

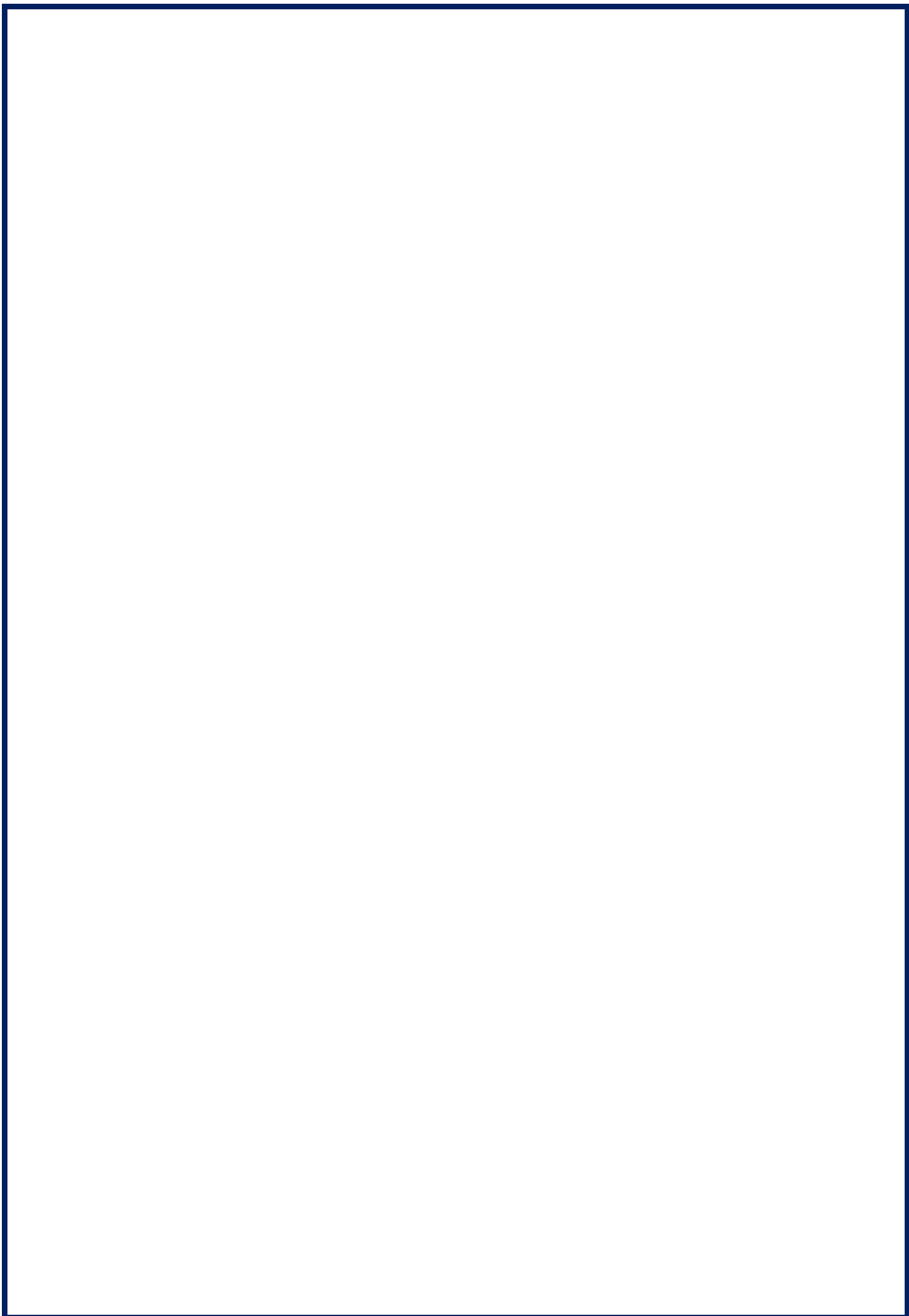


# Carfield

## Primary School

### Health, Safety and Wellbeing Policy 2024-25

<u>Date Reviewed</u>	<u>Reviewed by</u>	<u>Approved by (Governor Committee)</u>
<u>25/09/2024</u>	<u>Victoria Elliott / Hannan Mohammed</u>	<u>September 2024</u>



## **INTRODUCTION**

Under the Health and Safety at Work Act 1974, every organisation that employs five or more people must have a written Health and Safety Policy. Although Sheffield Council has safety policies it is important that individual schools have their own site-specific policy so that roles and responsibilities are clearly understood.

