

PRIORITY PROGRAMMES

(1) Work block	Priority Programmes			
(2) Priority programme or priority area	Science and Innovation			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Development of strategy for each priority programme	Central Expertise and Policy Support 7	Ensure that limited funding is spent appropriately	Continuing development and agreement of Priority Programme (PP) strategies using S&I Advisory Group (SIAG) and Communities of Practice (CoPs)	<ol style="list-style-type: none"> 1. Review each priority programme against strategy 2. Two SIAG meetings held by end September 2003
Develop and manage research and support projects	Central Expertise and Policy Support 7	Ensure that a balanced portfolio of research and support is in place, reflecting HSE's business needs and taking account of available funding	Ongoing throughout the year, discussing and agreeing with customers what the priority needs should be across each PP	<ol style="list-style-type: none"> 1. Procedure established for performance management of individual projects against budget and timescale by end 2003 2. Budget brought home against allocated funding by end 2003

MAJOR HAZARDS

Rail

(1) Work block	Major Hazards			
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HSC/E Railway Strategy	Railway Policy 1 - Strategy and Secretariat	<p>Supports Key Aim 1 of HSC/E Rail Strategy (to revitalise health & safety performance through targeted actions by providing high level framework for targeting).</p> <p>Implementation leads to:</p> <ul style="list-style-type: none"> ▪ reduction in a number of major accident precursor events (Public Services Agreements (PSA) target) ▪ reduction in fatalities ▪ move away from 18 month cycle of major accidents. 	<p>With HM Railways Inspectorate (HMRI) to develop and publish an HSC strategy for improving health and safety on the railways.</p> <p>To work with RI on developing an intelligence-based analysis of the state of railway health and safety.</p> <p>To ensure HSE senior management are kept informed about strategic developments.</p>	<p>Current strategy reviewed and proposals for revision (if appropriate) put to HSC by December 2003.</p> <p>Intelligence-based overview developed by end year.</p> <p>Quarterly strategic senior management meetings with effective secretariat support.</p> <p>Proactive briefing as required, to appropriate quality standards and timescales.</p>
Inquiry co-ordination	Railway Policy 1 - Strategy and Secretariat	<p>Supports Key Aim 3 of HSC/E Rail Strategy (to ensure the delivery of the improvements recommended in public inquiry reports).</p> <p>To deliver relevant recommendations on HSE.</p> <p>To provide transparent reporting</p>	To produce accurate and timely public progress reports which meet the needs of the HSC and the wider audience.	HSC 'Themed' Report published July 2003.

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		on progress.		
Liaison with RI on programme working	Railway Policy 1 - Strategy and Secretariat	Supports Key Aims of HSC/E Rail strategy by ensuring effective delivery mechanism, in line with HSE Change Programme.	To develop the Railways Programme in conjunction with HMRI.	Proposals developed and working arrangements in place by August 03.
Working protocols between HSE, DfT and DWP	Railway Policy 1 - Strategy and Secretariat	To provide clarity in relationships between HSE and Government Departments on matters of rail policy.	To produce revised protocols, which meet needs of HSE, Department for Transport (DfT) and Department for Work and Pensions (DWP).	Protocols agreed by September 2003.
Strategic Rail Authority (SRA) relations	Railway Policy 2 - Stakeholder Relations	Supports Key Aim 4 of HSC/E Rail Strategy (influence and contribute to the wider strategies of other rail stakeholders to maximise our collective contributions to rail health and safety). To secure a risk-based approach to management in the rail industry.	Taking the lead in ongoing working relations between HSE and SRA. Co-ordinating HSE input to SRA's investment strategies and criteria. Review and redrafting of protocol for relations between HSE and SRA.	Response to current SRA investment strategy by June 03. By September 03 to have clarified the role of health and safety in investment decisions. Revised protocol by end March 04, which take account of HSE input to re-franchising process.

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Office of the Rail Regulator (ORR) relations, including periodic review	Railway Policy 2 - Stakeholder Relations	Supports Key Aim 4 of HSC/E Rail Strategy. To secure a risk-based approach to management in the rail industry.	Taking the lead in on-going working relations between HSE and ORR. Co-ordinating HSE input to interim review of track access charges.	Effective, regular meetings to discuss current issues every 3-6 months. Contribution to track access charging review, which meets HSE's agreed comments to ORR. Draft protocol by end March 04.
Developing HSE Rail's understanding of the industry	Railway Policy 2 - Stakeholder Relations	Supports key aim 4 of HSC/E Rail Strategy.	Completion of 02/03 stakeholder research project and analysis of findings. Planning and initiating follow-up.	Shared understanding of the industry's perception of the regulator. Improved understanding of respective concerns.
Railway Industry Advisory Committee (RIAC)	Railway Policy 2 - Stakeholder Relations	Supports key aim 4 of HSC/E Rail Strategy.	Provide effective and timely advice to the HSC. Provide effective support to the RIAC chair, main committee and sub groups. Ensure RIAC operates at a strategic, high level, & holds one open meeting.	Timely discharge of secretariat functions to quality standards agreed by the Chair. Successful open meeting. Strategic advice to the Commission.

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Secretariat to Potters Bar Investigation Board	Railway Policy 2 - Stakeholder Relations	<p>Supports Key Aim 1 of HSC/E Rail strategy.</p> <p>To enable HSE to operate to required standards of transparency.</p> <p>To ensure lessons learnt from accidents lead to risk reduction across the railway system.</p>	<p>Provision of secretariat support and policy advice to the Board.</p> <p>Preparation of accurate and timely progress reports.</p>	<p>Publication of final interim report by end May 2003.</p> <p>Secretariat functions discharged to the satisfaction of the Board.</p>
Safety Culture	Railway Policy 2 - Stakeholder Relations	<p>Supports Key Aim 1 of HSC/E Rail strategy.</p> <p>Secure a risk-based approach to management in the rail industry, leading to:</p> <ul style="list-style-type: none"> ▪ reduction in the number of major accident precursor events (PSA target) ▪ reduction in fatalities ▪ Move away from 18 month cycle of major accident 	<p>With HMRI, promotion of steps needed to further develop a vibrant and effective safety culture, building on the recommendations of the Potters Bar and other investigations.</p>	<p>High level meetings between relevant stakeholders, which meet objectives.</p>

