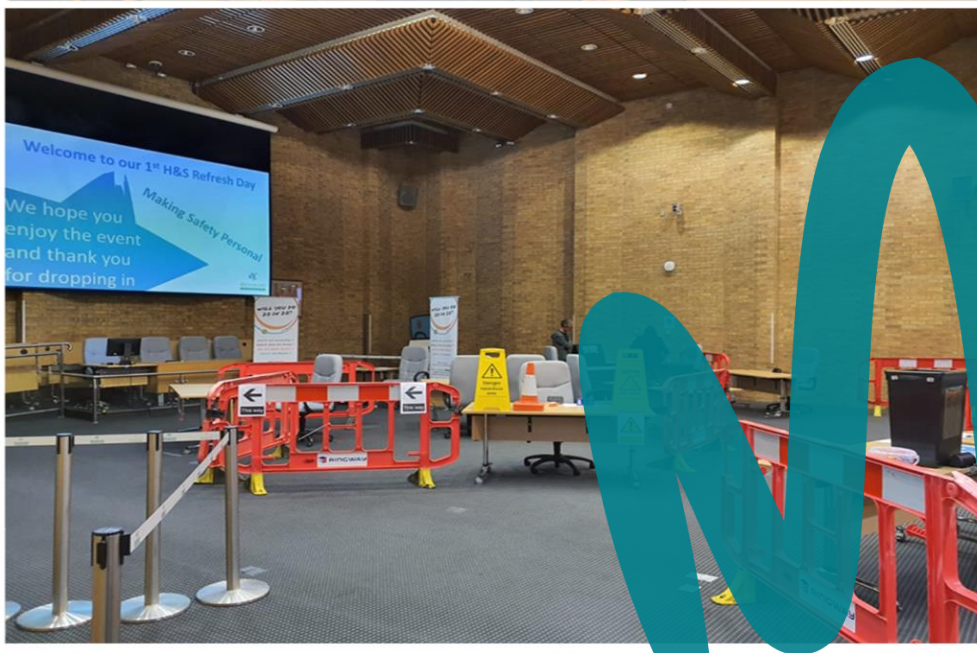


Milton Keynes City Council Health and Safety Policy

April 2024



Milton Keynes City Council Health & Safety Policy Statement

As a major employer in the city, we recognise our obligations to manage risks to the health and safety of our people, contractors, and others who may be affected by what we do. We are committed to promoting well-being and preventing work related injuries and ill-health through our focus on effective risk control.

Our priorities include:

- Continued focus on tackling our top 3 risk priorities: personal safety, slip/tips, and manual handling.
- Making sure our people get the health and safety training they need.
- Enhancing our integrated approach towards health and wellbeing across the Council.
- Working closely with our service providers and contractors, particularly if there is significant change in delivery.

Our people will continue to take responsibility for their own and other's health and safety and proactively engage in maintaining our high standard of health & safety at work. The Corporate Leadership Team continue to check and challenge our health and safety performance through their teams and in detail every quarter.

Michael Bracey
Chief Executive
2024

Health and Safety Responsibilities

Corporate Leadership Team

These leaders work together to monitor and effectively implement this policy. They are responsible for:

- Ensuring we allocate sufficient resources to health and safety management.
- Measuring and monitoring health and safety performance and directing proactive and reactive work to address any issues identified.
- Active leadership in prioritising health and safety management in all MKCC does.
- Setting the pace and strategic direction on health and safety matters.

Heads of Service and Assistant Directors

Responsible for making sure health and safety risks within their areas are effectively managed and 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 MKCC.

Leader of the Council & Portfolio Lead for Health & Safety

- Monitor MKCCs health and safety performance and ensure suitable resources and strategic direction are set for the effective management of health and safety.
- Leads on H&S matters in Cabinet.

All Managers (Line Management Responsibility)

All managers must lead on making sure risks are identified and controlled and that they support their teams in managing health and safety.

- 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 its 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 systems in place to make sure records of assessments, inductions, training, and other certification are captured and used to track actions and when refresher work is needed.
- 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.

Teams

Every team has a part to play in making sure we have fit for purpose risk controls in place. This includes taking responsibility for themselves and how they do their work both individually and collectively. 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 MKCC 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 they know that 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 other equipment (panic alarms, self-closers on doors, etc).
- Managing site security.
- Identifying and reporting any health & safety defects and getting remedial work done.