## **Making the Policy Work**

Everyone working in our school, from the Headteacher to new members of staff has their own responsibilities. All people that work with us need to be involved so that everyone understands their responsibilities and can act on them. It is a legal requirement to communicate our safety policy to all employees.

## **Communication and Consultation**

Karen Newbould is our appointed representative on health and safety issues. Health and Safety is an agenda item at whole school staff meetings and at Finance and Premises Governor committee meetings.

## **Help and Advice**

Advice on any health and safety matter can be obtained through the Health and Safety Team on 0114 2734082 or via email [healthandsafety@sheffield.gov.uk](mailto:healthandsafety@sheffield.gov.uk)

This is the health and Safety Policy of  
Carfield Primary School  
Argyle Close  
Sheffield  
S8 9HJ

## **Policy Statement**

The Headteacher, Governors and staff at this school are committed to providing a safe and healthy environment for all users of the school. As a school, our educational priorities aim to:

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
  - provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where governors, the Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

## Our Health, Safety & Wellbeing Objectives

To ensure that the school is always a safe and healthy place in which to work.

- To provide plant, equipment and systems of work that are safe and without risks to health.
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide enough information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- To ensure the dissemination of all relevant information from the CYPF and other bodies to the correct user[s].
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information.

**This safety policy will be regularly reviewed and updated**

Signed: <i>Hannan Mohammed</i>
Position: Headteacher
Date: September 2024
Date for Review: September 2025

## Responsibilities

- Overall responsibility for the management of health and safety in our School is that of

Hannan Mohammed, Headteacher    Named Governor Health and Safety -Joe Noble
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- Responsibility for the following areas is that of

Area of Work: Premises inc Fire, first aid, generic and EYFS Risk Assessments, accident reporting
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Name: Business support officer Jamie    and Business Manager Victoria Elliott
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Area of Work: asbestos, legionella, COSHH, gas and electricity servicing and maintenance
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Name: Caretaker Karen Newbould    Business Support officer Jamie Clark
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Area of Work: Educational visits, curriculum risk assessments and staff wellbeing and stress
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Name: SLT, Hannan Mohammed, Bethan Arthur, Barry Wood, Fran Gregory, Scarlett Daniels, Chloe Saunders, Victoria Elliott
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GENERAL RESPONSIBILITIES The Governors will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
  
- Deal with any health and safety problems brought to them by the headteacher, staff or parents, through their termly meetings or any emergency meetings which may be called due to unforeseen circumstances.
  
- Ensure that the Councils Health and Safety Policy is brought to the attention of all staff and implemented in school
  
- Help prepare and implement a 'site-specific' health and safety policy ▪ Confirm compliance with statutory and LA policies and procedures and monitor health and safety management within school
  
- Ensure that appropriate risk assessments have been carried out
  
- Ensure that all members of staff receive appropriate training
  
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance
  
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way:

Whole school staff training at the beginning of each school year.

The Headteacher will:

- Take overall responsibility for day to day management of health and safety issues
  
- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
  
- Ensure that suitable and enough assessments of hazards and risks to staff members, pupils and other visitors and users of the school. Further, to act upon those assessments to reduce risk.
  
- Attend health and safety training courses as appropriate
  
- Ensure the provision of adequate training, instruction and supervision for all members of staff
  
- Provide necessary information to staff members and their representatives on health and safety matters.
  
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
  
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.
  
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way:

- o Staff induction
- o Whole school staff meetings – health and safety is an agenda item
- o If risks arise during the term, information is given at lunchtime meetings and written on lunchtime meeting notes which are emailed to all staff.

All Staff Members will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school's policies and procedures and follow any Codes of Practice produced by the school or Sheffield Council.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments whether in school or on educational visits
- Attend health and safety training courses as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders
- Bring to the attention of the headteacher any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the headteacher any problems that they feel that they cannot deal with themselves.
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the Health and Safety policy of their employer School Health and Safety Representative
- The Governing Body and Headteacher recognise the role of safety representatives. Safety representatives will be allowed paid time off to enable them to fulfil their duties
- We communicate and consult with safety representatives on a regular basis about health and safety matters and other facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.

Our health and safety representative is Karen Newbould.

