

# OADBY & WIGSTON BOROUGH COUNCIL



**Oadby & Wigston**  
BOROUGH COUNCIL

## HEALTH AND SAFETY ANNUAL REPORT 2019 TO 2021

Produced by Paul Evans

Health and Safety Officer

March 2021

## 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 is the fourth health and safety report and covers the two year period from April 2019 to March 2021.

## 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 (CE)** will take overall responsibility for health & safety across the Council and lead in setting corporate policy and direction.

**Senior Leadership Team (SLT)** who is responsible for the management of risks at a corporate level.

**Heads of Service** 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.

**Managers, Team Leaders and other Supervisory Staff** have day-to-day responsibility for managing health and safety of the people under their control.

**Employees** will take reasonable care of their own health and safety and that of others affected by their acts or omissions.

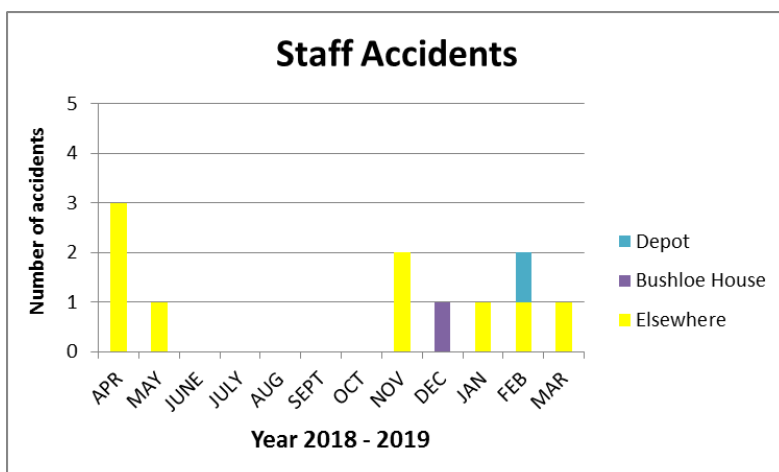
**Health and Safety Officer (H&SO)** will be responsible for the distribution of information for effective management systems on health and safety matters.

## 3. Statistical Information

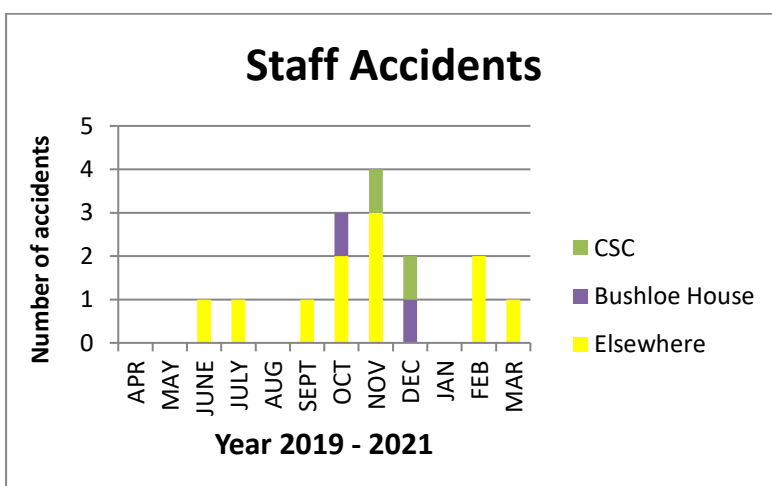
**Regulatory Interventions:** There have been no regulatory intervention from the Health and Safety Executive. There have been no interventions by the Leicestershire Fire & Rescue Service.

**Auditing Activity:** The Council's Internal Auditor, CW Audit has carried out an audit on aspects of health & safety of the refuse service in autumn 2020. The audits carried out by the Health and Safety Officer are given in detail in section 6.

**Accident Statistics:** The two tables below show the number of accidents at each council location and 'elsewhere' for 2018/19 and 2019/21. Accidents categorised as 'elsewhere' are normally staff from the depot that have accidents on site whilst collecting refuse/ recycling; undertaking grounds maintenance / street cleansing works or office based staff carrying out site based inspections.



**Table 1: Staff Accidents via location 2018/19**



**Table 2: Staff Accidents via location 2019/21 (two year period)**

In 2019/21 the accidents at:

- **Bushloe House** were 'slips, trips and falls' with no serious injuries in 2019/20
- **Customer Service Centre** was a 'slip, trip and fall' and defective Christmas decorations in 2019/20
- **'Elsewhere'** consisted of staff from Bushloe House carrying out inspections in the Borough and the remainder were staff from the operations team carrying out waste management or grounds maintenance work. Bushloe House staff were involved in three minor accidents in 2019/20 and a fall

resulting in a fracture in 2020/21; wooden splinter in a hand and a defective chute at one of the flat areas. There was also three accidents to the operations team in each of the years 2019/20 and 2020/21 being musculoskeletal disorders; traffic accident; cuts due to hedge works and a 'slip, trip and fall'.

