



Health and Safety Policy and Statement

May 2025

Health and Safety Policy and Statement

Oadby and Wigston Borough Council is committed to fostering a proactive and positive **health and safety culture** to prevent injury or harm to all **Officers, Contractors, Members, Visitors, Customers, and any other individuals affected by Council activities.**

This policy provides the framework for continuously improving health and safety management across the Council.

Leadership and Accountability

Health and safety responsibilities start at the highest level of the Council and are embedded throughout the organisation.

- The **Chief Executive Officer (CEO), Senior Leadership Team, and Elected Members** ensure effective health and safety arrangements are in place.
- **Heads of Service and the Corporate Management Team** hold accountability for implementing health and safety measures.
- All **Managers, Team Leaders, Supervisors, Officers (employees), and Elected Members** champion safe practices while maintaining personal accountability.
- Leadership will **actively monitor health and safety performance** through regular audits and reporting mechanisms.

Health and Welfare

The Council is committed to promoting the wellbeing of all employees, including mental health awareness and support.

- We provide all employees with **guidance, information, and access to external support services** where necessary.
- Health and welfare arrangements accommodate the **diverse needs** of Officers.
- A confidential **reporting system** is available for employees to voice concerns regarding their health and wellbeing.

Workplace Environment and Equipment

The Council ensures a safe, healthy, and secure working environment.

- Welfare facilities are accessible to all Officers, Contractors, Members, Volunteers, and Visitors.
- Work equipment is **specified, maintained, and assessed** for suitability, ensuring safe usage.
- Regular **inspections** help maintain a safe workplace environment.

Systems and Procedures

To manage and improve health and safety performance, the Council maintains a structured approach.

- **Safe systems of work** are developed based on **comprehensive risk assessments.**
- **Incident reporting** procedures ensure timely investigation and corrective actions.
- A **formal review process** identifies trends to prevent future incidents from recurring.

Communication and Engagement

Open and honest communication is essential to a strong health and safety culture.

- We ensure **active consultation** with Officers, employee representatives, and Elected Members on all health and safety matters.
- Regular health and safety **briefings and updates** ensure awareness and transparency. All policies and procedures are available to all personnel.



Risk Management

The Council integrates **sensible risk management** into all business decisions and processes.

- **Comprehensive risk assessments** are completed for all activities and tasks.
- Risk elimination is prioritised. Where elimination is not possible, **mitigation strategies** ensure risks remain at an acceptable level.
- **Following incidents, structured review processes** help improve risk controls and prevent recurrence.

Competence and Training

The Council ensures all individuals acting on its behalf are competent to perform their tasks safely.

- Officers, Contractors, Members, and Volunteers **receive appropriate training** before undertaking tasks.
- Visitors are informed of potential hazards and mitigation procedures during their stay.
- **Health and safety training is refreshed periodically**, with competency assessments to ensure effectiveness.

Legal Compliance and Best Practice

The Council complies with all relevant health and safety legislation, including:

- **Health and Safety at Work Act 1974.**
- **Management of Health and Safety at Work Regulations 1999.**
- Other applicable regulatory requirements.

Additionally, the Council collaborates with organisations to **share best practices** and enhance safety measures.

Continuous Improvement and Review

Health and safety performance is **continuously audited and reviewed**, ensuring objectives are achieved within reasonable timeframes.

- The policy undergoes **annual reviews**, or more frequently as required by significant changes to our operations, legal requirements, or following serious incidents.
- Officers are empowered to **halt unsafe work** without repercussions.
- Unsafe acts, conditions, incidents, or accidents must be **immediately reported** for corrective action.

Anne Court

Chief Executive Officer

May 2025

Samia Haq

Leader of the Council

May 2025