



**Oadby & Wigston**  
BOROUGH COUNCIL

# FULL HEALTH AND SAFETY ANNUAL REPORT (2022/23)

## 1. Introduction and Overview

The Council recognises that the management of Health and Safety ranks equally with professional and service responsibilities.

The purpose of the Council's health and safety statement and policy is to provide a framework from which a safe and healthy working environment can be maintained.

This is achieved by continuously following, developing, and reviewing safe systems of work for Officers, the general Public, Visitors, Members and Contractors to follow.

Whilst legislation exists which places a statutory duty on the Council as an organisation to ensure the above is maintained, all Officers, Visitors, Members and Contractors, should recognise that they also have a legal duty to adhere to all policies that are in place to protect their health and safety.

This health and safety report brought to this Full Council covers the period from April 2022 to March 2023, this will be described in this Annual Report as the financial year 2022/23.

## 2. Corporate Governance

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

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

**The Senior Leadership Team (SLT)** are responsible for the management of risks at a strategic level.

**The Heads of Service** are accountable for ensuring the risks created by their service area's activities are managed. They particularly should ensure that risk assessments are being regularly carried out by those responsible for them.

**The Managers, Team Leaders and other Supervisory Officers** have day-to-day responsibility for managing the health and safety of the people under their control, this includes carrying out risk assessments and sharing them with the relevant people.

**The Safety & Resilience Officer** will be responsible for the distribution of information and advice for effective management on health and safety matters.

### **All Officers (Including those listed above)**

Will;

- Take reasonable care for the health and safety of themselves and others who may be affected by what they do and do not do.
- Follow any training they have received and take part in any health and safety training offered.
- Not intentionally, or recklessly, interfere with or misuse anything that serves to protect safety, health, or welfare.
- Co-operate with the Council in matters related to health and safety.

- Report any injuries, ill health or near misses immediately.
- Always follow all safe systems of work.
- Raise any concerns they have with their direct line manager if they think the work or inadequate controls are putting anyone's health and safety at serious risk.

### **3. Statistical Information**

#### **Regulatory Interventions:**

##### **Asbestos Removal Visit**

The Vehicle workshop at the Depot had an unannounced visit by a Health and Safety Executive (HSE) Inspector. This is because a Contractor was instructed to remove Asbestos to conduct remedial work on one of the doors that had become damaged. As a result, the Contractor was legally obliged to notify the HSE of this work due to the hazardous nature of Asbestos.

The Inspector found the work area was compliant, however they did note that the inspection pit could potentially have been a hazard for the Contractor if they were to fall from the Mobile Elevating Work Platform. This resulted in the Fleet Manager covering the pit with a vehicle and sending a Risk Assessment over to the Inspector, there was no further action needed after completing these tasks and the Inspector left satisfied.

##### **Depot Access Road Contravention**

There has been one notification of contravention from the HSE regarding the accident at the entrance to the access road, just off Wigston Road (The Depot). The actions required from this were as follows;

- Identification of all horizontal swing barriers under Oadby and Wigston Borough Councils control, which are operated in the same manner as the one in question.
- Completion of Risk Assessments on all the horizontal swing barriers that have been identified in the previous step.
- Ensuring all horizontal swing barriers under Oadby and Wigston's Control have a locking mechanism so that they can be secured in the open and closed position.
- Implementation of a Safe System of Work to ensure the safety of all swing barriers under our control.
- Review sites with similar multi-occupancy structures to ensure the Council are co-operating and co-ordinating with the other parties.

All the above actions have now been completed and the HSE are satisfied with the Council's response and no further action is required.

Unfortunately, because the Inspector found material breaches, this did result in a Fee for Intervention (FFI). This was calculated based upon the amount of time the Inspector had to spend identifying the breach, helping the Council put it right, investigating and taking enforcement action. It is likely that the other organisations who share a legal responsibility for the road also received an FFI. However, it is not possible to confirm this.

