

Risk and Compliance Policy

September 2019

Property and Facilities



milton keynes council



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Version Control

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Introduction

This policy outlines the statutory obligations placed upon Milton Keynes Council (MKC) in relation to managing risks arising from property ownership and management.

The risk is managed by Property & Facilities.

As landlords and employers, MKC has a duty of care to provide safe environments for its staff and users of its services and facilities. As a result, all properties the council owns will have a series of surveys, audits, servicing and assessments undertaken.

One of the key roles of Property & Facilities is to ensure MKC's duty of care is fulfilled by meeting statutory obligations and eliminating property risks wherever possible or reducing them to a safe and acceptable level.

Property related legislation is a large area of law, and therefore the risks of non-compliance are numerous. The surveys identify high profile and highly emotive risks such as:

- Asbestos Management
- Water Hygiene
- Fire Safety
- Plant and Lifting Equipment
- Electrical Safety
- Gas Safety
- Energy Efficiency

Management of Risk

Property and Facilities will lead on matters of statutory compliance for MKC's non-residential property.

The team will:

- Provide and maintain property that is safe for users and staff by ensuring that the Councils' duties of care are fulfilled by meeting statutory requirements.
- Undertake rolling programmes of surveys and assessments to identify, quantify, prioritise, and mitigate any risks or possible risks to staff, users, contractors, the general public and to the Councils' property.
- Reduce the number of property risks and provide Action Plans to ensure that risks which are identified can be managed effectively;
- Maintain and repair the Councils' property to ensure that identified risks cannot cause long term damage. Where possible, sustainable options will be identified which could improve efficiency.
- Prioritise the safe management and ultimately the safe removal of any high priority risks identified.
- Ensure that surveys, reports and assessments are current and available when required, e.g., to contractors, managers and staff representatives.
- Ensure that there are robust policies, procedures, and safe methods of working to reflect the requirements of current legislation and regulations.
- Work in partnership with other public sector agencies to ensure that we learn from common experience, reduce our costs where possible, share any opportunities to streamline our processes and develop best practice.

Decision making and responsibility

Authority for the improvement, refurbishment and maintenance of the Council's non-residential property portfolio rests with the Director of Environment and Property but is delegated to the Head of Property and Facilities.

Property and Facilities will undertake or commission assessments and surveys to assess whether any significant risks exist, and to gauge the extent of those risks. An appropriate action plan for the management and, ultimately, the removal or mitigation of those risks will then be compiled.

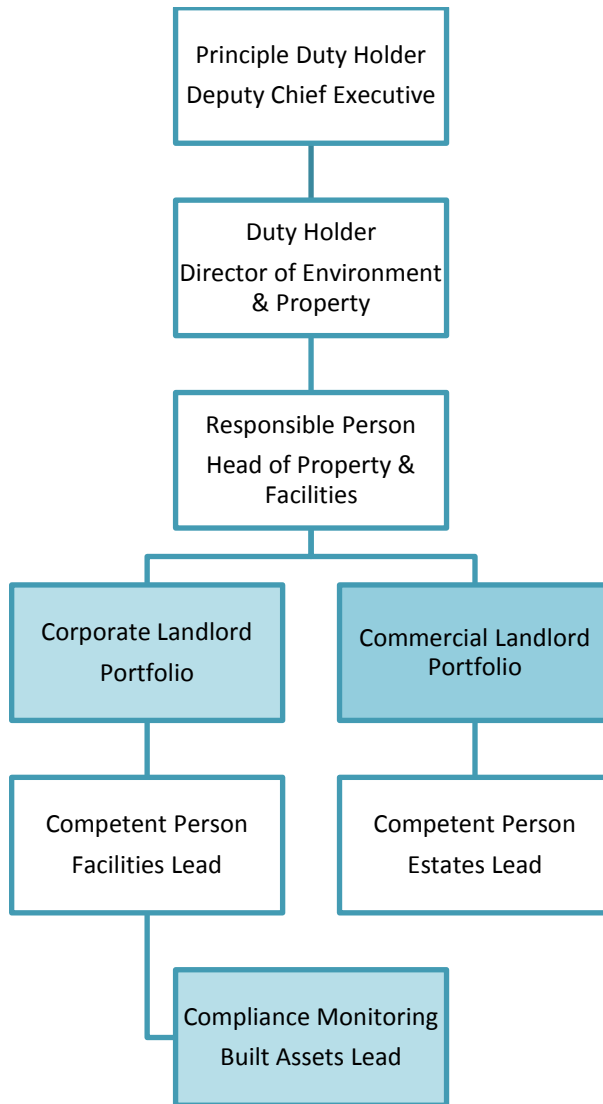
Where urgent works or serious breaches are identified, these will be prioritised and addressed as soon as is reasonably practicable and escalated appropriately to the Corporate Leadership Team.

Non-urgent risks will be prioritised within the Building Maintenance Plan and will be remedied based on condition, priority and impact.

Responsibility for compliance

Effective risk management requires that roles and responsibilities are clear. To ensure clarity, MKC has incorporated the following roles and responsibilities into the risk management process:

Principal Duty Holder Deputy Chief Executive	This role ensures that suitable H&S standards are met and arrangements are in place.
Duty Holder Director of Environment & Property	This role has legal duties to discharge and also has control over how the risks or activities are managed.
Responsible Person Head of Property & Facilities	The person with the day to day responsibility for managing and controlling a particular hazard. These duties may be delegated to Deputy Responsible Person(s).
Competent Person(s) Estates Lead Facilities Lead	A person with sufficient training, knowledge, skills and/or qualities required for the role.
Compliance Monitoring Built Assets Lead	The person responsible for ensuring that the activities carried out comply with the relevant legislation and guidance.



Property and Facilities

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