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EU relations, including interoperability and rail safety and working time Directives	Railway Policy 3 - International and other policy	Supports Key Aims 5 of HSC/E Rail Strategy (shape the rail safety agenda in Europe so that it aligns as far as possible with UK structures and approaches).	Provide timely and relevant advice to DfT to ensure Conventional Interoperability Directive is implemented in a way that meshes with other health and safety requirements. Negotiate to ensure consistency between requirements of Rail Safety Directive, other relevant aspects of second rail package and existing railway health and a safety regimes.	Contributions to reactive work following implementation of High Speed Interoperability Directive. Conventional Interoperability Directive implemented through regulations to come into force in 2004.
International relations	Railway Policy 3 - International and other policy	Supports Key Aims 5 of HSC/E Rail Strategy.	Intervene proactively at all levels and in all relevant meetings and discussions at international level to explain UK railway health and safety policy, and to safeguard that policy as far as possible.	Attend meetings of International Liaison Group of Government Railway Inspectors (ILGGRI) with HMRI in May and September 2003 and January 2004. Participate in EC Working Group meetings in 2003/04 on harmonising safety certificates and procedures. In both for providing input which enhances understanding and support for UK policy.

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Rail Safety Levy	Railway Policy 3 - International and other policy	To enable subsequent implementation of government and HSC policy on charging through a levy rather than hourly charging regime, reducing bureaucracy and improving predictability for the industry.	Railway and Transport Safety (RTS) Bill receives Royal assent in line with DfT's timescale. Position on implementing regulations established	Briefing and other contributions by agreed timescale and accepted by Bill team. Effective liaison with stakeholders to ensure their concerns are understood and responded to. Timing and outline proposals for implementing regulations agreed with HSC and stakeholders by end of March 2004.
Level crossings	Railway Policy 3 - International and other policy	Supports Key Aim 1 of HSC/E Rail Strategy. To develop a simpler legal framework. To secure a ultimate reduction in accidents, injuries and fatalities.	Review of legislative framework to identify need for any changes, in the context of the Railway Safety Directive.	Issues paper to RIAC autumn 2003, subsequent work completed in line with timescales endorsed by RIAC.
Research	Railway Policy 3 - International and other policy	To ensure HSE objectives in relation to use of scientific advice are met in respect of railways. To enable soundly-based policy making.	To work with HMRI to secure arrangements for health and safety research, which are coherent and meet priority needs.	In collaboration with HMRI, coherent programme of HSE research in support of HSC/E rail strategy, which takes account of other relevant work by stakeholders.

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LUL	Railway Policy 3 - International and other policy	To enable HSE to contribute effectively on an issue of significant public interest and to ensure health and safety maintained and improved.	With RI, oversight of policy implications of transfer to Transport for London (TfL). Liaison with DfT and other stakeholders.	Work in accordance with timescales set by DfT, and HMRI once RTS Bill has received Royal assent. Timely briefings (proactive and reactive), which meet quality standards.
Effective and timely dispatch of Safety Authority business	Railway Policy 4 - Channel Tunnel Safety Authority	To meet UK obligations under Treaty of Canterbury. To provide effective health and safety regulatory regime for the tunnel.	To provide accurate timely and fit for purpose: <ul style="list-style-type: none"> ▪ Agendas and written briefing for the Head of Delegation and members ▪ draft minutes of UKDEL meetings in London and Paris. 	Monthly meetings - agenda and briefing provided at least one week in advance Prepared within 3 working days
			<ul style="list-style-type: none"> ▪ draft minutes of Safety Authority meetings in London ▪ draft letters for the Safety Authority to send to Eurotunnel or the Intergovernmental Commission 	Prepared within 3 working days As and when required

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			<ul style="list-style-type: none"> ▪ advice to DfT on ministerial briefing and PQs. 	As and when required.
Ensure the timely and effective dispatch of Working Group business.	Railway Policy 4 - Channel Tunnel Safety Authority	<p>To meet UK obligations under Treaty of Canterbury.</p> <p>To provide effective health and safety framework for the tunnel.</p>	To provide secretariat support for Rail Safety and Technology Working Group, Civil Engineering Working Group, Health and Safety Working Group, Dangerous Goods Working Group, and Safety Case Steering Group.	Ensuring that draft agendas are agreed, briefing is provided and minutes are completed within agreed time scales.
Effective support to Head of UK Delegation	Railway Policy 4 - Channel Tunnel Safety Authority	<p>To meet UK obligations under Treaty of Canterbury.</p> <p>To provide effective health and safety framework for the tunnel.</p>	<p>To respond effectively and promptly to requests by head of Delegation.</p> <p>To keep head of Delegation informed of all developments which impact on the Channel Tunnel.</p> <p>To ensure the smooth and efficient transition to a new Head of UK Delegation.</p>	<p>Continuing.</p> <p>Continuing.</p> <p>The current Head of Delegation departs at the beginning of November 2003.</p>

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Effective working relations with French Secretariat, IGC Secretariat and Concessionaires	Railway Policy 4 - Channel Tunnel Safety Authority	To meet UK obligations under Treaty of Canterbury. To provide effective health and safety framework for the tunnel.	To ensure that working relationships facilitate the efficient and effective dispatch of business. To arrange team building events and liaison meetings. To ensure that the UK Secretariat possesses sufficient language skills to communicate with French counterparts.	Continuing. As appropriate. French language training for all appropriate staff.
Preparation and Publication of Safety Authority Annual Report	Railway Policy 4 - Channel Tunnel Safety Authority	To meet UK delegations under wider Treaty of Canterbury. To ensure appropriate transparency in health and safety regulation of Channel Tunnel.	To prepare timely report to send to Intergovernmental Commission taking account of agreed changes to format and presentation.	First draft prepared by the beginning of May 2003. Publication in September 2003.

