

Milton Keynes Council Health & Safety Policy

November 2019



Milton Keynes Council Health & Safety Policy Statement

Milton Keynes Council takes pride in delivering services for our citizens and we are committed to ensure that practical and effective measures are in place to promote the health, safety and well-being of our employees, contractors and those affected by how we deliver our services.

The implementation, maintenance and monitoring of our management arrangements is led by our Corporate Leadership Team. We review our approach to health and safety management so that our arrangements remain appropriate and are integrated into what we do every day. MKC ensures that we have allocated the appropriate resource to engage and train our staff so that we continually develop a culture that supports the effective management of health and safety at all levels.

This year it includes:

1. Increasing our colleagues competence by delivering health and safety training at all levels
2. Refreshing our approach to health and safety across teams
3. Updating our guidance and tools for colleagues so they can better support their teams in getting risk control right

MKC is committed to:

- Promoting well-being and preventing injury and ill-health
- Clear roles and responsibilities which are understood and undertaken so that good practice is integral to the every day
- A routine of risk review to make sure our control measures remain appropriate
- Enabling colleagues to identify and manage risk by providing information, instruction, training and proactive engagement across MKC
- Routinely monitoring our health and safety performance and procedures so we can act upon what we learn and better direct our resources to have most impact
- Working with others to support our approach to health and safety management

A handwritten signature in black ink, appearing to read 'M Bracey'.

Michael Bracey

Chief Executive

November 2019

Health and Safety Responsibilities

Chief Executive

Responsible for promoting and monitoring Milton Keynes Council's (MKC) positive proactive approach to health and safety management by ensuring this policy is implemented at all levels in MKC. The Chief Executive also sets the pace and strategic direction.

Leader of the Council

Monitor MKCs health and safety performance and ensure suitable resources and strategic direction are set for the effective management of health and safety.

Councillor Portfolio Lead for Health & Safety

The Portfolio Lead supports the strategic approach and is the Councillors lead advocate for health and safety within the Council.

Corporate Leadership Team

This team works together to monitor and effectively implement this policy. They are responsible for:

- Ensuring sufficient resources are allocated to H&S management across MKC
- Measuring and monitoring health & safety performance and directing proactive and reactive work to address any issues identified
- Active leadership in prioritising health and safety management in all MKC does
- Supports the Chief Executive in setting the pace and strategic direction on health and safety matters

Directors

Each Director is responsible for making sure health and safety risks within their areas are effectively managed. Directors also lead on:

- Their areas health and safety performance
- Making sure sufficient time and resource is allocated to health and safety matters so that appropriate risk control is in place
- Building risk control into procurement and contract management
- Sharing best practice across MKC

Heads of Service

Implement this policy within their areas and support their teams in managing health and safety. Specifically

Heads of Service will:

- Make sure risks within areas have been assessed with appropriate controls in place – review every 12 months or after any significant changes or incidents
- Ensure their teams get the training and equipment they need – identify what training/equipment is needed and monitor it's implementation
- Consult with colleagues on health and safety matters – have health and safety as agenda item, get support from H&S team on any incident, emerging trends or updates
- Lead work in relation to any health and safety incidents or audits – proactive involvement in these and any improvements needed
- Have a system to make sure records of assessments, inductions, training and other certification are captured and used to track actions and when refresher work is needed

Managers

With day to day operational responsibility, managers are central to the effective implementation of this policy. They are expected to:

- Know their risks and enable risk controls measures to be in place – carry out risk assessments and put the controls in place (such as training, use of personal safety devices, personal protective equipment, etc)
- Carry out risk assessments for team activities and review them with their team(s) every 12 months or after a significant change or incident
- Have a process to make sure that inductions and training is given to team members
- Make sure any statutory testing or servicing to equipment or devices is done for equipment specifically used by their team(s)
- Keep systems of work and procedures under review and ensure they are implemented by those under their responsibility
- Ensure incidents are reported, investigate incidents which happen within their team and support health and safety audits
- Identify any issues that are impacting how well health and safety is managed

Employees

All employees have a part to play in making sure MKC has fit for purpose risk control in place. This includes taking responsibility for themselves and how they do their work. Employees are required to:

- Take reasonable care of themselves and any other people who may be affected by the work they do
- Follow systems of work and implement any risk control measures that are appropriate
- Keep their manager informed of any issues or events that impact health and safety – this includes reporting of incidents or near misses and any work related health issues
- Ask for and attend inductions and training and act on what they have learned
- Co-operate with any health and safety matters

Building Managers

All MKC premises where colleagues are based will have a building manager who checks that the premises are in a safe and secure condition. For our corporate landlord stock, this is led by the facilities team. For other premises, this will be the manager of the service using the property or someone they have allocated this role to. Building Managers role includes:

- Making sure statutory safety items are managed; fire risk, asbestos, legionella, gas safety, electrical systems, structural aspects and any lifting equipment
- Checking that first aid provision is adequate – people trained and first aid kits available
- Any drills or procedures are in place – such as weekly fire system check, periodic fire drills, any personal safety devices or equipment (panic alarms, self-closers on doors, etc)
- Premises related safety systems and arrangements are established and reviewed with assets inspected and any actions completed
- Managing site security
- Identifying and reporting any health and safety defects and tracking actions to address them

Head Teachers

Responsible for day to day management of the school, Head Teachers are required to manage the health, safety and welfare of their colleagues, pupils, contractors and other persons affected by the work of the school. Head teachers will have in place:

- Access to competent health and safety advice
- A risk assessment process that identifies risk and implements any risk control measures required
- A system to make sure that induction and training is in place to enable colleagues to carry out their activities safely and without risks to health
- A process that manages premises safety – such as fire, asbestos, electrical safety, legionella and gas. This includes allocation of resources to make sure this is effective and monitored so the premises are kept in a safe state of repair
- Follow MKC guidance on construction projects (available from the MKC Capital Development Team) to ensure that health and safety is a central consideration throughout the project
- Ensure incidents are reported, investigate incidents which happen within their team and support health and safety audits
- Co-operate with MKC in all health and safety matters

Governors

The Governing Body within a school is there to ensure clarity of vision, ethos and strategic direction for their school. In maintained schools the employer is MKC, however the Governing Body is there to act with honesty and integrity in the best interests of the school. This including being able to explain their actions, inactions and decisions. Specifically the Governors are expected to:

- Give due regard to health and safety when providing oversight and setting direction for the school
- Ensure that the school has appropriate health and safety arrangements in place
- Co-operate with MKC in all matters relating to health and safety
- Ensure any projects undertaken consider and consult appropriately on health and safety matters at the planning stage

MKC Health & Safety Team

The MKC H&S Team is in place to put colleagues, services users, contractors and others health and safety first by facilitating the delivery of this policy. This includes:

- Providing competent proactive support across MKC
- Monitoring MKC health and safety performance
- Setting health and safety standards and providing signposts to appropriate training, equipment or other arrangements
- Provide strategic insight for the Corporate Leadership Team on health and safety matters
- Fully support incident investigations and any other significant events
- Provide training as per this policy

Councillors

Councillors ensure that MKC has suitable resource and direction to address health and safety matters. Councillors periodically monitor health and safety performance.

Trade Unions

MKC welcomes the proactive engagement and support with our Trade Unions.

Communication, Consultation & H&S Monitoring

MKC is committed to enabling colleagues to make a difference every day and working as a team. Led by the H&S team, we have a routine of meeting with employees, trade unions and senior leaders within MKC to discuss and review any current issues. Information is openly accessible on the intranet and shared H&S folder to facilitate open discussions and enable improvements to be made.

Specifically we have:

- Quarterly H&S Forum Meeting – including Trade Unions (published on intranet)
- 6-8 weekly meetings with the Corporate Leadership Team and Heads of Service
- Quarterly Wellbeing team meetings
- A proactive H&S team who have structured contacts with our different teams (such as through audits) and other support such as incident follow up or queries about new equipment or services

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- H&S updates published via intranet and other communications, such as OneMK, Educ@te, Director Area Newsletters and the H&S intranet
- Monthly H&S Reports published on the intranet and circulated to the Corporate Leadership Team

MKC monitors its health and safety performance and how well this policy is being implemented. This is achieved by:

- Annual report on health and safety improvements, trends and priorities
- Monthly reports on health and safety trends (incidents, near misses, possible work related absences), emerging issues, significant incidents and work to improve our health and safety management
- Schedule of audits with actions tracked and reported on
- Routine review of risk assessments and risk control measures

Health and Safety Arrangements – in Summary

Leaders Health and Safety Commitment Statement		
Roles & Responsibilities	Communication, Consultation & Monitoring	Training & Support
Health & Safety Manual Guidance & Tools		
Team Activity based Risk Assessments & Procedures		

Training & Support

MKC allocates resources so that our colleagues remain competent to manage the health and safety risks in their teams in an appropriate way. Training is offered and delivered by our H&S team, Well-being Team, MKC Training and Development Team, as well as specific training identified as needed within Teams.

MKC has a minimum level of training for certain roles and is committed to standards that include externally accredited training providers.

Training	Who	How Often	Manager
Corporate Induction 2.5 hours	All MKC colleagues Covers scope of what MKC does, with sections from MKC CE, Council Leader & Hof H&S	Upon joining MKC	MKC HR
Managers Induction 4 x 2.5 hour session	All MKC colleagues with line management responsibilities Covers team management, personal performance & managing change. Include H&S section	Upon joining MKC Or becoming line manger	MKC HR
<u>Online courses:</u> Introduction to H&S Personal Safety at Work DSE Manual Handling H&S for Managers	All All All All All Managers only	Repeated every 2 years	MKC iLearn
IOSH ¹ Working Safely 1 day	MKC Supervisors of teams who work on sites/out of office	Every 3 years refresher 0.5 day	MKC H&S Team
IOSH Managing Safely 4 days	MKC managers with teams who work off site or have teams exposed to other risks (such as threats or aggression)	Every 3 years refresher 1 day	MKC H&S Team
IOSH Leading Safely 0.5 day	Heads of Service Members of CLT Cabinet – if appropriate	Every 3 years refresher 0.5 day	MKC H&S Team

¹ Institute of Occupational Safety & Health – externally accredited

There are other training courses that are arranged by individual teams according to roles. The below table is a guide for teams in what may be helpful to have in place.

	Personal Safety (Positive Behaviour, De-Escalation, etc)	Asbestos, Legionella, Gas Safety, Electrical Installations Awareness	Construction (Design & Management)	Control of Contractors	Manual Handling	Work at Height
Colleagues interacting with Service Users/public	X					
Building Managers		X	X	X	X	X
Colleagues Managing Construction Work		X	X	X		
Colleagues doing physical work on buildings		X			X	X

MKC also provides particular training for colleagues who support our safe occupation of buildings, such as fire marshal and first aid training. There are also specific systems for particular hazards such as lone working, and moving and position of service users.