##### **Fire Officer Visit**

Finally, The Council received a visit to the Walter Charles Centre by a Fire Officer from Leicestershire Fire and Rescue, who carried out an inspection of fire safety. As a result, the Fire Officer found the Council to be 'broadly compliant' which means no breaches were found and a level of fire safety was evident. The advice which was given to the Council by the Fire Officer and which the Council will act on, is as follows;

- Carry out documented visual checks on fire extinguishers, escape routes and emergency lighting.
- Install a Fire Action Notice sign.
- Review and include fire safety provisions in the documentation for those hiring the Council's venues.
- All Officers should undertake Fire Awareness Refresher training annually.
- Emergency illumination should be provided to the external of the building and near to each exit.
- Remedy the failings of the Electrical Installation Condition Report (EICR) dated 2/11/2018, this is an inspection carried out by a competent electrical Contractor which details the current condition of the fixed electrical installations that are hard wired into the building.

No official response to the Fire Officer is required, and Leicestershire Fire and Rescue are happy for the Council to act upon the advice given when it is reasonably practicable to do so.

**Auditing Activity:** The audits carried out by the Safety & Resilience Officer are given in detail in section 6.

**Accident Statistics:** The tables below detail the number of accidents, incidents and near misses. It has been identified that the reporting procedure is not robust enough or utilised enough to ensure the level of detail required is captured during investigations. This will be covered in more detail in section 8.