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Safety Authority (SA) inspection programme	Railway Policy 4 - Channel Tunnel Safety Authority	To meet UK obligations under Treaty of Canterbury. To provide effective health and safety regulatory regime of the Tunnel.	To develop annual inspection programme for Safety Authority inspectors. To monitor delivery of programme throughout the year. To prepare end year report on achievement of programme.	To be agreed at the annual SA meeting with inspectors in May 2003 Ongoing - half yearly review by UK inspectors in September 2003. Report to Inter-Governmental Commission (IGC) in July 2003.
Safety Authority report to Intergovernmental Commission on Inspection Regime in the Operating Phase	Railway Policy 4 -Channel Tunnel Safety Authority	To meet UK obligations under Treaty of Canterbury. To provide effective health and safety regulatory regime of the Channel Tunnel	To prepare timely and fit for purpose report to IGC.	Submit report to IGC in July 2003.
Rail Accident Investigation Branch (RAIB) Legislation	Cullen Legislation Division 1 - Institutions and Train Protection	Supports Key Aim 4 of HSC/E Rail Strategy (influence & contribute to the wider strategies of other rail stakeholders to maximise our collective contributions to rail health & safety). To ensure that arrangements are in place to facilitate collaborative and co-operative working between HSE, RAIB and British Transport	To support DfT with information to help their development of drafting of regulations for the working arrangements of RAIB. To establish liaison arrangements with RAIB and assist in the development of protocols with RAIB and BTP, so that HSE procedures can be changed and to provide policy assistance to RI in responding to the changes	Protocols for effective working between HSE and RAIB and BTP in place to become active on first day of RAIB working (possibly in April 2004).

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		Police (BTP).	required.	
Rail Safety and Standards Board (RSSB)	Cullen Legislation Division 1 - Institutions and Train Protection	Supports Key Aim 4 of HSC/E Rail Strategy (influence and contribute to the wider strategies of other rail stakeholders to maximise our collective contributions to rail health & safety). To create collaborative and co-operative working between RSSB and HSE.	To help develop liaison arrangements between HSE and RSSB. To help develop and ensure that HSC/E's views are taken into account in the revised Railway Group Standards (RGS) Code.	RSSB established in April 2003. HSE comments on RSSB's plans and strategies in timely fashion and HSE provide views during RGS consultation process.
Theme management for public inquiry recommendations relating to train protection and institutions (Links with RP1 Inquiry themed progress report co-ordination)	Cullen Legislation Division 1 - Institutions and Train Protection	Supports Key Aim 3 of the HSC/E Rail Strategy (to ensure the delivery of the improvements recommended in public inquiry reports). To provide transparent reporting on progress.	To track progress on public inquiry recommendations and contribute to HSC progress reports on the following themes: Investigations; <ul style="list-style-type: none"> ▪ organisations and standards ▪ train protection. 	Contribute to July 2003 progress report.
Train protection strategy	Cullen Legislation Division 1 -	Supports Key Aim 3 of the HSC/E Rail Strategy (to ensure the delivery of the improvements	To develop a plan for HSC to monitor delivery of the safety benefits associated with European	HSC paper with progress report June 2003.

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	Institutions and Train Protection	<p>recommended in public inquiry reports). Supports Key Aim 4 of HSC/E Rail Strategy (influence and contribute to the wider strategies of other rail stakeholders to maximise our collective contributions to rail health and safety).</p> <p>Supports Key Aim 5 of HSC/E Rail Strategy (shape the rail safety agenda in Europe so that it aligns as far as possible with UK structures and approaches).</p> <p>To enable HSC to monitor the progress on fitment of train protection systems.</p>	Rail Traffic Management System (ERTMS) and other relevant train protection issues.	Other milestones will be identified with HSC and stakeholders (principally SRA) who are in the lead on ERTMS development, as part of the plan.
Railway Safety Regulations 1999 - fitment of a train protection system and prohibition of Mark I rolling stock	Cullen Legislation Division 1 - Institutions and Train Protection	Supports Key Aim 2 of the HSC/E Rail Strategy (provide an effective transparent legal framework). Supports Key Aim 3 of the HSC/E Rail Strategy (to ensure the delivery of the improvements recommended in public inquiry reports).	<p>To keep under review progress with the implementation of the regulations.</p> <p>To provide HMRI with procedural support as necessary in the event of further applications for exemptions from the regulations.</p>	<p>1 January 2004 - date by which, train protection systems must be installed.</p> <p>1 January 2005 - prohibition date for Mark I rolling stock.</p>

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		Supports Key Aim 4 of HSC/E Rail Strategy (influence and contribute to the wider strategies of other rail stakeholders to maximise our collective contributions to rail health & safety). To enable HSC to monitor the effectiveness and impact of the Regulations.		
Accreditation of Suppliers	Cullen Legislation Division 2 - Railway Accreditation, Licensing and Skills	Supports Specific Aim 3 of HSC/E Rail Strategy (ensure the delivery of the improvements recommended in public inquiry reports) and Specific Aim 2 (provide an effective and transparent regulatory framework). To fulfill public inquiry recommendation.	To take forward HSC's decision on a suitable policy option to implement Lord Cullen's recommendation for the accreditation of the suppliers of safety critical products and services.	HSC Paper on policy options (April 2003) Exploration of possible United Kingdom Accreditation Service (UKAS) role (1 st & 2 nd Quarter). Exploration of RSSB role (1 st & 2 nd Quarter). Contribute to Discussion Document (3rd Quarter).
Licensing of Drivers & Signalers	Cullen Legislation Division 2 - Railway Accreditation	Supports Specific Aim 2 of HSC/E's Rail Strategy (provide an effective and transparent regulatory framework) and Specific Aim 3 (ensure the	To take forward HSC's decision on a suitable policy option to implement Lord Cullen's recommendations on the licensing of drivers and signalers and to	HSC Paper on policy options (April 2003) Exploration of possible UKAS role (1 st & 2 nd Quarter).

