

Sheffield City Council

Corporate Health, Safety and Wellbeing Policy

2016 - 2018

Take Time for Health, Safety and Wellbeing

- **Communicate**
- **Innovate**
- **Collaborate**

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Take Time for Health, Safety and Wellbeing

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

The Council has been through, and continues to go through, a period of significant and unprecedented change. However, this should not mean that we compromise on our standards of 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.

With this in mind, I am asking the Health, Safety and Wellbeing Team to launch a '**Take Time**' campaign to make sure that we all take the time to reflect and look after our health, safety and wellbeing.

It is of utmost importance to me that we continue to build on our culture of "doing the right thing" for ourselves and each other.

I am also tasking all Service areas to **Take Time** to:

- **Communicate** and engage with employees to promote broader ownership of health, safety and wellbeing
- Promote good practice and **Innovate** where things can be done differently; defining and reinforcing what good health, safety and wellbeing looks like
- **Collaborate** to improve the Council's approach to health, safety and wellbeing
- Review arrangements for monitoring health, safety and wellbeing and to be able to say with confidence that proportionate controls are in place and are effective
- Check that employees have the right knowledge, skills and training for their role
- Promote positive mental health

Further information is contained in the action plan at the end of this policy document.

Please read this Policy and take advantage of discussions about its priorities and your contribution that will take place in every team. 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. Our definition of excellent includes that services will be delivered with the right, high standards of health and safety. This means that we need to take time to care for the health, safety and wellbeing of everyone who might be affected by our activities: our colleagues and other employees, customers, the public, contractors, volunteers, community groups and anyone else who works alongside us.

We will need to make sure that, where the Council delivers its services with the contribution of others, those organisations and individuals are made aware of this Policy and what their contribution to good health and safety standards are.

Our Health, Safety and Wellbeing objectives

To successfully carry out its statement of intent to **Take Time** to, the Council will achieve and maintain its health, safety and wellbeing objectives of: -

- (a) Providing and maintaining a safe and healthy environment for all
- (b) Ensuring individual acceptance of health, safety and wellbeing as an integral part of all work activities
- (c) Ensuring staff and others are provided with the necessary information, instruction and training in order to competently carry out their health, safety and wellbeing responsibilities
- (d) Engaging staff and others in health, safety and wellbeing matters to ensure understanding and encourage commitment
- (e) Fulfilling, as a minimum, its statutory and common law duties of care
- (f) Applying sensible risk management practices to health and safety matters
- (g) Aim to be in the upper quartile both Nationally and Regionally for fewer accidents and incidents within the work place

Leadership

Overall responsibility for the health, safety and wellbeing of employees is led by the **Executive Management Team (EMT)**.

EMT will Take Time to make sure that the Council:

- Sets the right, high standards
- Allocates attention and resources based on risk

- Receives management information to monitor compliance levels and require improvement action where needed
- Engages with all employees and their Trade Unions
- Has access to competent health and safety advice

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

Elected Members have a role to play. Within the period of this Policy, all members will receive information regarding health, safety and wellbeing, the duties of the Council as employer and provider of services and the contribution that Members can make.

Directors

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

- Proportionate attention is given to health safety and wellbeing and that performance is reviewed periodically
- Significant risks are identified, assessed, managed and monitored effectively
- Managers and employees have the right skills, knowledge and training to work without risk to their health, safety or wellbeing
- Where services are delivered through other organisations and individuals, that responsibilities are clear and proportionate monitoring arrangements are in place to meet them
- A member of each Service's management team is designated as **Health and Safety Lead** to champion health and safety and coordinate Service wide progress on health, safety and wellbeing issues

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 make sure that:

- Attention is given to health, safety and wellbeing and performance is monitored and reviewed periodically
- Significant risks are identified, assessed, managed and monitored effectively
- Employees have the right skills, knowledge and training to work without risk to their health, safety or wellbeing
- Employees understand, and take ownership of any delegated responsibilities
- There are effective means of communication and consultation with Partners (e.g. PFI providers), employees and Trade Unions on health, safety and wellbeing matters

Managers

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

Managers will Take Time to:

- Ensure that SCC's policy and action plan is fully understood and complied with
- Model good health, safety and wellbeing practice
- Engage with employees to develop risk assessments to ensure that significant risks are identified, assessed, managed and monitored effectively
- Make sure that all employees in their team understand and take ownership of their role and responsibilities and check that they are competent to carry out that role
- Monitor health and safety performance so that what is planned and expected to happen, does happen
- Have effective consultation arrangements with Employees and worksite Trade Union safety representatives and ensure they are actively involved in developing and maintaining good standards of health, safety and wellbeing and seeking improvements

Most managers now lead services that are delivered in a shared environment, such as a Council worksite where several services are based, with or alongside partners and contractors. There is a duty to coordinate activities and cooperate across team boundaries to ensure good health, safety and wellbeing outcomes together.

