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Appendix 1 Health and Safety Policy & Statement of Intent

Statement of Intent

The Council is responsible for providing an effective and efficient Council for Rotherham through the delivery of a range of services including:

- Children and Young People's Services
- Adult Care, Housing and Public Health
- Regeneration and Environment
- Corporate Services
- Policy, Strategy and Engagement.

Rotherham Metropolitan Borough Council (RMBC) sites are spread throughout Rotherham including key buildings such as: Riverside House, Town Hall, Hellaby, Schools, Libraries, satellite offices and buildings. This list is not exhaustive.

The Chief Executive has overall responsibility for compliance with the Health and Safety 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 and safety performance and management for the services we deliver and activities we undertake. We aspire to the highest standards of Health & Safety for our employees. 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 and safety into decision making and risk management processes within the Council. The Strategic Leadership Team will ensure the effective leadership of health and safety 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 employees, contractors, customers and visitors.

Our aims and objectives are to:

- **Leadership and Culture:** Create an environment of trust and transparency, led by senior leaders, promoting a positive health and safety culture.
- **Compliance and Risk Management:** Ensure compliance with all applicable health and safety legislation and other requirements. Identify, assess, and document significant risks and implement suitable control measures to reduce risks to as low as reasonably practicable.
- **Safe Workplaces and Equipment:** Maintain plant, equipment, and premises to prevent adverse effects on health, safety, and wellbeing. Provide adequate resources and make reasonable adjustments to support equality, diversity, and inclusion.

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- **Competence and Training:** Provide appropriate information, instruction, training, and supervision to ensure employees are competent to undertake their roles safely.
- **Consultation and Communication:** Engage and consult with employees and trade unions on health and safety matters, promoting shared responsibility.
- **Contractor Management:** Ensure contractors and partners adhere to the Council's health and safety standards and audit their systems for compliance.
- **Incident Prevention and Reporting:** Prevent accidents, incidents, and work-related ill health. Maintain clear procedures for reporting and investigating such occurrences.
- **Emergency Preparedness:** Ensure emergency arrangements (e.g., evacuation procedures) are in place and tested regularly.
- **Performance Monitoring and Improvement:** Monitor, audit, and review health and safety performance using proactive and reactive methods. Demonstrate continual improvement through performance management at both Directorate and Corporate levels.
- **Wellbeing Support:** Promote staff wellbeing through appropriate resources and initiatives.
- **Policy Review:** Review and revise this Policy every two years or sooner following significant incidents, legislative changes, or organisational developments.

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

Strategic Leadership Team endorsement:

On behalf of the Strategic Leadership Team and as Chief Executive of Rotherham Metropolitan Borough Council, I fully endorse this Health and Safety Policy and Statement of Intent and will ensure that both the ethos and content is communicated and implemented throughout the Council by ensuring effective oversight.

As the Chief Executive I take my roles and responsibilities towards health and safety seriously and I expect the same from the management structure of the organisation alongside every employee working for the Council. It is all of our responsibilities to promote and practice a positive approach to Health and Safety which keeps our staff and service users safe.

John Edwards
Chief Executive

(Date)

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Health and Safety Policy

The Corporate Health and Safety Team continues to provide a professional comprehensive service, and are available to provide support, advice, guidance and training, to all officers across the organisation and our Elected Member representation.


Our Health and Safety Policy, applied to all operations controlled by the Council is to:

- Comply, at minimum, with all applicable legislation and continually improve the health and safety management system, working towards a best practice approach.
- Ensure employees and third parties respect the Health and Safety rules.
- Ensure we provide a healthy and safe workplace for all employees and third parties and take due care of all service users and those affected by the activities of the Council
- Require all employees and third parties to work in a safe manner as mandated by law.

Organisational Commitments

The Council is committed to:

- Creating a health and safety culture of honesty and transparency, led by senior leaders within the council.
- Ensuring effective arrangements to effectively reduce risk as low as reasonably practicable through hazard identification, assessment of Health and Safety risks, and introduction of suitable risk mitigation.
- Ensuring that expert advice and assistance is available to ensure a safe working environment. Providing suitable resource and ensuring any reasonable adjustments are made to achieve an equal, diverse and inclusive work environment.
- Ensuring suitable Standard Operating Procedures (SOP) support managers in meeting the minimum legal requirements and line with a best practice approach.
- Providing information, instruction, training and supervision to enable employees to perform their work safely and efficiency.
- Ensuring safe working practices and competencies of those performing work on behalf of the Council.
- Maintaining a culture of informing, consulting and involving employees and their safety representatives and actively encouraging all employees to take responsibility for their own and others safety.
- Preventing injury and ill health to employees and other personnel affected by the activities of the Council.
- Ensuring sufficient maintenance of plant and equipment, and suitable emergency procedures are in place.
- Demonstrating continual improvement of the Health and Safety management system and other associated arrangements, at both Directorate and Corporate level.

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The Council has designated competent persons who are responsible for the management and co-ordination of the Health and Safety systems and procedures.

This policy will be reviewed bi-annually or in the event of significant incident or occurrence such as a change in legislation.

The Chief Executive holds overall responsibility for the implementation of the Council's Health and Safety Policy. They are committed to fulfilling these duties and will ensure that the Council's management structure and all employees understand and adhere to their respective responsibilities. We will promote a positive and proactive approach to health and safety that prioritises the wellbeing of our employees, service users, and all those affected by our work

The Policy will be displayed at all 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.

The Chief Executive recognises the moral and legal responsibilities to protect its employees, contractors and service users throughout the business operations and locations, who may be affected by its activities. The Council recognises its legal duties under the Health and Safety at Work etc. Act 1974, and associated legislation, and is seeking to achieve best practice standards of health and safety, as health and safety is a critical issue for all stakeholders.

This revised policy supersedes all previous policies and will be posted on the Council's intranet. It does not contain detailed arrangements on each potential risk area identified as these are prepared and published separately on the Council's intranet (as guidance notes) and must be read in conjunction with this Policy. This Health and Safety Policy has been prepared with the full co-operation of the Trade Unions.

It is the responsibility of all Executive Directors working through their Service Directors and senior management to ensure that all staff are fully familiar with health and safety procedures and are appropriately trained and resourced.

It is the responsibility of all employees to familiarise themselves with this policy and ensure the duties contained are delivered.