

# OADBY & WIGSTON BOROUGH COUNCIL



**Oadby & Wigston**  
BOROUGH COUNCIL

## HEALTH AND SAFETY ANNUAL REPORT 2016 TO 2017

Produced by Paul Evans  
Health and Safety Officer  
1 March 2017

## 1. Introduction and Overview

The Council recognises that health and safety are management responsibilities that rank equally with professional and service responsibilities.

The purpose of the Council's health and safety policy is to provide a framework around which a safe and healthy working environment can be maintained by good working practices concerning health and safety of the employees, public (including visitors to our premises), members and contractors within the Council.

Whilst legislation exists to enforce good standards of health and safety, all employees, the public (including visitors to our premises), members and contractors, should recognise their responsibility and actively ensure that all health and safety policies are adhered to.

This report has been produced in line with the Local Government Employer's (LGE) guidance.

The report covers the period from April 2016 to early March 2017 (and will be described in this Annual Report as 'financial year 2016/17'); it also makes a brief mention to the period December 2015 to end of March 2016 (commensurate with the appointment of the author)

## 2. Corporate Governance

**Elected Members of the Council** shall ensure that suitable resources are made available and take necessary strategic direction to discharge the Council's health and safety responsibilities and monitor, via reports, the overall performance of the Council's health and safety management systems.

**Chief Executive Officer (CEO)** will take overall responsibility for health & safety across the Council and lead in setting corporate policy and direction.

**Senior Management Team (SMT)** which consists of the Chief Executive, Chief Finance Officer and Director of Services are responsible for the management of risks at a corporate level.

**Service Managers** are responsible for managing the risks created by their service area's activities. In particular they should ensure that work related hazards are identified and risk assessments are undertaken and that these are communicated to all relevant parties, monitored and updated.

### 3. Statistical Information

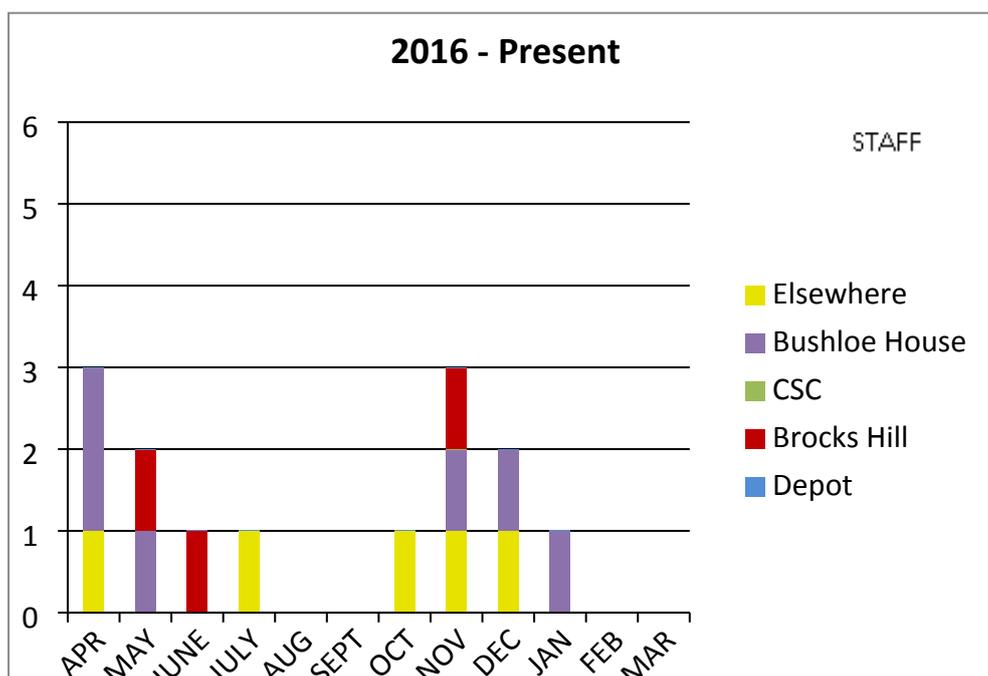
**Regulatory Interventions:** There have been no regulatory interventions this financial year either from the Health and Safety Executive or the Leicestershire Fire & Rescue Service.

