

**Portsmouth City Council:
H&S Unit Corporate Action Plan 2019/20**

Action	Objective	Target date	Lead Person	Update/ Outcome
1. Annual review of the corporate H&S Policy and statement of intent	To ensure compliance with UK law, council policy and insurance contracts	31/12/19	H&S Manager	Statement Completed Full policy review due in 3 rd QTR 2020
2. Deliver traded services with schools and other partners, as agreed in Traded Service contracts	To ensure compliance with H&S policy/legislation and generate income to support the H&S staffing levels	31/03/20	H&S Manager	Complete
3. Manage and facilitate the corporate H&S Unit's 'Management Audit & Inspection' program	To provide corporate assurance by verifying service/ workplace-specific compliance with corporate H&S policies and UK H&S legislation	31/03/20	H&S Manager	Complete
4. Facilitate 4 x JHSW forums and distribute minutes and associated e-newsletter	For compliance with corporate H&S policy and UK legislation - and to facilitate H&S communications council wide	31/03/20	H&S Manager	3x completed (1 cancelled due to Covid-19 lockdown) JHSW working group meetings with Unions have continued since May 2020
5. Produce, facilitate and deliver the H&S Unit's 2019/20 'classroom based' training program	Programming, advertising and delivering corporate 'Risk Assessment' and 'Load Handling' training courses to assist manager and staff in complying with corporate H&S training requirements and UK legislation	31/03/20	H&S Manager	Complete
6. Maintain the corporate incident reporting database and review accident and incident reports submitted to the H&S Unit	To assist managers/staff in complying with corporate 'post-incident' management requirements and UK law. To assist service managers in collating/ documenting evidence for reference, in case of future legal/ civil litigation claims	31/03/20	H&S Manager	Complete
7. Review and re-launch 1 x corporate e-learning course on MLE and the H&S Unit's stand-alone training kits	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Unit's traded service	31/03/20	H&S Manager	Ongoing
8. Review 2x corporate H&S policies to maintain up to date (3 year review date)	For compliance with corporate H&S policy, evidence for outside agencies and assistance in managing litigation claims	31/03/20	H&S Manager	Complete
9. Maintain corporate records of all H&S training facilitated by the H&S team	For compliance with corporate H&S policy, evidence for outside agencies and assistance in managing litigation claims	31/03/20	H&S Manager	Complete
10. Review the annual reporting requirements for employment committee as part of the planned review of H&S Unit functions overall.	For compliance with corporate H&S policy and to provide/review the council's H&S performance in f/y 2019/20	31/03/20	H&S Manager	Ongoing
End of action plan				