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	Licensing and Skills	delivery of the improvements recommended in public inquiry reports) and Specific Aim 5 (shape the rail safety agenda in Europe so that it aligns as far as possible with UK structures and approaches). To fulfill public inquiry recommendation.	align that with the proposed EC Directive on Driver Licensing (DfT lead).	Exploration of RSSB role (1 st & 2 nd Quarter). Ongoing dialogue with EU/DfT Contribution to Discussion document (3 rd Quarter).
Safety Critical Work Regulations	Cullen Legislation Division 2 - Railway Accreditation, Licensing and Skills	Supports Specific Aim 2 of the HSC/E Rail Strategy (provide an effective and transparent legal framework) and Specific Aim 3 of HSC/E's Rail Strategy (ensure the delivery of the improvements recommended in public inquiry reports). To secure ultimate reduction in accidents through revised legal framework.	To take forward HSC's decision on the future role and scope of the Railways (Safety Critical Work) Regulations 1994 (taking account of the interfaces with the Cullen agenda).	HSC Paper on outcome of the review (April 2003). Exploration of proposals to update regulations (1 st & 2 nd Quarter). Contribution to Discussion Document (3 rd Quarter).
DfES / SRA's Framework for Skills for the Rail Industry	Cullen Legislation Division 2 - Railway	Supports Specific Aim 3 of the HSC/E Rail Strategy (to ensure the delivery of the improvements recommended in public inquiry	To ensure synergy between the delivery of the Cullen agenda and the Framework for Skills for the Rail Industry.	RIAC paper updating progress on Framework for Skills (2nd Quarter). HSC Paper updating progress on

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	Accreditation, Licensing and Skills	reports) and Specific aim 4 (influence and contribute to the wider strategies of other rail stakeholders to maximise our collective contributions to rail health and safety). To assist in promoting the benefits of a skilled workforce for the railway.		Framework for Skills (2nd Quarter). Attendance at meetings of the Framework for Skill's Working Group. Establish effective links with the newly established Rail Skills Board and National Rail Academy).
Working Time Regulations in the Rail Industry [Link to Safety Critical Work Regulations]	Cullen Legislation Division 2 - Railway Accreditation, Licensing and Skills	Supports Specific Aim 2 of the HSC/E Rail Strategy (provide an effective and transparent legal framework). To secure ultimate reductions in accidents through revised legal framework.	To assess the implications to the railway sector of the Horizontal Amending Directive. (DTI lead: amendments to the Working Time Regulations 1998 expected August 2003).	Provision of policy advice to HMRI, RIAC and HSC (dependent on DTI guidance and requirements).
Theme Management for public inquiry recommendations relating to 'suppliers and contractors' and 'training and skills' (links with RP1 Inquiry themed progress report	Cullen Cullen Legislation Division 2 - Railway Accreditation, Licensing and Skills	Supports Specific Aim 3 of the HSC/E Rail Strategy (to ensure the delivery of the improvements recommended in public inquiry reports). To provide transparent reporting on progress.	To track progress on public inquiry recommendations and contribute to HSC progress reports on the following themes: <ul style="list-style-type: none"> ▪ suppliers and contractors ▪ training and skills. 	Contribute to July 2003 progress report.

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co-ordination)				
Development of new safety case regulations.	Cullen Legislation Division 3 - Safety Cases Approvals and Railway Crime	Supports Key Aim 2 and 3 of the HSC/E Rail Strategy (provide an effective and transparent legal framework and to ensure the delivery of the improvements recommended in public inquiry reports) . To secure ultimate reductions in accidents through revised legal framework and delivery of public inquiry recommendations.	To undertake an impact evaluation of the safety case regulations. To review, in discussion with stakeholders, the safety case regime To develop new regulatory proposals.	Interim evaluation report from research contractors (May 2003). Workshop with stakeholders (May 2003) Final evaluation report (Oct/ Nov 2003) Contribute to Discussion document (3 rd Quarter).
Development of proposals for the national approval system for new/altered railway plant, works and equipment	Cullen Legislation Division 3 - Safety Cases Approvals and Railway Crime	Supports Key Aim 2 of the HSC/E Rail Strategy (provide an effective and transparent legal framework). To secure ultimate reductions in accidents through revised legal framework,	To develop options and proposals in discussion with HMRI and other stakeholders.	Workshop with stakeholders (22 May 2003). Contribute to discussion document (3 rd Quarter).

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Amendment of Safety Case Regulations	Cullen Legislation Division 3 - Safety Cases Approvals and Railway Crime	Supports Key Aim 2 of the HSC/E Rail Strategy (provide an effective and transparent legal framework). To secure ultimate reductions in accidents through revised legal framework and delivery of public inquiry recommendations.	To implement, with HMRI, the Railways (Safety Case) (Amendment) Regulations 2003 (which came into force on 1 April 2003).	Guidance published (revision of L52) (May 03).
Railway Crime (Vandalism, trespass and violence to staff)	Cullen Legislation Division 3 - Safety Cases Approvals and Railway Crime	Support Key Aim 4 of the HSC/E Rail Strategy (to influence and contribute to the wider strategies of other rail stakeholders to maximise our collective contributions to rail health and safety). To secure ultimate reduction in accidents.	To encourage industry initiatives and monitor their effectiveness.	Appropriate updated business plan prepared by the National Route Crime Group (2 nd Quarter). Publication of industry statistics (3 rd & 4 th Quarter). Paper to RIAC (4 th Quarter).

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Nuclear

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Nuclear Decommissioning Authority (NDA)	Nuclear and Hazardous Installations Policy 2 and 3	This is a major Government initiative to address the nuclear legacy. Almost all sites are licensed by HSE. It is vital that HSE interacts with OGDs in the NDA development and setting to work.	Project lead for HSE. Liaison with Nuclear Safety Directorate (NSD), DTI, OGDs and other regulators on development of the draft NDA Bill; draft generic NDA/ regulator Memorandum of Understanding (MoU); draft NDA contracts strategy.	Agreement to be achieved with project partners and stakeholders to allow publication by Government of draft NDA Bill and MoU before Summer 2003, for 3 months public consultation. Paper to be submitted to HSC by September recommending HSC/E response to public consultation.
Government Revision to Decommissioning Policy	Nuclear and Hazardous Installations Policy 2	Changes to nuclear decommissioning policy could significantly affect rate of reduction of hazard potential and may foreclose options for future radioactive waste management and disposal. There are clear implications for the long-term management of risks to workers and public.	HSE lead interface with DTI on development of revised policy, via meetings and written briefings.	Aim to reach broadly acceptable text in time for Government to publish for public consultation Summer/Autumn 2003. Paper to HSC Summer/Autumn proposing HSC/E response to consultation.