### **School Health and Safety Representative**

The Governing Body and Headteacher recognise the role of Safety Representatives. Safety Representatives will be allowed appropriate paid time off to enable them to fulfil their duties.

We communicate and consult with safety representatives on a regular basis about health and safety matters and offer facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.

Name	Trade Union
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N/A	

## General Arrangements to Keep People Safe

### 1 Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

All of our Risk Assessments are recorded. We use the Generic Risk Assessment booklets as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment form which can be found in the Health Safety and Risk area of 365 Sharepoint). Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

We share the findings of our risk assessments with all members of staff

Risk assessments are usually kept:

Document	Location
Fire Risk Assessment	Fire log book – main school office
Generic Premises Risk Assessment	Premises log book –
Foundation Stage Risk Assessment	Premises log book –
Educational Visits Risk Assessments	Office 365 – staff share/risk assessments
Hazardous Substances Risk Assessments	Risk Assessment file – main school office
Task / activity based Risk Assessments	Office 365 – staff share/risk assessments

Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

The following people assist with the assessment process for their individual area of work:

Name	Area of responsibility
Hannan Mohammed	Generic
Karen Newbould	COSHH, asbestos, legionella, gas, electricity
Hannan Mohammed	Educational visit and task/activity/subject specific, staff wellbeing and stress

**NB** It is the Headteachers responsibility to ensure that risk assessments are carried out. However the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment.



## 2 **Fire**

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

When our school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in schools).

All documentation relating to fire safety is kept:

<b>Document</b>	<b>Location</b>
Fire Risk Assessment (including Arson Assessment)	Fire log book – main school office
Fire Precautions Log Book	Fire file – Main school office
Fire Safety Training Records	Fire file – Main school office

The following people have a role to play in ensuring fire safety issues are adequately dealt with

<b>Name</b>	<b>Responsible for:</b>
Victoria Elliott	Named Responsible Person
Hannan Mohammed	Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
Karen Newbould and Jamie Clark	Inducting new members of staff and supply / agency staff, contractors etc
Victoria Elliott	Making sure that staff receive regular refresher training
Victoria Elliott	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Hannan Mohammed	Ensuring regular fire drills are carried out and recorded
Victoria Elliott	Keeping the Fire Precautions Log Book up to date

It is the headteacher's responsibility to ensure that risk assessments are carried out. However, the headteacher may request the assistance of competent staff in carrying out a risk assessment.

### 3 Permission to Work

The Permission to Work process is in place at this school for all work that is intrusive to the fabric of the building. The following people have responsibilities:

Name	Responsible for:
Karen Newbould	Ensuring that the T & FM Team is informed at the planning stage of any work that is <b>intrusive</b> to the fabric of the building
Karen Newbould	Inducting new members of staff in the process
Karen Newbould	Ensuring that all <b>non-intrusive</b> work is risk assessed
Karen Newbould	Keeping an up to date log of all <b>non-intrusive</b> work

### 4 Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was used mainly because of its fire proofing and insulation qualities.

We have got an Asbestos Management survey on site and this has been shared with all members of staff. All staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

All documentation relating to asbestos is kept:

Document	Location
Asbestos Register	School main office
Asbestos management survey and risk assessment	School main office
Asbestos survey review documentation	School main office

NB. The location of the register is important, as it must be readily available to all who need to consult and sign it.

Name	Responsible for:
Hannan Mohammed	Overall responsibility as Named Duty Holder
Karen Newbould	Bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. e.g. other school / site staff, surveyors, contractors, computer technicians, visitors, helpers etc
Jamie Clark	Advising the Assets team at the concept stage of work via the Permission to Work scheme

Jamie Clark	Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc
Jamie Clark	Regularly reviewing the condition of asbestos material and recording the findings
Jamie Clark	Regularly reviewing asbestos risk assessments and recording findings
Jamie Clark	Making sure that floor plan changes are recorded and updated

The following people have attended Asbestos training

Name	Date of Training:
Hannan Mohammed	27/9/24
Karen Newbould	21/6/23

## 5. Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon, but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

We have had a full Legionella audit of the school which has been shared with all members of staff. Key members of staff have a role to play in ensuring that the findings of the audit are actioned and making sure that regular monitoring is carried out on site

Document	Location
Legionella Survey	School main office
Legionella Log Book	School main office

The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

Name	Responsible for:
Hannan Mohammed	Overall responsibility as Named Duty Holder
Jamie Clark	Ensuring that the recommendations of the Legionella risk assessment are carried out
Jamie Clark	Ensuring that the Legionella risk assessment is reviewed on a regular basis
Jamie Clark	Ensuring that all activities identified in the maintenance programme are carried out and recorded

Karen Newbould	Keeping the Log Book up to date
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The following people have attended Legionella training

Name	Date of Training:
Hannan Mohammed	22/02/21
Karen Newbould	21/8/23

## 6 Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Copies of accident report forms are sent to the [Health, Safety & Wellbeing Team](#).