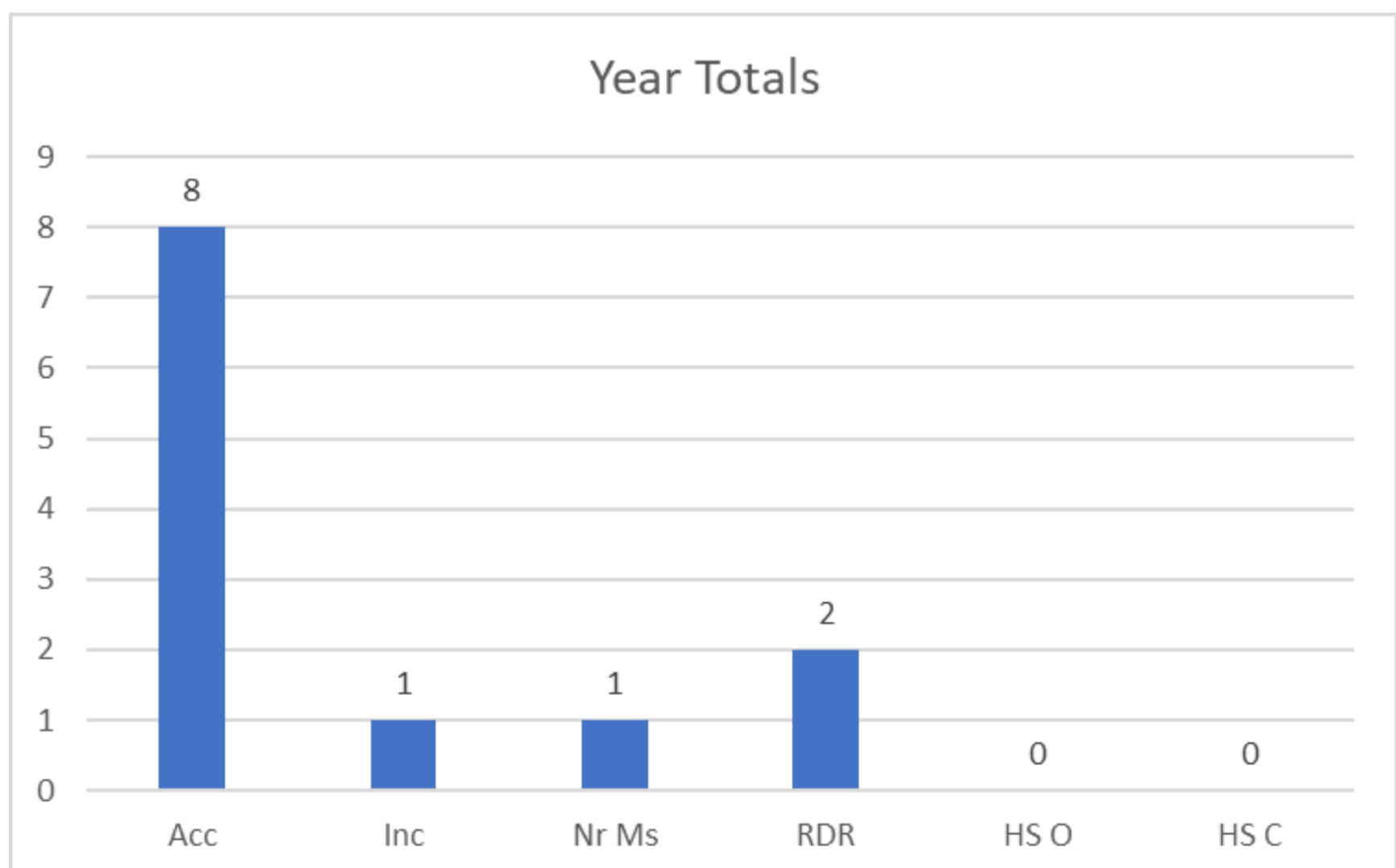


Figure 1 2022/23 Total Accidents, Incidents, Near Misses & RIDDOR

As shown above in figure 1, the total accidents for the year were 8, 2 of which were reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), 1 incident was reported and finally 1 near miss was recorded.