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(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
HSC/E Delicensing Policy Guidelines	Nuclear and Hazardous Installations Policy 2	There is a recognised need to clarify and publicise the HSC/E approach to delicensing all or parts of nuclear licensed sites and get key stakeholder sign-on. Government is keen for this to be done to enable NDA licensees to prepare fully costed site restoration plans.	Policy Group lead in preparation for an HSE public consultation exercise - planned for January 2004.	Discussion of draft policy guidelines at stakeholder workshop July 2003. Subsequent paper to HSC by November 2003. Target start date for consultation January 2004. Publish guidelines spring 2004.
Nuclear Licensing Review/Appeal Procedure	Nuclear and Hazardous Installations Policy 2	There is a recognised need to provide a formal, Executive review procedure for licensees to challenge licensing decisions. Pressure from DTI and other key stakeholders. Support of major licensees.	Policy Group is developing a formal written procedure for publication on HSE website – in consultation with NSD, other HSE stakeholders, DTI and industry representatives.	A written procedure will be drafted, agreed with internal and external stakeholders and put to the Executive for clearance. HSC will be informed. It will then be published on the HSE website.
Reactive Policy Response to Industry, Government or International Developments/ Events	Nuclear and Hazardous Installations Policy 2 and 3	Developments and events in the nuclear industry generate significant public, political and international interest. Nuclear and radiological safety is a major concern and NHIPD is frequently called upon to provide policy advice/briefings.	Preparation on short timescales of written advice to OGDs, press office, other HSE D/Ds.	Timely and accurate policy advice as required.

Activity Tables: Policy Group

(1) Work block	Major Hazards			
(2) Priority programme or priority area	Nuclear (including International Nuclear work and Nuclear Licensing)			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Review of Nuclear Licence Conditions	Nuclear and Hazardous Installations Policy 3	The license conditions are HSE's primary means of regulating nuclear safety. NSD have identified a requirement for amendments.	Review the license conditions from a policy perspective and seek legal opinion on the proposals. Prepare an RIA an initiate public consultation. In conjunction with NSD, incorporate comments as appropriate.	Timescales to be agreed with NSD through a Senior Management Group paper.
Incorporate "Decommissioning" into the Nuclear Installations Act	Nuclear and Hazardous Installations Policy 3	The Commission identified the need for this change in its submission to the Nuclear Review. The need was highlighted at the Trawsfynydd Public Inquiry.	Prepare instructions to Solicitors and initiate public consultation.	CD by end of March 2004.
Review of British Energy Insolvency Work	Nuclear and Hazardous Installations Policy 3	Need to ensure lessons are learned across HSE on implications of insolvency in major hazard duty holders.	Prepare a Commission Paper identifying any further work to clarify risks to HSE's regulatory regimes.	Completion of HSC paper and decision on whether to pursue pan-HSE work on insolvency.
International Conventions	Nuclear and Hazardous Installations Policy 4	UK is a contracting party to two international conventions on nuclear safety, HSE is the UK's lead regulator for both.	Preparation for the Joint Convention on the Safety of Spent Fuel Management etc. Review Meeting in November 2003	Review other countries' regulation of nuclear safety and present UK approach at November 2003 Review Meeting

Activity Tables: Policy Group

(1) Work block	Major Hazards			
(2) Priority programme or priority area	Nuclear (including International Nuclear work and Nuclear Licensing)			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
European Commission nuclear safety initiatives	Nuclear and Hazardous Installations Policy 4	The EC has proposed a Directive on nuclear safety that would significantly affect the way HSE regulates the nuclear industry in GB. It is not clear that the EC's proposal would enhance nuclear safety in GB and indeed it may adversely affect it.	Preparation of briefing material, lines-to-take and background information for the UK representatives in Brussels, as required and provide them with HSE policy support as necessary.	The degree to which the EC Directive modifies GB regulation of the nuclear industry. Timescales for negotiations are currently vague, but the EC expressed a desire for the new Directive to be in place and enacted into Member State law by April 2004
International nuclear safety standards development	Nuclear and Hazardous Installations Policy 4	HSE wishes to use its experience of nuclear safety regulation to enhance international nuclear safety standards, and where appropriate to learn and adopt international best practices	HSE acts as the focal point for UK comments on draft international safety standards being prepared or revised by the IAEA. Support the Chief Inspector at relevant international meetings and provide him with a UK perspective on the topics to be discussed.	Ensuring that due account is taken of UK comments on the draft standards, meeting the deadlines set by the IAEA for such activities.
Prepare guidance on Nuclear Reactor Regulations 1999	Nuclear and Hazardous Installations Policy 4	The Nuclear Reactors (Environmental Impact Assessment for Decommissioning) Regulations 1999 require the preparation of guidance on their use.	This work has two aspects, one operational and the other with a policy input. The two parts of the guidance are being prepared and when completed will be circulated for public consultation.	The guidance addresses the issues raised in the public consultation.

Activity Tables: Policy Group

(1) Work block	Major Hazards			
(2) Priority programme or priority area	Nuclear (including International Nuclear work and Nuclear Licensing)			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
International nuclear safety exchange arrangements	Nuclear and Hazardous Installations Policy 4	To ensure smooth and positive contact between HSE and its overseas nuclear regulatory counterparts	To renew formal Information Exchange Arrangements (IEA) following review by HSE solicitors on 'openness' and 'safety of information'(currently HSE has IEAs with 15 overseas counterparts). To provide policy briefing for both formal and informal exchanges as required.	To ensure a better understanding of nuclear regulation in other countries and the possible effect on the UK's

Activity Tables: Policy Group

(1) Work block	Major Hazards			
(2) Priority programme or priority area	Ionising Radiation			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Ionising Radiations Regulations (IRR) 1999 – proposed amendments	Nuclear and Hazardous Installations Policy 5	It is necessary to close a legal gap between IRR99 and Radiation (Emergency) Preparedness and Public Information Regulations (REPPIR) in respect of site workers dealing with a radiation emergency that has no off-site implications. The opportunity will be taken to include a number of other minor amendments identified since IRR99 came into force.	Preparation of regulations in consultation with internal and external stakeholders.	Consultative Document publication in Quarter 3. Regulations to come into force in Quarter 3 of 2004/05.
Ionising Radiations Health & Safety Forum	Nuclear and Hazardous Installations Policy 5	In line with the HSC review of its own ways of working and the lack of a substantial work programme in the immediate future, the HSC's Ionising Radiations Advisory Committee was not reconstituted in June 2002. It is to be replaced by a Stakeholder Forum during 2003/04.	Effective member-led Forum to be up and running during Quarter 2	Membership finalised during Quarter 1. First annual meeting finalised for Quarter 2. Efficient and effective stakeholder Forum operating in 2003/04.

