

Appendix 2

Corporate Health and Safety Action Plan 2022 / 2023

Our approach is based on the HSE's Leading and Managing Health and Safety guidance, adopting the Plan, Do Check, Act framework, where key actions are identified in each part of the cycle and related back to leadership, management, worker involvement and competence. The key actions are:

- Plan
 - Determining our policy
 - Planning for implementation
- Do
 - Profiling our health and safety risks
 - Organising for health and safety
 - Implementing our plan
- Check
 - Measuring performance
 - Investigating accidents and incidents
- Act
 - Reviewing performance
 - Learning lessons

Each year we produce a new Health and Safety Action Plan, which is specific and measurable. Performance against the plan is reported to the Health and Safety Forum.

Action	Objective	Target date	Lead Person	Update/ Outcome
1. To implement the components of the management system across the Council Directorates.	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	31/03/23	H&S Manager	
2. To write a new Health and Safety Policy, adopting the HSE's Leading and Managing Plan, Do, Check, Act framework.	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	31/03/23	H&S Manager	
3. To support and engage with all schools with a Health and Safety Traded Services Agreement and carry out audits against a schedule.	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.	31/03/23	H&S Manager	
4. To introduce the revised Audit templates for Council Buildings and Directorates and carry out audits against a schedule, to include measuring performance.	To provide corporate assurance by verifying service/ workplace-specific compliance with corporate H&S policies and UK H&S legislation.	31/03/23	H&S Manager	

Action	Objective	Target date	Lead Person	Update/ Outcome
5. To consult with staff and union groups on health and safety matters and continue to review and improve communication methods.	To comply with corporate H&S policy and UK legislation - and to facilitate H&S consultation and communication council wide.	31/03/23	H&S Manager	
6. To implement the changes to the incident reporting procedure. This includes: <ul style="list-style-type: none"> • the agreement the Board gave to removing the mandatory requirement for Incident Reporting Training for Managers (at the February 2022 meeting) • the introduction of new Incident Reporting Training for staff • an online process for reporting incidents • consideration of how to include incidents of hate crime and their motivation • consideration of restorative practices, rather than a blame culture and disciplinary action following incidents • better analysis of data, eg hot spots and by Directorate 	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.	31/03/23	H&S Manager	
7. To review all Health and Safety training, including liaison with other stakeholders and to produced Departmental Training Matrices.	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.	31/03/23	H&S Manager	
8. To review and implement Health and Safety guidance against the legal and risk registers and best practice.	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.	31/03/23	H&S Manager	
9. To continually review and improve the Health & Safety team 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.	31/03/23	H&S Manager	

End of Action Plan