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 and will Take Time to:

- 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 safety training and then act on that training
- Report any unsafe or unhealthy working issue to their manager
- Look after each other

Employees' responsibilities can be summed up by their duty to take care of themselves and others.

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 formal consultation

and through immediate and very practical joint working with Health and Safety Representatives at a local, worksite level.

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

Organisations that have good relationships with Trade Unions have lower accident and incident rates.

Working with Partners and Contractors

Partnership working is now routine practice for most services and is consequently an essential part of how the Council delivers its services. All service areas will be expected to use formal contracting arrangements. Take Time to lead by influence and example and to work collaboratively together to achieve high standards of health and safety.

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 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

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Review

This Health, Safety and Wellbeing Policy will be reviewed in 2018. However, regular monitoring will take place by the Health, Safety and Wellbeing Team to ensure sufficient progress is being made towards its objectives.

Action Plan and Statement of Intent Priorities 2016 - 2018

This action plan supports Sheffield City Council's Health, Safety and Wellbeing Policy 2016– 2018

Priority Area	Action
<p>1</p> <p>Take Time to:</p> <p>Collaborate, communicate and engage with Employees and their representatives to</p> <ul style="list-style-type: none"> • improve the Council's approach to health, safety and wellbeing and • promote wider ownership of health safety and wellbeing 	<ul style="list-style-type: none"> • All Services need to have appropriate and effective arrangements to enable and empower employees to contribute towards the work of improving health, safety and wellbeing performance and where Trade Union health and safety representatives can be consulted. • All Directors and Headteachers are to check that arrangements are in place and are working effectively. The views of employees and Trade unions will be sought as part of that check. • There will be ongoing consultation with Trade Unions via the relevant forums, including the Corporate Health and Safety Committee to ensure that the organisation makes the most of its potential contribution to better standards of health and safety for the benefit of the Council and its employees.
<p>2</p> <p>Take Time to:</p> <p>Promote good practice and innovate where things can be done differently</p>	<ul style="list-style-type: none"> • All Services to have arrangements in place for promoting good practice and encouraging creative thinking to improve the health, safety and wellbeing of employees. • All Managers should reinforce good standards of health and safety behaviours and challenge unsafe practice to help develop a more positive safety culture that engages more of the workforce. • Report good practice to the Health, Safety and Wellbeing Team. • The Health, Safety and Wellbeing Team will continue to work proactively and in collaboration with all Services to review arrangements for managing health, safety and wellbeing.

<p>3</p> <p>Take Time to:</p> <p>Review arrangements for monitoring health, safety and wellbeing and be able to say with confidence that proportionate controls are in place and are effective</p>	<ul style="list-style-type: none"> • All Services to check they have effective arrangements in place for checking and monitoring the health, safety and wellbeing of employees e.g. work shadowing, observations for learning lessons, reviewing practice and sharing best practice as necessary. • The Health, Safety and Wellbeing Team will continue to formally monitor health, safety and wellbeing across all Portfolios through a series of formal audits and inspections.
<p>4</p> <p>Take Time to:</p> <p>Check that employees have the right knowledge, skills and training for their role</p>	<ul style="list-style-type: none"> • Director of HR will establish arrangements to assist Services access suitable health and safety training. • The Health, Safety and Wellbeing Team will determine a sensible and proportionate training framework. • All Directors, Managers and Headteachers to check that, where responsibility for health and safety is delegated to managers and employees, that those individuals have the required skills experience and confidence to carry out their duties. Where there are gaps in competency development of skills and / or training will be needed.

5**Take time to:****Promote Positive Mental Health**

- The **Health, Safety and Wellbeing Team** will continue to raise awareness of and promote both mental and physical health issues to tackle the underlying root causes of poor health in the workplace, with a strong focus on prevention.
- The **HR Service** will continue to offer health incentives via the workplace e.g. cycle to work scheme / reduced gym membership / onsite activity schemes via Activity Sheffield.
- All **Services** will work to create a culture where employees feel they can talk about their concerns.
- This will include making sure that all employees have undertaken the relevant e-learning module on Personal Stress Awareness and also that teams undertake a Managing Work related stress risk assessment.
- **Services** will have access to a range of resources and training opportunities to promote positive mental health