Activity Tables: Policy Group

(1) Work block	Major Hazards			
(2) Priority programme or priority area	Ionising Radiation			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
International radiation protection standards	Nuclear and Hazardous Installations Policy 5	HSE wishes to use its experience of radiation protection regulation to enhance international/European proposals, and where appropriate learn from others' best practice.	HSE takes the Whitehall lead on implementation of the Basic Safety Standards (BSS) Directive, and coordinates HSE input into other relevant work, eg proposed High Activity Sealed Sources (HASS) Directive.	Ensure that due account is taken of UK position.
UK liaison and coordination on radiation protection issues	Nuclear and Hazardous Installations Policy 5	HSE needs to ensure that effective links are maintained with other Departments, the NRPB and stakeholders. Public perception of radiation safety is high.	Formal liaison with Defra, EA, SEPA, DoH, FSA, NI, NRPB through MOA/MOU (where appropriate) and regular meetings.	Seamless UK/GB position presented.
Provision of Secretary and secretariat to HSC's Nuclear Safety Advisory Committee (NuSAC)	Nuclear and Hazardous Installations Policy 7	In line with the HSC review of its own ways of working and reconstitution review of NuSAC, Terms of Reference (ToR) are to be amended.	NuSAC provides independent advice on nuclear safety to HSC. NuSAC holds a minimum of 3 plenary meetings in a year, supported by informal meetings by its Review Groups (RG)	New ToR will be introduced during the year. The new NuSAC Chair to be appointed by the end of the performance year.

Activity Tables: Policy Group

Offshore

(1) Work block	Major Hazards			
(2) Priority programme or priority area	Offshore			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Maintaining and modernising the legal framework	Hazardous Industries Policy 2	To reform the Offshore Safety Case (OSC) Regulations in ways which considerably reduce the assessment burden on both Offshore Safety Division (OSD) and industry; and which encourage better control of offshore major hazards	Developing proposals for revised OSC Regulations	Consultation document to be published by March 2004
	Hazardous Industries Policy 2	To maintain oversight of the full body of offshore health and safety law, to ensure it remains fit for purpose	<p>Review of Offshore Installations (Prevention of Fire and Explosion and Emergency Response)(PFEER) Regulation 17</p> <p>Evaluation of installation verification requirements</p> <p>Review of death registration requirements</p> <p>Revised "Play your Part" guidance</p> <p>Providing policy advice to operational colleagues; and inputs to cross-HSE and other government departments proposals which impact on offshore</p>	<p>Report by end 2003</p> <p>External study commissioned by end 2003</p> <p>Report to Health and Safety Commission summer 2003</p> <p>By March 2004, depending on progress with harmonising workforce involvement regs</p> <p>Ongoing, to meet needs of stakeholders</p>

Activity Tables: Policy Group

(1) Work block	Major Hazards			
(2) Priority programme or priority area	Offshore			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
			legal framework	
Maintaining structures and relationships which support the legal framework	Hazardous Industries Policy 2	To support and encourage stakeholders in the offshore industry in promoting better health and safety standards	<p>Providing secretariat for the Offshore Industry Advisory Committee (OIAC) and its Helicopter Liaison Group (HLG)</p> <p>Providing policy input to other stakeholder fora as required, including HSE Industry Liaison Forum (HILF), trade union bilaterals, Emergency, Evacuation and Response Technical Advisory Group (EERTAG)</p> <p>Developing an offshore strategy document</p>	<p>Three OIAC meetings pa, including one open session. 2 HLG meetings pa</p> <p>Several meetings pa</p> <p>By autumn 2003</p>

Activity Tables: Policy Group

COMAH, Gas Safety, Major Hazards Pipelines and Mines

(1) Work block	Major Hazards			
(2) Priority programme or priority area	Onshore major hazards, COMAH, Land Use Planning, Pipelines and emergency planning			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Represent the UK at committee of competent authorities meetings for Directive 96/82/EC (SEVESO)	Nuclear and Hazardous Installations Policy 1	Input UK position on Directive interpretation and operation of the current Directive.	Negotiate interpretive question and answer guidance on the application of the Directive. Provide UK view on requirements of Directive, and present UK implementation.	Attend 2 meetings per annum.
Negotiate European Commission proposal to amend Directive 96/82/EC on major accident hazards (SEVESO)	Nuclear and Hazardous Installations Policy 1	UK as a key Member State in this area wishes to influence the amending Directive such that increased requirements give proportionate increases in safety.	Brief DEFRA Minister for European Council Meeting for adoption of amending Directive late 2003.	Completion of UK Parliamentary scrutiny procedures. Adoption in Council of amended Directive September or December 2003
Development of Consultation Document for the amendment of COMAH Regulations and draft amending regulations	Nuclear and Hazardous Installations Policy 1	The UK will be required to implement the amending Directive within the transposition period.	Preparation of Consultation Document on proposals to revise the Control of Major Hazard (COMAH) Regulations 1999. Propose legislative amendment to the COMAH regulations and amendment of the guidance	Draft Consultation Document and amended COMAH Regulations

Activity Tables: Policy Group

(1) Work block	Major Hazards			
(2) Priority programme or priority area	Onshore major hazards, COMAH, Land Use Planning, Pipelines and emergency planning			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Amendment to Pipelines Safety Regulations (PSR) 1996	Nuclear and Hazardous Installations Policy 1	Necessary for enforcing PSR in connection with gas mains replacement	Amendment to Regulation 13 of PSR to introduce a mandatory programme for pipeline replacement.	Amended regulations
Amendment to Pipelines Safety Regulations 1996	Nuclear and Hazardous Installations Policy 1	HSC commitment to this work some time ago. Now being undertaken.	PSR to be amended to (i) make testing of emergency plans mandatory (ii) make gasoline a dangerous fluid and thus subject to PSR additional duties	Amended regulations. CD expected late 2003
Development of EU Pipelines Directive	Nuclear and Hazardous Installations Policy 1	EU expected to draft a directive around the end of 2003-4. UK needs to be involved in its development.	Committee of Competent Authorities will be consulted on the draft directive. NHIPD1 will represent UK at meetings and consult with interested bodies as necessary.	Draft proposals for EU Directive on pipelines
Impact evaluation of COMAH regulations	Nuclear and Hazardous Installations Policy 1	To revisit assumptions made in the Regulatory Impact Assessment and determine their accuracy. Will also meet Government. Better Regulation requirements on the periodic review and evaluation of legislation	NHIPD1 to act as technical client on project to: identify evidence needed and target group; agree methods for data gathering and analysis; collect evidence; and evaluate and analyse impacts.	Contractor to provide monthly and quarterly progress reports. Interim report summarising emerging findings expected within four months after the contract is issued (or as otherwise agreed). Project to be completed by end 2003/04.

