR requirements	raise awareness among across all LA sectors and with employees and members of the public.	3 days
TOTAL				329 days