**Auditing Activity:** The Council's Internal Auditor, CW Audit has carried out audits on: corporate health & safety (2015/16); depot health & safety (2016/17) with updates on progress regularly reported to this Committee.

The audits carried out by the Health and Safety Officer are principally on progress on the Fire Risk Assessment Action Plans.

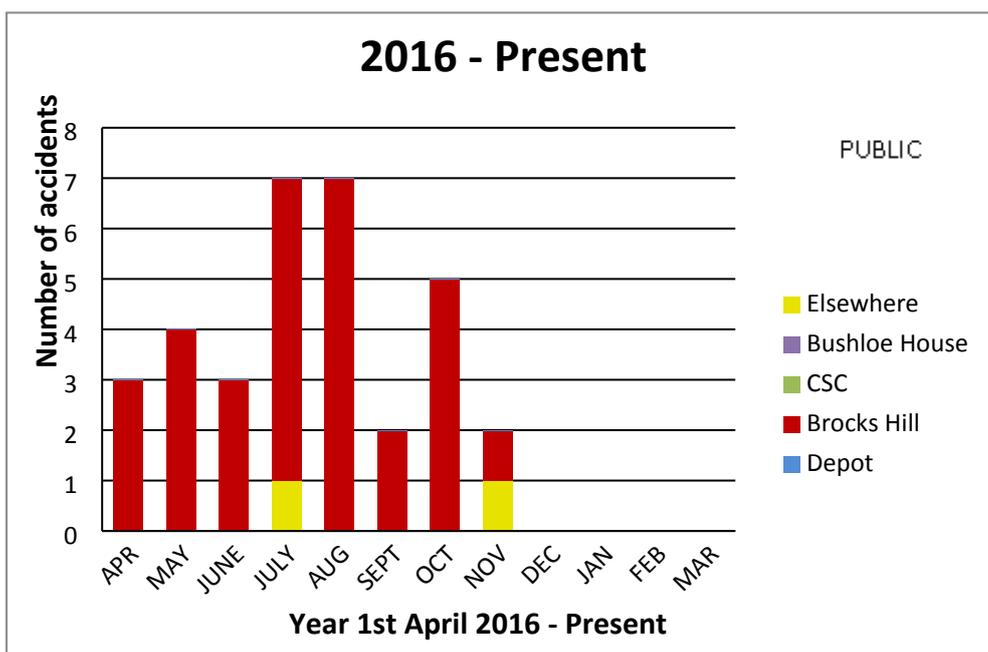
**Accident Statistics:** The two tables below show the number of accidents at each Council owned location and 'elsewhere'. Accidents categorised as 'elsewhere' are normally staff from the depot who have accidents on site whilst collecting refuse/ recycling or undertaking grounds maintenance or street cleansing works.

*Table 1: Staff Accidents via location*



The Table 1 above shows 14 accidents occurring in 2016/17 for staff related activities. Fortunately none were serious or reportable and principally consisted of 'slips, trips and falls'.

Table 2: Public Accidents via location



The Table 2 above shows 33 accidents occurring in 2016/17 for public related activities. Again, as similar to staff in Table 1, fortunately none were serious or reportable and principally consisted of ‘slips, trips and falls’. The accidents at Brocks Hill, as the table indicates, are usually in the school summer term and consists of small cuts and grazes.

**Accidents (RIDDOR):** The Council has had no reportable accidents this financial year. One accident in February 2016 was reportable under RIDDOR.

#### 4. Partnerships

The Health and Safety Officer attends the Leicester, Leicestershire and Rutland Safety Advisers Group meetings where technical information is discussed.

