

## Corporate Health and Safety Action Plan 2021 / 2022

| Action   | Objective   | Target date | Lead Person | Update/ Outcome   |
|--|---|-------------|-------------|---|
| 1. To review the management system, including risk identification, training and guidance documents and wishes to introduce a Health & Safety legal register, risk register, departmental risk registers, a job hazard identification form, better corporate record keeping, reporting, consultation and communication. | To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation   | 31/03/22    | H&S Manager | <b>Update February 2022</b><br>- This action is on track with documentation being presented to the Health, Safety and Board meetings and liaison with other stakeholders.           |
| 2. To continue to review the overarching Health & Safety Policy to change the emphasis to a more proactive approach towards Health & Safety and base it on the HSE's Leading Health and Safety at work document.   | To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation  | 31/03/22    | H&S Manager | <b>Update February 2022</b><br>- This target date has been moved to 31/03/23 to allow the other actions to be completed, then the Policy can be updated to reflect all changes.     |
| 3. To review the service schools receive and report on levels of compliance against the audit schedule at quarterly HSWB meetings.   | To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation and generate income to support the H&S staffing levels | 31/03/22    | H&S Manager | <b>Update February 2022</b><br>- This action is on track. The Health and Safety Manager is visiting all schools and is providing updates to the Health, Safety and Wellbeing Board. |
| 4. To review the corporate H&S Team's 'Management Audit & Inspection' programme to ensure that all buildings are appropriately covered. The Health, Safety and Wellbeing Board will receive updates on progress throughout the year.   | To provide corporate assurance by verifying service/ workplace-specific compliance with corporate H&S policies and UK H&S legislation   | 31/03/22    | H&S Manager | <b>Update February 2022</b><br>- This action is on track.   |

## Appendix 6

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| 5. To review methods of consultation and communication.  | To comply with corporate H&S policy and UK legislation - and to facilitate H&S consultation and communication council wide  | 31/03/22    | H&S Manager | <b>Update February 2022</b><br>- This action is on track. The Health and Safety Team are being supported by the Internal Comms Team regarding communication channels and the Digital Customer Experience Team regarding the webpages. |
| 6. To review the incident reporting procedure.   | To prevent incidents and to assist managers/staff in complying with corporate 'post-incident' management requirements and UK H&S legislation. To assist service managers in collating/ documenting evidence for reference, in case of future legal/ civil litigation claims | 31/03/22    | H&S Manager | <b>Update February 2022</b><br>- This action is on track. The Health and Safety Team are working well with stakeholders and the Digital Transformation Team, as the forms are going to be online using Granicus.                      |
| 7. To review all Health and Safety training, including liaison with other stakeholders, eg for First Aid Training, Conflict, etc     | 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  | 31/03/22    | H&S Manager | <b>Update February 2022</b><br>- The target date for this action has been extended to 31/03/2023 because of the amount of training to be reviewed. Progress is good.  |
| 8. To review all PCC Health & Safety risks. Additional policies and guidance will be produced, along with a legal and risk register. | To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation   | 31/03/22    | H&S         | <b>Update February 2022</b><br>- This action is on track. The Health, Safety and Wellbeing Board have received and approved the Legal Register and Risk Register.   |

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| 9. To review the Health & Safety team functions and report to Health, Safety and Wellbeing Board, to include exploring opportunities to expand the service offering to both internal and external customers. | To evaluate the council's H&S functions for compliance with corporate H&S policies and UK H&S legislation. To increase the service engagement across PCC and generate an external fee earning client base. | 31/03/22    | H&S Manager | <b>Update February 2022</b><br>- This action is on track. The Health and Safety Team now comprises of 4 full time members of staff. The Health and Safety Manager, two Health and Safety Advisors and a Business Admin Apprentice. |

End of Action Plan