

Sheffield City Council

Corporate Health, Safety and Wellbeing Policy

Jan 2019 – Dec 2020



“Take Time for Health, Safety and Wellbeing”

Author: Health, Safety and Wellbeing Team

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Take Time for Health, Safety and Wellbeing Jan 2019 – Dec 2020

The continuing theme for the period of this refreshed Health, Safety and Wellbeing Policy is to Take Time for Health Safety and Wellbeing.

As we move towards 2020, our vision is to become a modern, flexible and creative organisation. However, the Council still continues to face significant change, but the health, safety and wellbeing of our employees' remains of primary importance. We will continue to support and invest in our employees and will not compromise their health, safety and wellbeing

When we talk about health, safety and wellbeing, what really matters is that we take time to care about the health, safety and wellbeing of our employees and service users and that our employees take time to care about the health, safety and wellbeing of themselves and others.

Sheffield City Council is fully committed to demonstrating an ongoing commitment to comply with all relevant Health and Safety Legislation and to achieving high standards of health, safety and wellbeing. Through the way we work and behave all of our employees and stakeholders will be protected from risks of occupational injury or ill health.

Our new Workforce Strategy has health and wellbeing at its heart, with key themes around understanding the wellbeing needs of our employees, having a range of support and interventions and ensuring that this too remains a priority.

Prompt, proper and proportionate attention will be given to all health, safety and wellbeing risks with a clear focus on doing the right thing for ourselves and others in a timely fashion. We understand and believe that effective health, safety and wellbeing actively contributes to our success.

I am also tasking each Portfolio and Service to Take Time to:

- **Communicate** and engage with employees to promote broader ownership of health, safety and wellbeing
- **Innovate** where things can be done differently; looking for opportunities to improve, promoting good practice and reinforcing what good health, safety and wellbeing looks like
- **Collaborate** to improve on the Council's approach to keeping people healthy, safe and well
- **Check** that employees have the right knowledge, skills, experience and training for their role
- **Monitor** that what should be happening is actually happening
- **Promote** positive mental health

Please read this policy and have consideration for the priorities that this policy establishes. If you have any comments or suggestions I would be very interested to hear from you.



John Mothersole
Chief Executive

Scope of this Policy

Sheffield City Council is committed to the delivery of excellent services to all of our customers. We understand and believe that the effective management of health, safety and wellbeing actively contributes to our success.

This means that we will take time to care for the health, safety and wellbeing of not only our employees, but also anyone that may be affected by our activities, or carrying out work on behalf of SCC.

We will make sure that, where the council delivers its services with the contribution of others, those organisations and individuals are made aware of the content of this policy. We will also ensure that they are clear about their own contribution to the success of this policy.

Our Health, Safety and Wellbeing Objectives

To successfully implement its statement of intent of “Taking time for Health, Safety and Wellbeing” the Council will

- a) Provide and maintain a safe and healthy environment for all
- b) Ensure individual acceptance of health, safety and wellbeing as an integral part of all work activities
- c) Ensure that employees and others are provided with the necessary information, instruction, training and supervision to enable them to carry out their health, safety and wellbeing responsibilities
- d) Engage employees in health, safety and wellbeing matters to ensure understanding and compliance
- e) Fulfill, as a minimum, its statutory and common law duty of care
- f) Apply sensible and proportionate risk management practices to health and safety matters
- g) Aim to try to minimise few accidents / incidents and be proactive in preventing.
- h) in the upper quartile, both Regionally and Nationally for fewer accidents / incidents and less occupational ill health
- i) Ensure that a positive health, safety, and wellbeing culture is in place. A positive culture has three key elements:

- working practices and rules for effectively controlling hazards
- a positive attitude towards risk management and compliance with the control processes
- the capacity to learn from accidents, near misses and safety performance indicators and bring about continual improvement.

Leadership

Health, Safety and Wellbeing leadership is all about accountability, taking ownership of risk and accepting responsibility for managing it. Overall responsibility for the Health, Safety and Wellbeing of employees is led by the Executive Management Team (EMT). EMT comprises the Chief Executive and Portfolio Executive Directors.

EMT will Take Time to make sure that the Council

- Maintains high standards of health, safety and wellbeing
- Allocates resources based on risk
- Receives management information to monitor compliance levels and require actions to improve as necessary
- Engages with all employees and their Trade Unions
- Has access to competent health, safety and wellbeing advice

EMT members will use their influence both formally and by setting a good personal example.

