

**Portsmouth City Council:**  
**H&S Unit Corporate Action Plan 2020/21**

<b>Action</b>	<b>Objective</b>	<b>Target date</b>	<b>Lead Person</b>	<b>Update/ Outcome</b>
1. Review and update of the corporate H&S Policy and statement of intent. Full policy review due in 3 <sup>rd</sup> QTR 2020	To ensure compliance with UK law, council policy and insurance contracts	30/09/20	H&S Manager	Action Complete
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	31/03/21	H&S Manager	Action Complete
3. Manage and facilitate the corporate H&S Team'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	31/03/21	H&S Manager	Action Complete
4. Review JHSW meeting forum terms of reference in light of Covid-19 developments. Continue to facilitate Joint working groups with all PCC services, Trade Unions and PCC HR.	For compliance with corporate H&S policy and UK legislation - and to facilitate H&S communications council wide	31/03/21	H&S Manager	Action Complete
5. Maintain the corporate incident reporting database and review accident and incident reports submitted to the H&S Team	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	31/03/21	H&S Manager	Action Complete
6. Continue a full review and update of the corporate e-learning courses on PLG, classroom based courses and the H&S Team's stand-alone training kits in light of Covid-19	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Team's traded service	31/03/21	H&S Manager	On-going
7. Review 1x corporate H&S policy 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	31/03/21	H&S Manager	Action Complete
8. 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	31/03/21	H&S Manager	Action Complete

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9. Review of Corporate H&S Team functions and explore opportunities to expand service offering to both internal and external customers.	To evaluate the council's H&S functions for compliance with UK law and corporate H&S policy. To increase the service engagement across PCC and generate an external fee earning client base.	31/03/21	H&S Manager	On-going
10. Review of archived H&S records	For compliance with UK Law, Health & Safety Law and council policy	31/03/21	H&S Manager	Action Complete
11. Revise the Employment Committee H&S Annual Report 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 2020/21	31/03/21	H&S Manager	Action Complete
End of action plan				

