



Oadby & Wigston
BOROUGH COUNCIL

FULL HEALTH AND SAFETY ANNUAL REPORT (2023/24)

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 2023 to March 2024, this will be described in this Annual Report as the financial year 2023/24.

1. 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.

2. Statistical Information

Regulatory Interventions:

Fire Officer Visit

The Council received a visit to the Freer 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.

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.

Accident Statistics: The tables below detail the number of accidents, incidents and near misses. The reporting procedure for this year has been improved, this is possibly a reason for an increase in adverse events.

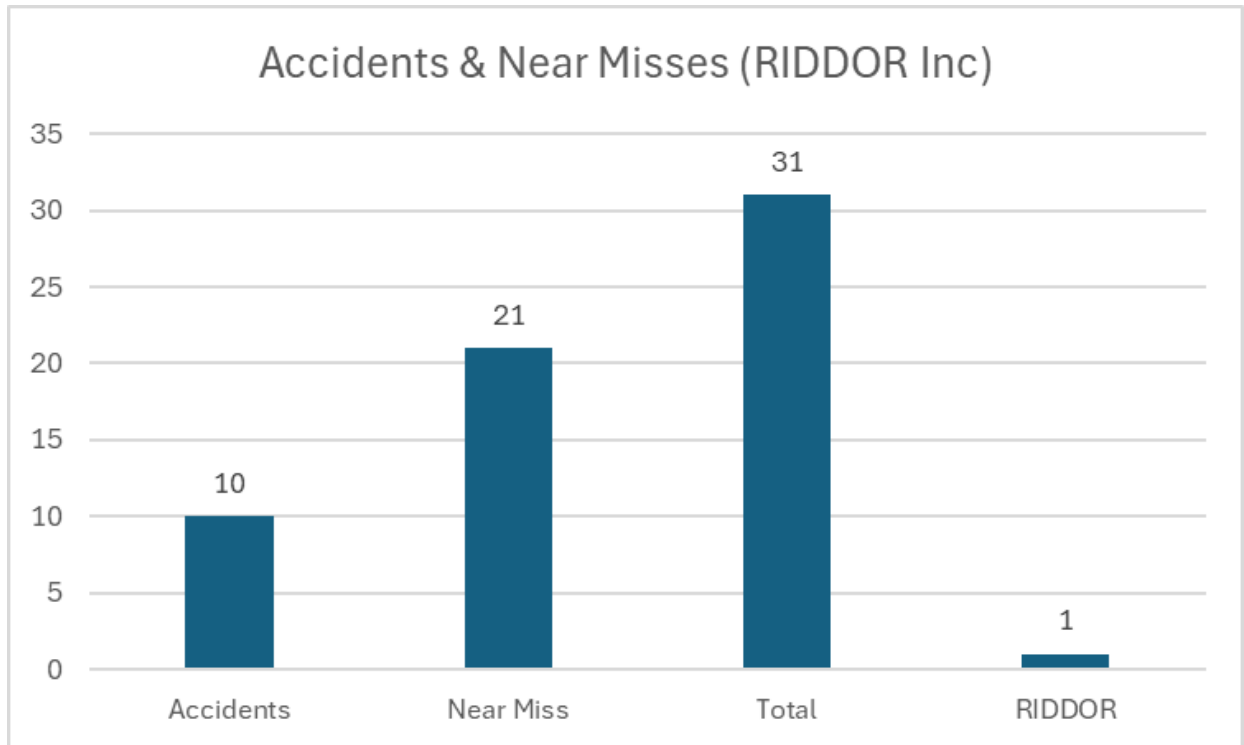


Figure 1 2023/24 Total Accidents, Near Misses & RIDDOR

As shown above in figure 1, the total accidents for the year were 10, 1 of which were reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), and 21 near misses were recorded. This is a 25% increase in accidents reported and just under 10 times the number of near misses were recorded this year. This is an expected increase due to the improved reporting and investigation procedure.

