

CORPORATE HEALTH AND SAFETY COMMITTEE – 18TH OCTOBER 2006

SUBJECT: DRAFT ENFORCEMENT ACTION PROTOCOLS

REPORT BY: DIRECTOR OF THE ENVIRONMENT

1. PURPOSE OF REPORT

1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the draft protocols to cover enforcement action and planned inspections.

2. SUMMARY

- 2.1 The Corporate Health and Safety Unit have prepared a draft enforcement action protocol, which is attached as appendix 1.
- 2.2 The protocol outlines the process for dealing with formal enforcement action from either the HSE or South Wales Fire and Rescue Service and covers the process for responding to the notice, addressing the issue, sharing of information across the Authority and reviewing the process.
- 2.3 The Corporate Health and Safety Unit have also prepared a draft planned inspection protocol, which is attached as appendix 2.
- 2.4 The protocol outlines the process for dealing with recommendations made as a result of a formal programmed inspection by either the HSE or South Wales Fire and Rescue Service and covers actioning any recommendations and sharing information across the Authority.
- 2.5 Both protocols have been discussed and agree at Health and Safety Professionals Group and the Corporate Health and Safety Group.

3. RECOMMENDATION

3.1 That the contents of the report be noted and the protocols approved.

Author: Emma Townsend, Health and Safety Manager, Ext 3708
Consultees: Steve Delahaye, Head of Public Protection Ext 5316
Councillor Paul Ford, Cabinet Member

Appendices: 1 - Draft Enforcement Action Protocol
2 - Draft Planned Inspection Protocol