For comparison purposes, in 2018/19 the majority of accidents were due to the use of plastic sacks for waste collections.

**Accident investigations** into the above resulted in:

- Signs to be installed at Bushloe House informing staff about the use of handrails
- Staff to be informed at toolbox talks about using the correct PPE
- The Housing Team was requested to review the location and repair of 1100 litre wheeled bins in various locations

### **Near Misses**

One near miss was reported in 2019/21. This resulted in works at Bushloe House that would remove the probability of the incident reoccurring. Staff are informed of the importance of reporting incidents, especially by information contained within the Learning Pool health and safety module.

### **Accidents (RIDDOR)**

There was one reportable accident to the HSE in 2019/21.

## **4. Partnerships**

The Leicester, Leicestershire and Rutland Safety Advisers Group has not met for some time, but dialogue is undertaken via normal communication routes. It is intended to resume in 2021/22.

## **5. Joint Consultation**

The health, safety and maintenance sub group met a number of times in 2019/20 and reports into the Health and Wellbeing Group. No meetings have been held in 2020/21. When held, the meetings cover all aspects of health and safety and also maintenance issues that have a link to safety. Fire evacuation, lone working and first aid are some of the areas that have been discussed and worked on previously.

## **6. Key Activities 2019/21**

The Health and Safety Review and Policy for 2018/19 was submitted to the Policy, Finance and Development Committee in 11 June 2019 and approved.

The non-exhaustive list below shows a number of areas that the Health and Safety Officer has been involved in the two year period 2019/21. Some of the areas are similar to previous years as they of a reoccurring nature:

- Fire evacuations via drills.
- Fire Warden training.
- Reviewing the depot handbook.
- Accident investigations undertaken at the depot .
- Monitoring the customer alert system.
- Anaphylaxis first aid, first aid and mental health training.
- Display Screen Assessments are now carried out by managers on an annual basis. A small number of in-depth work station assessments have been carried with staff who have individual areas of concern.
- Risk assessment analysis on staff who are working from home due to COVID.
- Introduction of lone worker equipment to high risk members of staff
- Risk assessments of polling stations and other venues due to COVID.

## **COVID-19**

COVID risk assessments of both Bushloe House and the Depot were carried out in accordance with Government Guidelines and have been updated whenever the guidelines have changed. No one at either premise has caught COVID-19 whilst being at work.

## **7. Risks**

The high level risks associated with the council's business are shown in the table 3 below, along with a brief description. The wheeled bin system has now been embedded and has considerably reduced accidents associated with the previous use of refuse sacks.

Risks that are 'above the line' will be worked on over the year, i.e.

- Risk assessment training via the Learning Pool module and training sessions.
- To have adequate accident investigations that are carried out by supervisory staff or the H&SO and to ensure that appropriate changes are made to protocols to reduce accident reoccurrence.
- To ensure that the high risk land holdings are inspected on a regular basis
- To work on any changes to workplaces and protocols due to COVID.

(Continued overleaf)

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A	Very High				
B	High				
C	Significant		6, 8	5, 7, 9	
D	Low		3, 4		
E	Very Low			1	2
F	Almost Impossible				
		Negligible	Marginal	Critical	Catastrophic
		1	2	3	4

**Table 3: High Level Risk table**

**IMPACT**

Risk No.	Description
1	First Aid – ensuring numbers and competencies are up to date
2	Fire Risk assessments are updated and evacuation procedures are regular
3	Health and Safety Policy (and report) updated
4	Awareness training on health and safety carried on annually (and Inductions)
5	Risk Assessment training
6	To ensure the lone worker system is monitored
7	Accident Investigations are undertaken
8	Council land holdings – inspections are regularly carried out
9	Bushloe House and Depot is COVID secure as far as practicable

## 8. Action Plan 2021/22

The main focus in 2020/21 was to be in a small number of discrete areas, such as the monitoring of the lone working system and re-inspection of the council land holdings. However, the impact of COVID in early March 2020 and later disrupted the planned work. This will be picked up again in 2021/22 together with any health and safety implications in the workplaces because of COVID and operational areas at the depot.

## 9. Conclusion

The role of health and safety at both senior leadership team and by all officers is increasing in importance and in profile. The dissemination of information by the health and wellbeing groups and especially the Intranet is assisting in this process.