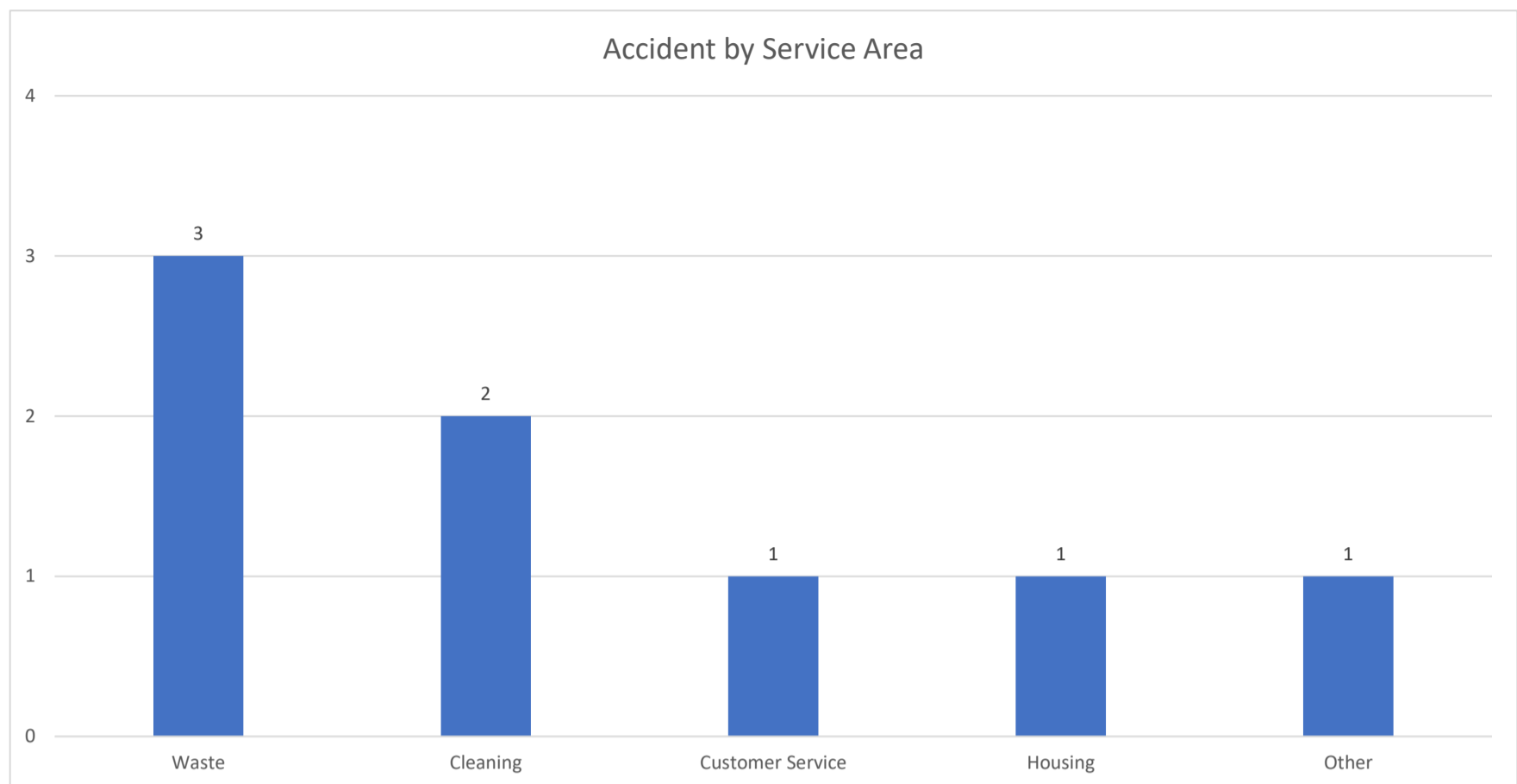


Figure 2 Accident by Service Area

In Figure 2 above, it is shown that the Council have had 3 accidents related to the waste operations, this includes the barrier incident at the access road. 2 accidents from the Cleaning team and 1 each from Customer Service, Housing and other areas.

The higher figures from the Waste and Cleaning team are to be expected when having accidents, as the Officers from this area are exposed to more hazards more frequently.

This is not to say the Council should expect to have accidents, but if they are occurring, this is where they are likely to occur.

Investigations into the above resulted in the following;

- Horizontal swing barrier checks;
- Communications surrounding the hazards of electrical equipment at home;
- Communications on advice to avoid slips, trips, and falls; and
- Additions to the Customer Alert System.

As previously stated, it has been identified that the investigation of accidents, incidents and near misses needs to be improved and forms part of the action plan section 8.

**RIDDOR:** There were two reportable accidents in 2022/23, the first of which happened in April 2022 and has been covered earlier in this report (Depot Access Road Contravention).

The second involved an Officer walking along a public footpath performing their duties as required by their role. Although the legal requirement to report this can be debated, it was decided to report it under RIDDOR as a precaution. As of the date of this report, no response has been received from the HSE in relation to that particular matter.

#### 4. Partnership

The Leicestershire Safety Advisory Group has been meeting once a month. The group regularly communicates via email on issues that are arising in their retrospective councils. Overall, this partnership is a net positive for all involved.

The group has representation from the following Councils.

- Oadby and Wigston Borough Council;
- Melton Borough Council;
- Hinckley and Bosworth Borough Council;
- Blaby District Council;
- Harborough District Council; and
- North-West Leicestershire District Council.

## **5. Joint Consultation**

A new “Depot Health and Safety” group has been meeting since November 2022, this group consists of the following people.

- Safety & Resilience Officer;
- Depot Manager;
- Fleet Manager;
- Corporate Asset Manager;
- Corporate Asset Officer;
- Customer Services Manager; and
- Strategic Director (if needed).

All levels of officers are welcome to this meeting if they feel as though they need to raise any issues. It is intended to serve as an open and honest way of communicating about all health and safety matters that arise in each of the service areas represented during a time of notable change. These meetings will continue once the changes have been implemented.

## **6. Key Activities 2022/23**

The following list shows several areas in which the Safety & Resilience Officer has been involved in during the financial year of 2022/23. It is important to note these would not have been possible to achieve without good cooperation and support from fellow Officers at all levels.

- Refreshing and development of new Risk Assessment templates, guidance, and registers.
- Actions as requested by the HSE because of the Depot Access Road accident.
- Implementation of an accident tracking sheet to improve reporting procedures.
- Assistance in moving the Customer Service team to the Depot and ensuring safe access on foot.
- A review of the underutilised Lone Worker system to ensure the Council is receiving value for money on the Lone Working systems in place.
- Development of a new Risk Assessment Awareness course for all relevant Officers to take part in.

- Development of a new COSHH Awareness course for all relevant Officers to take part in.
- Implementation of new First Aid at Work documentation, which includes First Aid Needs assessments.
- Implementation of a new COSHH Risk Assessment template, guidance, and substance register.
- A full audit of the Depot with immediate high-risk actions being completed, and more long-term actions are now being tracked via monthly meetings to completion.
- Implementation of a Visitors and Contractor induction at the Depot along with a sign-in sheet.
- Development of the following risk assessments for the Depot, traffic management, first aid, vulnerable people, shared site risk assessment and mental health.
- Implementation of a reverse parking policy at the Depot.
- A new style of Officer induction for the Depot, which the Agency now carries out for us before they even get to our Depot.
- Implementation of a Safety Management system to be used in all service areas.

