



## HEALTH, SAFETY AND WELLBEING POLICY

### SECTION 1 - STATEMENT OF INTENT

'Our Council' is the board responsible for providing an effective and efficient Council for Sheffield through the delivery of a range of services including:

- Communities and Neighbourhoods –
  - Sustainable Neighbourhoods, Wellbeing, Parks and Leisure
  - Housing, Roads and Waste Management
- Climate Change, Economy and Development –
  - Climate Change, Environment and Transport
  - Inclusive Economy, Jobs and Skills
  - City Futures: Development, Culture and Regeneration
- Education, Health and Care
  - Education, Children and Families
  - Health and Social Care

Sheffield City Council sites are spread throughout Sheffield including key buildings such as Town Hall, Howden House, Moorfoot, Schools, Libraries, satellite offices and buildings and an outdoor education facility.

The Chief Executive has overall responsibility for compliance with the Health, Safety and Wellbeing Policy and the Health and Safety Management Systems and recognises the impact that a positive health, safety and wellbeing culture can have on the organisation.

We are committed to the continuous improvement of health, safety and wellbeing performance and management for the services we deliver and activities we undertake. We will aspire to the highest standards of health, safety and wellbeing for our staff. To achieve this we will provide adequate financial and physical resources including suitable and safe equipment, competent staff and expert advice when required.

We are committed to integrating health, safety and wellbeing into decision making and risk management processes within the Council. The Corporate Leaders will support in this role and, together with the Executive Management Team will ensure the effective leadership of health, safety and wellbeing for the Council and others affected by the Council's activities.

We will deliver our services and activities in a manner that provides a safe place of work for staff, contractors, clients and visitors.

Our aims and objectives are to:

- Understand and ensure as a minimum compliance with health and safety regulatory and other requirements that apply to our activities and services.

- Be fully committed to the prevention of injury and ill health to staff, clients and visitors and provide and maintain high facility, workplace and housekeeping standards.
- Continually develop and maintain systems and procedures to ensure that all equipment, plant and premises are safe and do not have an adverse effect on health, safety and wellbeing.
- Consult and communicate with staff and trade unions promoting health, safety and wellbeing expectations and standards.
- Identify hazards, aspects and impacts and reduce risks to as low as is reasonably practicable whilst being risk aware rather than risk adverse.
- Promote a positive health and safety culture throughout the organisation.
- Raise awareness, train staff in health, safety and wellbeing matters and encourage our staff to play an active role in reducing impacts and risks and contributing to policy and procedural implementation.
- Support staff wellbeing through the provision of resources.
- Plan and set objectives, targets and programmes and monitor and review our systems using proactive and reactive methods to continually improve our health, safety and wellbeing performance reporting progress each year.
- Have appropriate plans/arrangements to deal with emergency situations.
- Purchase goods and services that minimises the consumption of natural resources, and reduce risk to our staff.
- Hold contractors and third parties accountable for adhering to the Council's health, safety and wellbeing policy and audit contractor systems and procedures to ensure satisfactory health and safety performance.
- Actively monitor, audit and review to improve systems, processes, health, safety and wellbeing performance.

This policy forms an integral part of our Corporate Planning processes and Business Continuity Arrangements.

The policy will be displayed on all Sheffield City Council premises, available and communicated to workers within the organisation and available to interested parties, as appropriate.

The policy will be reviewed periodically not exceeding three years to ensure it remains relevant and appropriate.



Kate Josephs

Chief Executive

December 2021

[www.sheffield.gov.uk](http://www.sheffield.gov.uk)