Document	Location
Accident Report Forms	Office 365/ health and safety policies
RIDDOR report forms	

The following people have responsibilities for:

Name	Responsible for:
Hannan Mohammed	Recording all accidents to staff / pupils
	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the Health, Safety & Wellbeing Team <b>immediately</b>
Hannan Mohammed	Ensuring risk assessments are reviewed in light of lessons learned
Victoria Elliott	Periodically reviewing accident reports to identify trends
Hannan Mohammed	Reporting serious incidents / accidents to Governors

## 7 First Aid

This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. Where there are young children on site i.e. Nursery's / Breakfast and after school clubs, key members of staff hold an additional paediatric first aid certificate. NB There is sufficient paediatric first aiders to ensure cover on all off site activities involving young children.

Our school risk assessment identifies the actual number of first aiders required.

(As a rough guide the recommendation is 1 first aider for every 100 people on site. This is usually made up of 2 fully qualified first aiders, with the remainder holding the 1 day emergency first aid certificate)

The following people hold a relevant first aid qualification.

Name	Expiry Date of Qualification	Level of qualification i.e. full/emergency / paediatric
		Mental Health First Aid
Amy Camps	June 2026/ March 27	Paediatric first aid / first aid at work
Sarah Hutchinson	Feb 26/April 25	Paediatric first aid / first aid at work
Louise Mace	Sep 26/ April 25	Paediatric first aid / first aid at work
Michelle Brice	April 25	First aid at work
Tracey Guymer	March 27	First aid at work
Adele Whiting	Feb 26 / April 25	Paediatric first aid / first aid at work
Bethany Davenport	Feb 26/April 25	Paediatric first aid / first aid at work
Claire Carlisle	Feb 26/April 25	Paediatric first aid / first aid at work
Claire Cadman	Feb 26 / April 25	Paediatric first aid / first aid at work
Sarah Gribbin	Feb 26/April 25	Paediatric first aid / first aid at work
Rhona Griffflow	Feb 26/ April 25	Paediatric first aid / first aid at work
Kay Johnson	Feb 26/ April 25	Paediatric first aid / first aid at work
Taybah Shazad	Feb 27	Paediatric first aid
Shazia Hussain	Fe 27	Paediatric first aid
Mia Crook	April 5	First aid at work
Bryony Fordham	April 25	First aid at work
Sarah Costa	April 25	First aid at work
Gemma Crutchley	April 25	First aid at work
Fran Gregory	April 25	First aid at work
Rachel Vickers	April 25	First aid at work
Chloe Saunders	April 25	First aid at work
Rukshana Akhtar	April 25	First aid at work
Katie Brammal	April 25	First aid at work
Nicola Baret	April 25	First aid at work
Rebekah Pillar	April 25	First aid at work
Johnathan Crabtree	April 25	First aid at work
Isabelle Kirkpatrick	April 25	First aid at work
Barry Wood	April 25	First aid at work
Lydia Paul	April 24	First aid at work
Emma titman	April 24	First aid at work
After school club leads	April 24	First aid at work

The following people have responsibilities for:

Name	Responsible for:

B Arthur	Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
B Arthur	Keeping records of First Aid Qualifications and ensuring these are re validated
Amy Camps	Ensuring First Aid boxes are checked and restocked on a regular basis

## 8 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. (This is carried out automatically for those that subscribe to the **T & FM Servicing Package**).