## 7. Risks

Some of the risks associated with the Council’s business are shown in the table below, along with a brief description in the table below that. This is not an exhaustive list of the risks that are associated with the Council but is a way of prioritising the action plan for 2023/24. Please note all risks will be high as this is what will be actioned going forward.

Impact >

	Negligible (1)	Minor (2)	Moderate (3)	Severe (4)	Major (5)
Likelihood >			<b>5, 6</b>		
Certain (5)					
Likely (4)					<b>1, 2</b>
Possible (3)			<b>4</b>		
Unlikely (2)					<b>3</b>
Rare (1)					

Risk No	Description
1	Training – Ensuring all officers have the required core knowledge and training to manage their day-to-day tasks safely and in line with legislation.
2	Accident investigation – To be able to provide a suitable defence in a Civil or Legal case, solid accident investigations are needed.
3	Fire – One of the most catastrophic events possible, it is a necessity that all buildings and holdings are compliant with fire legislation.
4	Proactive safety – Removing the potential for accidents before they arise.
5	Reporting of Incidents, Near Misses, Hazards, and Accidents – Improving the reporting procedure ensures suitable evidence is collected and ensures the same thing cannot happen again.
6	Lone working – Using the right system all the time ensures our lone workers are not exposed to increased risk and have access to help should they need it.

## 8. Action Plan 2023/24

Following on from the highlighted areas of risk going into the financial year of 2023/24. The following actions will be completed.

1. The development and roll out of core training courses which will be available to the relevant Officers. This will be completed in conjunction with the LearningPool focus group. Users who do not have access to a computer will be given the training in person or as a guest on a suitable workstation. The general health and safety induction is also to be reviewed and updated. The following are the 'core' courses which will be made available.
  - a. Fire Awareness.
  - b. Lone Working Awareness.
  - c. Display Screen Equipment Awareness.
  - d. Risk Assessment Awareness.
  - e. COSHH Awareness.
  - f. Manual Handling Awareness.
2. A new process of conducting accident investigations will be provided, along with training; it will be expected all accidents are investigated to a good standard as defined in the investigation pack.
3. Buildings will also be audited to ensure a good level of fire safety and general safety is being maintained.
4. Promoting a proactive safety culture, a "Hazard Spot" reporting system will be developed, and it will be expected all Officers submit at least one hazard spot per



financial year. This will not become a complaint's system. The first question to be asked will be "What have you done to rectify this?". This means that there will be some intermediary action required from the reporter before the hazard spot can be fully rectified by the right service area.

5. One of the key areas of improvement that has been highlighted in 2022/23 is the lack of reporting of accidents, near misses and incidents. All accidents, near misses and incidents need to be reported to the Safety & Resilience Officer immediately after they happen. Reporting of these does not get anyone in trouble, it simply allows the Council to become safer.
6. Roll out of a single Lone Worker system, at the present, the Council does not utilise its Lone Worker systems to their full extent, and it has become fractured with people unsure how to use them and what to do. In 2023/24 a single system will be used and individual lone worker risk assessments will be completed which will indicate the level of protection that the Lone worker needs.

A full update of this action plan will be provided to Members at the end of the 2024 financial year (April 2024) or as and when requested by Members.

## **9. Conclusion**

In conclusion, the role of health and safety at all levels is becoming increasingly important. The first reason above all others is that nobody should be injured in their line of work.

Second, there is a constant increase in costs associated with accidents and incidents, third the legal consequences can be felt at all levels if required and finally, the reputational impacts are huge.

The work that will take place in the coming financial year of 2023/24, will build upon the previous years of good work by all the Council's Officers and Members, and will lead to a more informed proactive and positive safety culture.

This report is not intended to criticise the Council. There are hundreds of examples of positive and proactive safety throughout the Council. However, as an organisation it is required that the Council tries to continuously improve and this is what this report aims to drive.