Elected Members also have a role to play. They have responsibility to safeguard the health, safety and wellbeing of employees. The importance of effective health, safety and wellbeing management is crucial, especially around Corporate Manslaughter. It is essential therefore that Councillors are confident that their health, safety and wellbeing governance arrangements stand up to scrutiny.

Directors

Directors must Take Time to ensure that the significant risks within their Services are identified and managed effectively. This will include making sure that:

- Proportionate attention is given to managing health, safety and wellbeing
- Performance reviews are carried out regularly and findings are acted upon
- Significant risks are identified, assessed, managed and monitored
- Managers and employees have the right knowledge, skills, experience and training to work without risk to their health, safety or wellbeing
- Roles, responsibilities and accountabilities are clear where services are delivered through partner organisations or through contract arrangements and that regular performance monitoring takes place
- A member of each Services management team is designated as Health, Safety and Wellbeing Lead to champion health, safety and wellbeing issues and co-ordinate service wide progress against their action plan
- They are fully committed to healthy, and safe working and that the same commitment is demonstrated by senior managers

Headteachers

Headteachers have delegated responsibility for the day to day management of health, safety and wellbeing on their school site. They will Take Time to:

- Ensure SCC's Health, Safety and Wellbeing Policy and action plan is understood and complied with
- Model good health, safety and wellbeing practice
- Give proportionate attention to health, safety and wellbeing and performance is monitored and reviewed periodically
- Identify, assess, manage and monitor effectively all significant risks
- Ensure that employees have the right knowledge, skills and training to work without risk to their health, safety or wellbeing
- Make sure that employees understand and take ownership of any delegated responsibilities
- Ensure there are effective means of communication and consultation with Partners e.g. PFI providers, employees and/or their representatives and Trade Unions
- Prepare a detailed site specific health and safety policy and communicate to all school staff
- Assess how well risks are being controlled and if you are achieving your aims
- Learn from accidents and incidents, ill-health data, errors and relevant experience, including from learning from other organisations
- Revisit plans, policy documents and risk assessments to see if they need updating and consult with SCC's Health Safety and Wellbeing team
- Take action on lessons learned, including from audit and inspection reports

Managers

All managers need to effectively manage the day to day risks that exist within their area of responsibility. These will vary considerably across the many diverse functions that a City Council operates. The effort, attention and resources applied need to be proportionate to risks.

Managers will Take Time to:

- Ensure that SCC's Health, Safety and Wellbeing Policy and action plan is understood and complied with
- Model good health, safety and wellbeing practice
- Engage with employees to develop risk assessments. This will ensure that significant risks are identified and assessed, with appropriate control measures put in place to control the risk. Risk assessments will be monitored and reviewed as necessary.
- Make sure that all employees in their team understand and take ownership of their role and responsibilities
- Check that employees have the necessary skills and competence to carry out their role
- Monitor health and safety performance so that what is planned and expected to happen, does happen
- Assess how well risks are being controlled and if you are achieving your aims
- Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations
- Revisit plans, policy documents and risk assessments to see if they need updating and consult with SCC's Health Safety and Wellbeing team
- Take action on lessons learned, including from audit and inspection reports
- Have effective consultation arrangements with employees and worksite Trade Union Safety Representatives and ensure that they are actively involved in developing and maintaining good standards of health, safety and wellbeing; seeking improvements where necessary

Most managers now lead services that are delivered in a shared environment, such as a Council worksite where several services are co-located, with or alongside partners and contractors. There

is a duty to co-ordinate activities and co-operate across team boundaries to ensure that health, safety and wellbeing is managed effectively.

Employees

All employees should understand their shared responsibility for health, safety and wellbeing. They will contribute towards this Policy and good standards of health, safety and wellbeing.

Employees will Take Time to:

- Take good care of themselves and others
- Report any unsafe or unhealthy working issue to their manager
- Share good ideas and solutions to improve and promote standards of health, safety and wellbeing
- Follow safe working procedures and good practice and encourage others to do so
- Follow worksite safety arrangements and rules
- Participate in any health, safety and wellbeing training and then act on that training

Trade Unions

Our recognised Trade Unions have an important contribution to make and this is recognised by their involvement at all levels within the Council through formally agreed consultation arrangements.

The Trade Unions have rights to be consulted and involved in health, safety and wellbeing and those rights will be met. There will be effective joint working arrangements with Trade Union representatives that maximises their potential to contribute towards better health, safety and wellbeing performance for the benefit of all.

Research has shown that organisations that have good working relationships with Trade Unions have lower accident and incident rates.