Document	Location
Inventory of Portable appliances	Karen Newbould workshop
PAT testing Certificate	Karen Newbould workshop
Fixed installation test certificate	Karen Newbould workshop

The following people have responsibilities for:

Name	Responsible for:
Karen Newbould	Visually checking portable electrical appliances
Jamie Clark	Arranging the testing of portable appliances
Karen Newbould	Ensuring the five yearly checks are carried out on the fixed installation
Jamie Clark	Arranging repairs / remedial work
Karen Newbould	Showing key members of staff how to isolate the electrical supply in an emergency situation

## 9 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Karen Newbould Workshop

The following people have responsibilities for:

Name	Responsible for:
Jamie Clark	Arranging the testing and maintenance of gas appliances
Karen Newbould	Arranging repairs / remedial work
Karen Newbould	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
Karen Newbould	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

## 10 Substances

The **Control of Substances Hazardous to Health Regulations** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc	School main office – COSHH file
Hazard Data Sheets	School Main office – COSHH file and risk assessment file
Documented risk assessments	School main office – COSHH file and risk assessment file

The following people have responsibilities for:

Name	Responsible for:
Karen Newbould, Victoria Elliott	Keeping the inventory up to date
Karen Newbould	Ensuring hazard data sheets are available
Karen Newbould	Making sure that risk assessments are documented
Karen Newbould	Making sure Personal Protective Equipment (where necessary) is provided and worn
Karen Newbould	Training staff in the safe use and handling of substances
Karen Newbould	Disposing of surplus substances safely

## 11 Educational Visits and Off-site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- ~ Supporting the Headteacher when approving educational visits
- ~ Assessing the competency of leaders and other adults on the visit
- ~ Ensuring that all members of staff receive induction training in the schools process for educational visits
- ~ Helping and supporting members of staff with the planning of educational visits including help with risk assessments

Document	Location
Educational Visits Documentation	Staff Share- Staff information
Educational Visits Generic Risk Assessments	Staff Share- Staff information

The following people have responsibilities for:

Name	Responsible for:
SLT	Educational Visits Co-ordinator
Hannan Mohammed	Reporting Educational Visits to Governors
Hannan Mohammed	Ensuring staff receive induction training in educational visits
Hannan Mohammed	Ensuring post visit evaluation is completed

The following people have attended EVC training and also EVOLVE training

Name	Date / Type of Training:
Chloe Saunders	09/24
Jonathan Crabtree	09/24
Bethan Arthur	01/24
Fran Gregory	01/24
Barry Wood	01/24

## 12 Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Medicines Policy	School Main office
Pupils individual care plans	School main office



Consent Forms	School main office
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The following people can administer medicines and have received relevant training

Name	Date of Training	Type of training i.e. use of epi-pen
		Epi pen and de-fib as part of first aid training.
B Arthur	22.3.23	
B Wood	22.3.23	
C Saunders	22.3.23	
S Hutchinson	22.3.23	
A Dodd	22.3.23	
No other specific training needed at present		

### 13 Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use.

All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and Safe Practice in School Sport & Physical Education will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate

Document	Location
CLEAPSS	Staff share – training log
Safe Practice in School Sport & PE	Staff Share – training log
DATA	

The following people have responsibilities for:

Name	Responsible for:
Hannan Mohammed	Ensuring risk assessments are in place for all tasks / activities

### 14 Work Experience

The Schools Work Experience Co-ordinators will ensure that there is clear communication and co-ordination between placement providers, students and parents. All work experience placements will be vetted by a competent person and the co-ordinator will ensure that specific risk assessments have been carried out. They will also carry out on- site monitoring of placements

Document	Location
Safety on Work Experience	N/A
Risk Assessments	N/A

The following people have responsibilities for:

Name	Responsible for:
N/A	Work Experience Co-Coordinator
N/A	Ensuring work experience placements have been vetted
N/A	Making sure risk assessments are available and have been shared with students / parents
N/A	Carrying out monitoring visits during work experience placements

## 15 Staff Wellbeing and Stress

The health and wellbeing of all members of our staff is considered as part of the schools risk assessment process. All members of staff have the opportunity to contribute to the schools stress risk assessment. This is reviewed periodically and the findings shared with staff.

Document	Location
Stress Risk Assessment	Office 365 – staff share/policies
Information relating to Employee Assistance Programme	Office 365 – staff share/policies

## 16 Monitor and Review

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.

## Useful Contacts

Health and Safety Team - Contact details: 0114 2734082 or [healthandsafety@sheffield.gov.uk](mailto:healthandsafety@sheffield.gov.uk)

Transport & Facilities Management Team - Contact details: 0114 2735621  
[PFMContactCentre@sheffield.gov.uk](mailto:PFMContactCentre@sheffield.gov.uk)

Insurance & Risk Team – Contact details: 0114 2053915  
[Risk@sheffield.gov.uk](mailto:Risk@sheffield.gov.uk)