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 MKCC guidance on construction projects (available from the MKCC 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 MKCC 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 MKCC, 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 MKCC in all matters relating to health and safety.
- Ensure any projects undertaken consider and consult appropriately.

MKCC Health & Safety Team

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

- Providing competent proactive support across MKCC & monitor performance.
- Setting health and safety standards and providing signposts to appropriate training, equipment or other arrangements.
- Provide competent strategic insight for the Corporate Leadership Team on health and safety matters.
- Fully support incident investigations and any other significant events
- Provide training.

Councillors

Councillors ensure that MKCC has suitable resource and direction to address health and safety matters.

Trade Unions

We welcome the proactive engagement and support with our Trade Unions in changes in how services are delivered, how our teams work and general health and safety matters.

Communication, Consultation & H&S Monitoring

We are committed to enabling colleagues in making a difference every day and working as a team. Led by the H&S team, we have a routine of meeting with our teams, trade unions and senior leaders within MKCC to discuss and review H&S. Information is openly accessible on the intranet and shared H&S folder to facilitate open discussions and improvements. Meeting routine is below.

- Quarterly attendance at Level 1 Consultative meetings – including colleagues & Trade Unions (published on intranet).

- Quarterly reporting and updates with the Corporate Leadership Team.
- A routine of meetings with colleagues and unions.
- 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.
- H&S reports published via intranet and other communications.

We monitor our health and safety performance by:

- Annual and quarterly reports on health and safety improvements, trends and priorities.
- Schedule of audits with actions tracked and reported on.
- Routine review of risk assessments and risk control measures.
- Keeping up to date with regulatory changes.

Health and Safety Arrangements – in Summary

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

Training & Support

We allocate resources so that colleagues remain competent to manage the health and safety risks. Training is offered and delivered by our H&S team, Learning Development, as well as specific training identified as needed by teams. We set out the training requirements over the page.

Training	Who	How Often
Corporate Induction	All new to MKCC colleagues.	
<u>Online courses:</u> Introduction to H&S Personal Safety at Work DSE Fire safety Manual Handling H&S for Managers	All All out and about All All All Managers only	Every 3 years
Straight Forward Safety for Managers. 0.5 day	MKCC managers with teams who work off site or have teams exposed to other risks	Every 5 years
Personal Safety. 0.5 day	All who are out and about delivering front line services	Every 5 years

Other training courses are available – just ask the H&S Team. This includes premises safety and bespoke training such as fire safety, asbestos awareness, etc

Our health and safety arrangements are aligned with the ‘Plan, Do, Check, Act’ approach to help with getting a balance between the systems and behavioural aspects of health and safety management, and supports it being an integral part of how we do things.

Plan	<ul style="list-style-type: none"> • This policy sets out MKCC’s aims, responsibilities and arrangements for health and safety.
Do	<ul style="list-style-type: none"> • MKCC’s documented health and safety management system sets out how we do things and offers support to our teams to allow them to successfully manage health and safety. This includes our approach to assessing hazards and management of risks. These documented health and safety arrangements are made available via MKCC SharePoint intranet site and within our secured area of the website for Schools. • Provision of health and safety training via our Smarter Learning portal and through face-to-face courses, further details on the specific arrangements are made available in our ‘Guide to Training’ on the MKCC SharePoint intranet site. • Consultation and involvement with colleagues and Unions on matters affecting their health and/or safety through a number of approaches, including; informal and formal meetings, organised events, campaigns, training, surveys, etc. • An internal Health and Safety team who work across all Directorate areas including schools (where MKCC is the employer) to ensure competent advice is available.
Check	<ul style="list-style-type: none"> • An annual audit schedule is developed, which ensures focus on specific risk topics, individual teams/services and contractors. • Quarterly CLT updates to provide a snapshot position on performance to allow for proactive and reactive work to address any weaknesses or opportunities for improvement. • Centralised incident reporting to allow for identifying of trends and follow ups.
Act	<ul style="list-style-type: none"> • In additional to the quarterly CLT updates, an annual report is published to communicate MKCCs health and safety performance. This sets out what has been done in response to the learning undertaken and sets out specific aims for future improvements in performance.

