

Health & Safety Policy and Statement

July 2024

Health & Safety Policy and Statement

Oadby and Wigston Borough Council is committed to ensuring a positive and proactive health and safety culture exists which prevents injury or harm to all the Council's Officers, Contractors, Members, Visitors, Customers, and any other party affected by the Council's activities. This culture starts at the very top of our organisation and is driven by our core values.

This policy provides a framework to maintain a solid approach to continuously improving the management of Health and Safety across the Council.

We are committed to achieving this by:

Leadership and Accountability

- Health and safety begins at the very top of the Council. Our CEO, Senior Leadership Team and Elected Members of the Council will ensure that there are effective health and safety arrangements in place with accountability and responsibility for their implementation being with the Heads of Service and Corporate Management Team.
- Ensuring all Heads of Service and Elected Members are aware of their responsibilities, and health and safety are always considered in strategic decision-making.
- All Managers, Team Leaders, Supervisors, Officers, and Elected Members champion the importance of a sensible approach to health, safety, and risk management, while maintaining personal accountability during day-to-day tasks.

Health and Welfare

- Promoting a positive wellbeing culture including a focus on mental health, raising awareness, and empowering all to speak when they feel they need to.
- Ensuring all Officers are provided with information, support and where it is deemed appropriate directing them to external services for further assistance.
- Ensuring a range of health and welfare arrangements are in place to support the diverse nature of our Officers.

Workplace Environment and Equipment

- Provide a safe, healthy, and secure working environment with the appropriate welfare facilities provided to all Contractors, Members, Officers, volunteers, and Visitors.
- Ensuring all work equipment provided is specified, maintained, supplied, and used so that it is suitable for the task and is considered to improve health and safety.

Systems and Procedures

- Ensuring a suitable and central framework and structure is in place for all to manage and continually improve health and safety performance.
- Develop safe systems of work based upon suitable and sufficient risk assessments.
- Collate, report, and manage any incidents in a suitable and effective manner to ensure it is unlikely to occur again in the future.

Communication

- Ensuring that all communication is open and honest with all our Officers, employee representatives, Elected Members and all other stakeholders when speaking about health and safety matters. Facilitating their participation when needed.

Sensible Risk Management.

- Constantly ensuring risk management is integrated into all core business processes and decisions.
- Completing effective risk assessments of all our activities and tasks, ensuring all appropriate controls are in place to eliminate risk when possible and when not possible, mitigating them by applying further controls to ensure the risk is at an acceptable level.

Competence and Training

- Any Officer, Contractor, volunteer, or Member who is required to conduct a task on behalf of the Council is trained and competent to do so.
- Any Visitors who visit, understand the hazards that they may encounter while in the care of the Council and how they can mitigate them.

Legal Compliance and Best Practice

- Ensuring there are sufficient systems in place to demonstrate and support our commitment to all relevant legal and other regulatory requirements.
- Meeting our own corporate objectives.
- Working alongside fellow organisations to share the Council's best practice and implement theirs.

Continuous Improvement and Review

- Continuously, audit and review our health and safety performance, ensuring objectives are set and achieved in reasonable time periods.
- This policy will be reviewed at least annually.
- Ensuring all Officers undertake tasks in a manner which will ensure the health and safety of themselves or any other party who may be affected by their action or inaction.
- Ensuring all Officers are empowered to stop what they are doing if they believe it will give rise to injury or harm and seek advice, understanding that they will not be penalised for doing so.
- Report any unsafe acts, conditions, incidents, or accidents immediately.

Anne Court

Chief Executive Officer

July 2024

Samia Haq

Leader of the Council

July 2024