Activity Tables: Policy Group

(1) Work block	Major Hazards			
(2) Priority programme or priority area	Onshore major hazards, COMAH, Land Use Planning, Pipelines and emergency planning			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
International Policy	Nuclear and Hazardous Installations Policy 1	Influence OECD policy with regard to major hazard and emergency planning aspects of dangerous chemicals.	Chair monthly teleconferences between Bureau members and annual meeting of full group (with UK member). Acting as UK focal point for OECD chemical accident programme of work. Preparation of briefing material, lines to take etc for annual meetings.	Influencing development of OECD policy on chemical accidents. Ensuring UK stakeholders are informed new developments, publications etc and have opportunity to participate in workshops.
Risk criteria project	Nuclear and Hazardous Installations Policy 1	Revealed discrepancy between LUP and COMAH regulation. Ministerial decision required.	HSC papers, Ministerial submission, RIA, external consultation.	HSC papers by July and November. RIA and Ministerial submission end of November.
EC Technical Working Group 5 (TWG5)	Nuclear and Hazardous Installations Policy 1	A requirement of Seveso II.	To decide a UK line with internal stakeholders and then attend WG meetings to promote UK position.	5 agreed European objectives.

Cross-cutting issues

(1) Work block	Major Hazards
(2) Priority programme or priority area	Cross Cutting work on Major Hazards/Permissioning

Activity Tables: Policy Group

(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Review of permissioning regimes – follow up	Hazardous Industries Policy 2	To help to publicise and embed the HSC Policy Statement (published March '03) and report back to HSC on its impact	Conference to be organised with Institution of Mechanical Engineers (ImechE) (also contributes to evaluation below) Paper to HSC	17 October 2003 March 2004
Evaluation of safety case regimes	Hazardous Industries Policy 2	To maintain overview of safety case evaluation action plan, on behalf of Evaluation Committee	Publication of commissioned evidence survey. Periodic reports to European Commission.	Summer 2003 Next report 19 June

Activity Tables: Policy Group

COMPLIANCE

(1) Work block	Securing Compliance			
(2) Priority programme or priority area	Enforcement Policy			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Enforcement Policy Statement (EPS) Evaluation	Central Expertise Policy and Support 2	Ensure future HSC enforcement policy is based on evidence	Develop plan, commission and oversea existing evalautory projects and their contribution to EPS evaluation.	HSC to agree project plan and milestones by October 2003
Work Related Deaths Protocol	Central Expertise Policy and Support 2	Ensure effective liaison when investigating work related deaths	Act as secretariat to the National Liaison Committee, produce supporting guidance, agree evaluation plan.	Two meetings per year with actions agreed by National Liaison Committee (NLC). NLC to agree evaluation plan for protocol by December 2003.

Activity Tables: Policy Group

(1) Work block	Securing Compliance			
(2) Priority programme or priority area	Action in cross cutting areas			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
To develop a dermal risks strategy.	Chemicals and Flammables Policy 2	A key component of the chemicals strategy approved by HSC last November. It will involve planning and promotion of a strategy aimed at the reduction of occupational ill health caused by chemical agents acting on or via the skin.	A Community of Interest group, including representatives from all parts of HSE with an interest in dermal risks, is being set up. Mechanisms for liaison with OGDs and other stakeholders will be established. Initial work will involve mapping existing and planned work in this field, before future priorities can be scoped.	Individual strategy targets are still being developed.
To develop a carcinogens strategy.	Chemicals and Flammables Policy 2	A key component of the chemicals strategy approved by HSC last November. It will involve the creation of a strategy to promote initiatives and coordinate activities, which reduce the incidence of occupational cancer.	A Community of Interest group, including representatives from all parts of HSE with an interest in occupational cancer, is being set up. Mechanisms for liaison with OGDs and other stakeholders will also be established. A major element in the strategy will involve the coordination of research activities in this field. Initial work will involve mapping existing and planned work in this field, before future priorities can be scoped.	Individual strategy targets are still being developed. The multi causal nature of cancers will make deriving an effective outcome driven programme particularly difficult.

Activity Tables: Policy Group

(1) Work block	Securing Compliance			
(2) Priority programme or priority area	Action in cross cutting areas			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Campaign to introduce the new duty to manage asbestos in non-domestic premises.	Chemicals and Flammables Policy 2	The new duty to manage asbestos in premises, due to come into force on 21 May 2004, will affect 500,000 commercial, industrial and public premises. The campaign is designed to promote awareness of the duty amongst this large and diverse group of dutyholders and to ensure effective and proportionate compliance.	<p>Awareness raising seminars to be held for Environmental Health Inspectors who will enforce the duty in the LA sector.</p> <p>Development (and updating) of a range of guidance material including: video, presenter's pack (for "workshop" events to be put on by intermediaries - distributed through "partner" network), and web based Good Practice guidance.</p> <p>Asbestos to be key element in a number of major publicity events during European Week of Health and Safety.</p>	<p>10 regional seminars to be held by and of July 2003.</p> <p>Video, presenter's pack and Good Practice guidance to be launched during European Week of Health and Safety.</p>

MANDATORY ACTIVITIES

Modernising and Simplifying the Regulatory Regime

(1) Work block	Mandatory Activities			
(2) Priority programme or priority area	Modernise and simplify the regulatory framework			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Strategic and Cross Cutting policy projects				
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Review	Central Expertise Policy and Support 2	Ministerial/Commission/Executive commitment. Improve intelligence to improve decision making and help ensure HSE achieve its aims	1. Agree requirements for reporting system and best method for delivery. 2. Draft DD/CD as necessary, liaise with DWP and OGDs.	1. Clear policy options with the Board by August 2003. 2. Public consultation options to begin by end of March 2003.
HSWA Section 3 Review	Central Expertise Policy and Support 2	Clarification of S.3 boundary will enable better targeting of resources on HSE's aims	Agree boundaries with HSC and Minister seek ways to achieve this including drafting regulations/MoUs	Public consultation by end of the year. Produce interim guidance by October 2003
Meeting Government Regulation Requirements	Central Expertise Policy and Support 1	To promote HSE's reputation as a good regulator, ensure HSC/E's and the government's better regulation strategies and policies are followed and defend HSE's work against developments which might unnecessarily divert effort into areas that do not contribute to HSC/E priorities. <u>Outcome</u> 100% compliance with RIA process	1. Maintain effective working relationship with Cabinet Office Regulatory Impact Unit (CORIU), Small Business Service (SBS) and DWP. 2. Provision of information/ monitoring returns to time and standard.	1. Meetings with CORIU/ SBS/DWP every two months, and quarterly director-level HSE/CORIU meetings. 2. Implementation of Small Firms Impact Test by September 2003 (dependant on clarification and support from SBS and CORIU).