#### 5. Joint Consultation

The Health and Safety Group had its first meeting in March 2016 and meets every three months. Attendees are from various teams within the Council and also represent all key buildings. Representation is also from the trade unions, senior management and the Health and Safety Officer. There is regular discussion on accidents; fire evacuation procedure; risk assessments; lone working and other important elements. All agenda items and notes of the meetings are available for staff on the Intranet.

## 6. Key Activities 2016/17

The Health and Safety Policy was submitted to this Committee in March 2016 and approved. In July 2016 a revised policy was submitted to Strategic Management Team for approval which reduced the content of the original document and focused more on strategic delivery and also risk assessments. This revised document is attached at Appendix 2 to the main report. A shortened version of Appendix 2 is also available on the intranet for staff to utilise. The non exhaustive list below shows a number of areas that the Health and Safety Officer has been involved in this financial year:

- The health and safety knowledge bank on the Intranet is being populated on a regular basis. The emphasis at the moment is on lone working and the relationship between the Customer Alert System.
- Fire evacuations have been successfully carried out at Bushloe House (x2), Customer Services (x2), the depot and Brocks Hill over the last twelve months. Revised fire evacuation plans have been produced for all the above properties.
- The existing risk assessments at the depot are currently being revised and updated where necessary. A handbook of safe working practices for each team based on these risk assessments is currently being prepared
- Display screen assessments for the majority of staff have been undertaken and recorded by managers and their teams. No significant issues have arisen.
- The Customer Alert System (CAS) is shortly to be rolled out to staff, as is the Lone Worker policy. The CAS, jointly developed by the Welfare and Taxation Manager; Interim Corporate Resources Manager & the Health and Safety Officer, will inform those members staff who carry out lone working type activities where there could be potential issues when visiting certain types of addresses in the Borough. The Lone Worker policy will also give guidance on the risk assessment process and also personal safety.
- First Aid training and re-training has been undertaken in order to keep within guidelines suggested by St John's Ambulance for the ratios of First Aiders/ staff (Note 1)
- A briefing to Councillors on health and safety was undertaken early in 2016
- Responses to the internal audit reports on health and safety based on the Action Plans have been carried out
- Training in the topics of 'general awareness in health and safety and also fire evacuation' for depot staff was carried out in February 2017.
- The Boulter Crescent Community Flat and officers who work from there was subject to an in-depth risk assessment process.

- Various levels of assistance were given to members of staff who had roles in planning events such as at Brocks Hill and the VC ceremony at Bell Street.

## 7. Action Plan 2017/18

The main focus in 2017/18 will be:

- Ensuring that the Customer Alert System is utilised by managers & staff and revised where appropriate with new knowledge
- Incidents recorded on the Customer Alert System over the next financial year will be reported to the Committee as part of the Annual Report for 2017/2018.
- Considering the effectiveness of the new Lone Worker policy
- Providing guidelines and procedures in the risk assessment process in all areas
- Consideration of reporting contractors performance in health and safety
- Other areas as suggested by the Health and Safety Group

## 8. Conclusion

The role of health and safety at both senior management team and by all officers is increasing in importance and in profile. The dissemination of information by emails, Health and Safety Group, Notice Boards and the Intranet is assisting in this process. The recent focus on Lone Working has also brought health and safety to a much wider audience within the Council.

The work in 2017/18 will build on these foundations and lead to more informed officers on their role within health and safety culture.

Notes:

1.

<i>FIRST AID CALCULATIONS (as at 22 February 2017)</i>						
	<i>Numbers of Staff</i>	<i>Actual Number of First Aiders</i>	<i>Suggested Number of First Aiders (St John's Ambulance)</i>	<i>Suggested Cover</i>	<i>Total</i>	<i>Over and Above</i>
<i>Customer Service Centre</i>	18	5	2	2	4	(1)
<i>Brocks Hill</i>	9	2	1	1	2	0
<i>The Depot</i>	54	4	2	1	3	(1)
<i>Bushloe House</i>	101	4	3	1	4	0

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