

Useful Pages:

[KNet > My Workplace> Human Resources> UK>Policies> Secondment Policy](#)



We know from experience that workplaces where employees play an active part in health and safety often have lower accident rates. Talking, listening and co-operating helps to get the best from our people, encouraging closer working relationships, as well as a safer workplace.

The HSE are promoting workforce consultation with respect to developing positive health and safety cultures. Our SafeStart values recognise that effecting meaningful communications is essential to ensuring the safety, health and wellbeing of our people.

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Understanding Secondments in MWH

MWH UK Operations work in many different contractual arrangements including joint ventures, frameworks and stand-alone business entities. Many of our staff are seconded into organisations but MWH retain a duty of care to ensure the safe and healthy working conditions for our employees.

The purpose of this Quick is to reinforce the requirements of the MWH Secondment Policy and help us understand our responsibilities as secondees or managers of secondees.

What is a secondment?

MWH defines a secondment as a 'temporary loan of an employee to a different part of the same organisation, or an organisation that is working in collaboration with MWH.

A secondment is distinguished from a business trip by the combination of a change of line management and an anticipated duration of three months or more.

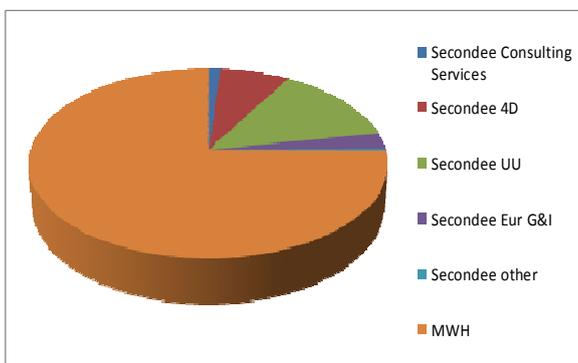
What are the benefits of secondments?

Secondments offer the opportunity to enhance personal development and working practices for front-line staff through valuable first-hand encounters. The secondee will experience new concepts, values and cultures which can test their ability to succeed in a different environment. Secondments can provide a positive way of motivating people and increasing work satisfaction, whilst enhancing best practice, collaborative working partnerships, knowledge and skills.

Secondments also allow for greater flexibility in human resource planning and can be an effective contributor to the organisation's wider corporate goals. Clients and regulators such as Ofwat are pushing for continuous improvement in cost efficiencies, therefore collaborative and seamless working practices, including co-location, can help with the proactive management of client relationships.

How many secondees do we have?

Approximately 25% of our people are currently working in a secondment model.



Where do I find the Secondment Policy and what does it say?

The MWH Secondment Policy is contained within the Employee Handbook, located in the [Human Resource KNet pages](#).

The policy states that the health and safety arrangements of the host organisation must be adhered to. However, should the secondee have any concerns relating to health and safety, they should inform their home manager and MWH HR Consultant. This will enable a review of current practices to be carried out and a suitable action plan to be developed.

The secondee must be properly inducted into their new work area and the responsibility for monitoring their work and progress is assigned to the host manager. The MWH line manager must agree the arrangements put in place.

However, MWH retain a duty of care to ensure the health, safety and welfare of all our employees. Therefore line managers must ensure that the contractual arrangements in place for the secondment address the health and safety management needs of our staff.

Within the Secondment Policy you will find details of:

- how a secondment is different to a business trip
- how to find out about secondment opportunities
- what happens to an employee's role when they go on secondment
- what happens to an employee's terms and conditions
- who will be a secondee's Line Manager
- how the secondee will be inducted into their new department or organisation
- whether an employee must complete Performance Track
- whether an employee will receive training
- what costs can be reimbursed due to secondment
- whether an employee is able to take their family on secondment with them
- what happens when a secondee returns to their previous role



THINK “SAFESTART”

What SafeStart means...

- We all have responsibility for the safety and well-being of ourselves and others.

What can I do?

- Do I understand my responsibilities and how they relate to the safety of this task?
- Understanding and complying with the work procedures

Useful links:

MWH Procedures:

Display Screen
Equipment HSP 010

Managing Occupational
Road Risk HSP 011

Lone Working HSP 018

Risk Assessment HSP
027

Site Survey HSP 030

New or Expectant
Mothers and Young
Persons HSP 040

**If you have any
questions about
the arrangements
in your area
please contact
your Client
Service Manager,
HR Consultant or
SHEQual Advisor.**

Points for Action:

As a secondee or the line manager of a secondee you must understand the contractual responsibilities of MWH and the host organisation.

1. Project arrangements - confirm what is in place for:

- Management of project deliverables - whose management system, including documentation is to be used?
- Safety, Health and Environmental management - whose system is to be used i.e. Health and Safety Policy, procedures, legal and any client / host specific requirements?
- H&S Procedures - in particular with respect to risk assessments for site visits and work activities, including any host specific site induction and lone working arrangements. Confirm the host's arrangements for management of these issues
- Accident, incident and near miss reporting - all incidents must be reported through to the MWH SHEQual team for review and investigation as appropriate. However client systems will also require the reporting of incidents therefore employees must understand the mechanisms for reporting incidents

2. Workplace arrangements—confirm what is in place for:

- Office inductions including familiarisation with emergency evacuation and first aid provisions
- Display Screen Equipment (DSE) assessments and resolution of issues e.g. computer hardware or special chairs
- Training needs - either as a general role requirement e.g. Designing for Safety, or client specific training e.g. Thames Water Passport or United Utilities Works Authorisation
- Driving for business—does the host organisation have requirements for checking valid driver's licence, car insurance etc?
- Personal Protective Equipment (PPE) - are there any host-specific PPE requirements e.g. branding or relating to the task in hand?

- New and expectant mothers - MWH Human Resources must be notified as soon as possible about any expectant mothers. MWH must assess any risks posed to the employee but we must also inform the host organisation to enable them to carry out their risk assessment

Engagement & Communications

Engagement – To support the annual Gallup Q12 engagement, the UK Leader Representatives working with Communications Manager, Jeanette Andrews have set up staff engagement committees in each of our local offices. These meetings are held every 6 weeks to raise concerns and suggest ways in which we can improve our working day. It is also an excellent opportunity to share good news stories and discuss content for the local office brief.

Communication – In the 2012 staff engagement survey you said that you wanted more regular, local briefings so we have put a framework in place to support this across the UK. Every 6 weeks you will be invited to your local office briefing. This is a great opportunity to catch up with you colleagues if you are seconded outside of the local office and to get all the latest UK wide and local news for your office.

SHEQual Attitudes Survey

It has been recognised that within MWH the near miss reports we currently receive don't reflect the full range of our business risks and learning opportunities.

The SHEQual Team are carrying out a review of near miss reporting, to identify where our near misses are occurring and to understand where we need to focus improvement efforts in 2013. We will provide definition about what is a near miss and update our reporting system following this review.

A key aspect of this review will be our SHEQual Attitudes Survey. The survey will help us understand the type, frequency and magnitude of some key safety, health and wellbeing issues.

This survey will take place in March 2013. It should take no more than 5 minutes to complete. All completed responses to the survey will be entered into a prize draw. Please give this your full support.