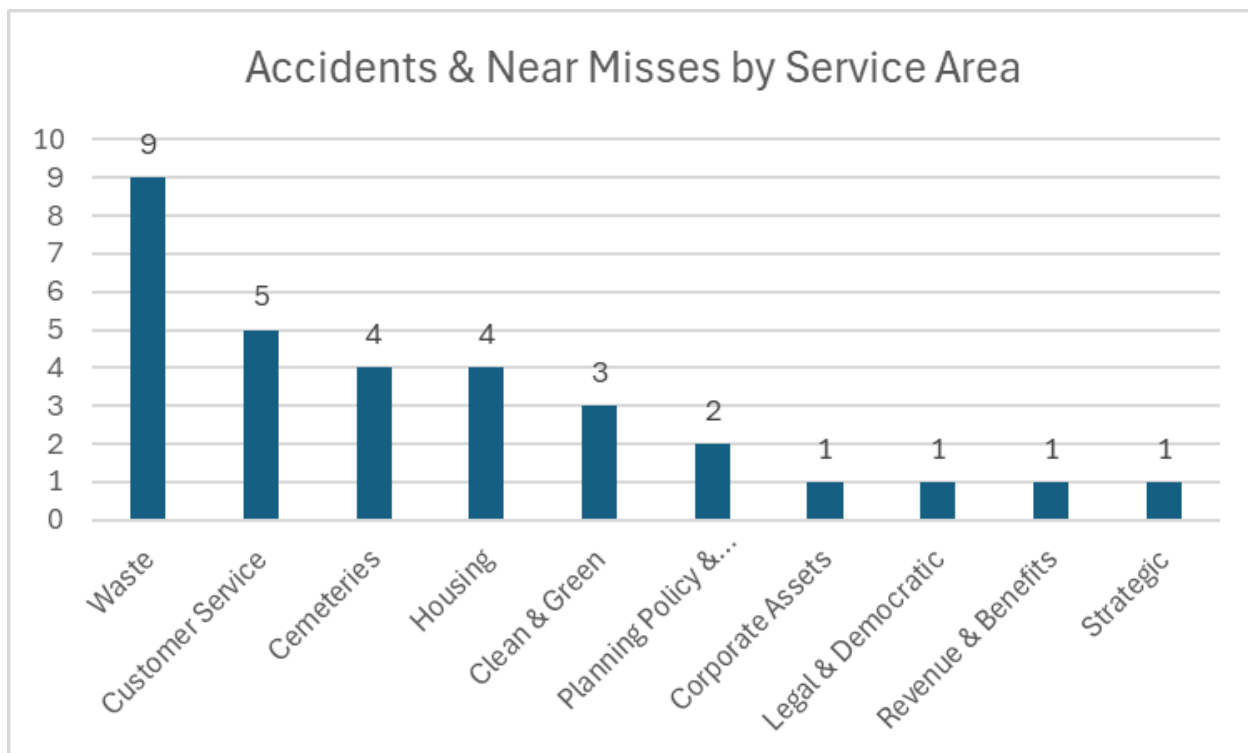


Figure 2 Adverse Events by Service Area

In Figure 2 above, it is shown that the Council have had 9 adverse events related to the Waste operations, 5 related to Customer Service, 4 related to the Cemeteries and Housing, 3 within Clean & Green, 2 within Planning and 1 in each of Corporate Assets, Legal & Democratic, Revenue & Benefits and Strategy respectively.

The higher figures from the operational teams are to be expected, as the Officers from this area are exposed to more hazards more frequently.

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

Investigations into the above resulted in the following;

- Implementation of Cut Level 2 Gloves within the Waste team;
- Trailer towing course given to operatives who need it; and
- Additions to the Customer Alert System.

RIDDOR: There was one reportable accident in 2023/24, this was an operative who hurt their back pulling weeds. As a result, training was given to the operator to ensure that they always used the mechanical aid during removal of weeds.

3. 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.

4. Key Activities 2023/24

The following list shows several areas in which the Safety & Resilience Officer has been involved in during the financial year of 2023/24. 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.
- Full review of the Corporate Lone Worker system.
- Completion and successful move to Brocks Hill.
- Implementation of a Council wide training matrix.
- Development of all Policies related to the current Council's potential risks.
- Supporting the Waste Transformation project on a Manual Handling issue.

5. 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 2024/25. 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 ^	Certain (5)					
	Likely (4)			2 & 3	1	
	Possible (3)					
	Unlikely (2)					
	Rare (1)					

Risk No	Description
1	Internal Review – This will ensure all gaps are captured Council wide. This will cover most of the issues that would be outlined below.
2	Training – Ensuring all the Officers and Operational members of staff are made aware of the hazards which they face
3	Lone Working – Review the use of the Lone Worker system to ensure it is being used.

6. Action Plan 2024/25

Following on from the highlighted areas of risk going into the financial year of 2024/25. The following actions will be completed.

1. A schedule of internal review will be completed, this will consist of each service area. The schedule for this will run on an interval based upon a risk assessment. This will take the bulk of the work for this year as actions will be generated from this and need to be rectified as soon as is reasonably practicable.
2. A review of all the latest training to be released will be completed and learnings will be taken forward into the new year.
3. The Lone Working system will be reviewed, this is to ensure that value for money is being had and all people registered within the system understand how to use the system.

A full update of this action plan will be provided to Members at the end of the 2024/2025 financial year (April 2025) or as and when requested by Members.

7. 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 2024/25, 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.