

Appendix 1

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	Complete. All of these areas have been reviewed and the aim of 2022/23 will be to continue to develop them where appropriate and to implement and embed them within the Directorates.
2. To continue to review the overarching Health & Safety Policy to change the emphasis to a more pro-active 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	On-going. Once these new ways of working are embedded, the overarching policy will be updated to change the emphasis to a more pro-active approach and will be based on the HSE's Leading and Managing Health and Safety information.
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	Complete. The review of the traded service agreement is complete . A new audit template has been produced and the audit schedule will recommence in 2022/23.
4. To review the corporate H&S Team's 'Management Audit & Inspection' programme to ensure that all buildings are appropriately covered. The Health and Safety Forum 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	Complete. A new audit template has been produced and the audit schedule will recommence in 2022/23.

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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	Complete. The Health and Safety Forum has been established and includes representatives from each Directorate. Newsletters are published following each meeting.
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	Complete. The 2022/23 Action Plan aims to implement the new processes.
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	Ongoing. Health and Safety Training continues to be reviewed.
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	Complete. The Health and Safety legal and risk registers were produced.

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9. To review the Health & Safety team functions and report to Health and Safety Forum, 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	Complete.

End of Action Plan