

CORPORATE HEALTH & SAFETY UNIT (CHSU)

**Procedure following the Issue of a Health and Safety
Related Enforcement Notice**

1. Whenever the Authority receives an enforcement notice from the HSE or South Wales Fire and Rescue Service a Working Group should be established, which is cross Directorate and is chaired by a Senior Manager at Head of Service level or above from the Directorate served with the Enforcement Notice. The role of the group would be to ensure the requirements of the notice are complied with within the Directorate and also to ensure that the improvements are replicated across the Authority.
2. The Group should include Health and Safety representatives from each of the other Directorates and the Corporate Health and Safety Unit. Depending on the nature of the Notice other Managers may also need to be invited onto the Group.
3. The Group should lead in the production of a written report and action plan to comply with the requirements of the notice. The group should also develop an action plan to implement the recommendations of the notice across the Authority, where applicable.
4. The Group should ensure that arrangements made for the effective planning, organisation, control, monitoring and review are formalised. Any changes/needs for change identified through the working group should be reflected in Corporate, Directorate and if necessary local arrangements. All documentation to be consistent and cross referenced to ensure the same standard is applied across the Authority.
4. The Group will need to monitor progress against the action plans and provide updates on progress to Corporate H&S Group, Corporate H&S Committee, CMT and Cabinet.
5. The above process should also apply to any health and safety related Prosecutions brought against the Authority.