Working with Partners and Contractors

Where contractors carry out work on our behalf, **both the Council and the Contractors will have responsibilities** under health and safety legislation.

Working with Partners and Contractor is now routine practice for most services and is consequently an essential part of how the Council delivers its services. Where this is the case services are expected to use formal contracting arrangements, taking into account all health, safety and wellbeing issues. Managers should be assured that the Contractor has the right knowledge, skills and resources to enable them to carry out the required work safely and without risk. There should also be effective and proportionate supervision and monitoring arrangements in place for the duration of the contract.

Competent Health, Safety and Wellbeing Advice

The HR Health, Safety and Wellbeing team fulfil the role of providing competent health, safety and wellbeing advice to the organisation as required by legislation. Their role is to give advice, help promote a positive health, safety and wellbeing culture, develop policies and procedures and monitor that prescribed standards of health, safety and wellbeing are being met.

Contact Details

✉ Health, Safety and Wellbeing Team, Floor 3 Moorfoot Building, Young Street S1 4PL

💻 healthandsafety@sheffield.gov.uk

☎ 0114 2734082

Review

This Health, Safety and Wellbeing Policy will be reviewed in December 2020. However, regular monitoring will take place by the Health, Safety and Wellbeing Team to ensure sufficient progress is being made towards its objectives.

This Action Plan supports Sheffield City Council’s Health, Safety and Wellbeing Policy Jan 2019 – Dec 2020

Priority Area	Action – Health, Safety and Wellbeing Team	Action - All Services
<p>1 Collaborate, Communicate and engage with employees to promote broader ownership of health, safety and wellbeing</p>	<p>The HS&W Team will:</p> <ul style="list-style-type: none"> • Continue to promote HS&W initiatives, • Raise awareness of key and topical risks • Communicate new policies and procedures • Consult with Trade Unions on HS&W issues • Use the findings of accident and incident investigations to learn lessons 	<p>All Services should:</p> <ul style="list-style-type: none"> • Have effective arrangements in place for communicating and consulting on HS&W matters • Empower employees to contribute towards the improvement of HS&W
<p>2 Innovate where things can be done differently; promote good practice and reinforce what good health, safety and wellbeing looks like</p>	<p>The HS&W Team will:</p> <ul style="list-style-type: none"> • Work proactively with services to review arrangements for managing HS&W 	<p>All Services should:</p> <ul style="list-style-type: none"> • Have arrangements in place for promoting good practice • Encourage creative thinking to improve and enhance the HS&W of employees • Reinforce good standards of safe and healthy behaviours • Promote positive behavioural safety; challenge unsafe practice and behaviours • Lead by example
<p>3 Review arrangements for monitoring HS&W and be able to say that effective controls are in place. Monitor that what should be happening is actually happening</p>	<p>The HS&W Team will:</p> <ul style="list-style-type: none"> • Continue to formally monitor standards of HS&W across all Portfolios through audits and inspection • Report back on findings of audits, strengths and weaknesses and advise on actions to improve 	<p>All Services should:</p> <ul style="list-style-type: none"> • Review significant risks to confirm that effective control measures are in place and that risks are being managed • Implement the findings from audits • Continue to have proportionate monitoring arrangements in place at local levels • Review arrangements for :

	<p>Key topics for the period of this policy will be</p> <ul style="list-style-type: none"> ➤ Managing violence at work ➤ Lone working ➤ Use of contractor 	<ul style="list-style-type: none"> ➤ Managing violence at work ➤ Lone working ➤ Use of contractors • Use the findings of accident and incident investigation to learn lessons
<p>4 Check that employees have the right knowledge, skills, experience and training for their role</p>	<p>The HS&W Team will:</p> <ul style="list-style-type: none"> • Establish arrangements to assess suitable health and safety training • 	<p>All Services should:</p> <ul style="list-style-type: none"> • Make sure that induction and regular refresher training is carried out • Identify job and role specific training needs and ensure that employees take up the training offers
<p>6 Promote positive mental health</p>	<p>The HS&W Team will:</p> <ul style="list-style-type: none"> • Provide support to all services on the development and implementation of their Being Health at Work action plan • Provide relevant training, briefings and toolbox talks to promote positive mental health • Liaise with external organisations to ensure that we promote best practice 	<p>All Services should:</p> <ul style="list-style-type: none"> • Have a formal “Being Healthy at Work” action plan in place • Monitor progress and review as necessary • Work to reduce the stigma associated with talking about mental health by making this a part of everyday conversation