Activity Tables: Policy Group

(1) Work block	Mandatory Activities			
(2) Priority programme or priority area	Modernise and simplify the regulatory framework			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
		(Cabinet Office PSA target).		
Explosives and Mining				
Regulations on manufacture and storage of explosives	Hazardous Industries Policy 1	Existing legislation dates back to 1875. The Act has been overlaid with a raft of secondary legislation making it difficult to follow/enforce. Legislation needs to be updated to reflect changes in technology and industry.	New regulations on Manufacture and Storage of Explosives (MSER) and on Control of Explosives – together with accompanying guidance.	MSER Regulations and ACoP to October Advisory Committee on Dangerous Substances and then to Commission. Autumn 2003 Regulations laid and coming into force in early 2004.
Revised regulations on the control of explosives	Hazardous Industries Policy 1	Consequential changes resulting from MSER and new European legislation on transport of dangerous goods. - need to correct problems with existing regulations; - need to revise and consolidate guidance on security requirements;		
Regulations on control of inhalable dust in coal mines	Hazardous Industries Policy 1	The primary driver is the re-emergence of cases of Progressive Massive Fibrosis (PMF) (the most developed form of pneumoconiosis). These cases have	New Regulations and ACoP on control of inhalable dust.	Draft CD to October meeting of the Deep-Mined Coal Industry Advisory Committee. CD published in November. Final proposals to Commission in

Activity Tables: Policy Group

(1) Work block	Mandatory Activities			
(2) Priority programme or priority area	Modernise and simplify the regulatory framework			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
		exposed a number of weaknesses in the present controls. This project is one of the remaining items of the programme of work agreed by the Commission.		Summer 2004. Regulations laid and coming into force in Autumn 2004
Guidance on fire and explosion in mines	Hazardous Industries Policy 1	The existing legislation is extremely fragmented. We have agreed with the industry to produce guidance rather than to attempt to consolidate the existing legislation into new regulations.	Guidance publication.	Guidance issued in October 2003.
Implementation of the Recommendations of the Fundamental Review of Gas Safety				
Amendment of the Gas Safety (Installation and Use) Regulations 1998	Hazardous Industries Policy 3	To implement recommendations from the fundamental review of gas safety and to simplify the regulatory framework. HSC target to reduce fatal gas related carbon monoxide (CO) poisonings by at least 20% over a 10 year period.	To develop and introduce regulations, ACoP and guidance	CD published Spring 2004 Regulations in effect Winter 2004
Amendment of the Gas Safety (Management) Regulations 1996	Hazardous Industries Policy 3	To implement recommendations from the fundamental review of gas safety and to simplify the regulatory framework.	To develop and introduce regulations and guidance.	CD published Winter 2003 Regulations in effect Autumn 2004

Activity Tables: Policy Group

(1) Work block	Mandatory Activities			
(2) Priority programme or priority area	Modernise and simplify the regulatory framework			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Transport – Marine and Aviation				
Revitalising Health and Safety in Docks	Transport Safety Policy 1	Docks are the most dangerous land based industry in terms of accidents per numbers employed. Clearer regulations to improve health and safety in ports, wanted by industry, promised by Ministers and HSC Chair. Industry has committed itself to challenging targets in response to RHS.	The Docks Regulations, ACoP and Guidance to be revised. Dangerous Goods in Harbour Areas Regulations, ACoP and Guidance Possible ratification of International Labour Organisation (ILO) Convention 152 on dockwork Comment to DfT and Maritime and Coastguard Agency on EU Directives on Port Services and Bulk Carriers. Commenting on HSE legislation impacting on marine and aviation.	CD to be published Autumn 2003 and the final document Spring 2004 Regulations to be made late Summer 2003. ACoP and Guidance published Autumn 2003 Paper to HSC and Submission to Minister on possibilities for ratification autumn 2003. Ongoing.
Revitalising health and safety in Maritime and Air sectors	Transport Safety Policy 1	EU Directives on working time impacting on the marine/ports and air transport sectors require implementation	Ensure the Aviation and Horizontal Amending Directive (HAD) on working time are satisfactorily implemented.	HAD to be implemented by regulations by 1 August 2003 Aviation Directive to be implemented by 1 December 2003
Carriage of Dangerous Goods by Road and Rail				

Activity Tables: Policy Group

(1) Work block	Mandatory Activities			
(2) Priority programme or priority area	Modernise and simplify the regulatory framework			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Regulating the carriage of dangerous goods by road and rail	Transport Safety Policy 3	To consolidate the portfolio of Regulations made under HSW that implement EC Directives updating requirements contained in international agreements on the carriage of dangerous goods by rail (RID) and road (ADR); and complete the implementation of the Transportable Pressure Equipment Directive	Implementation of Directives	CD published 3 June 2003 Paper to HSC 1 January 2004 Regulations in force 1 April 2004
Increase level of worker involvement and consultation on health and safety				
New Regulations on employee involvement and consultation	Better Working Environment Division 5	One of measures agreed by Government and HSC in Autumn 2000: goal to align the rights and functions of all safety representatives and permit all employees to be represented on health and safety matters	Draft consultative document on employee involvement to HSC in July 2003 and out to consultation in Autumn 2003.	HSC consider results of consultation in early 2004. New Regulations in force by April 2004.
Non-regulatory measures to promote greater employee involvement and consultation	Better Working Environment Division 5	Need to develop non-regulatory measures that will change attitudes and behaviour. Encourage stakeholders to work in partnership to encourage greater employee involvement.	(i) Draft consultative document on employee involvement to HSC in July 2003 and out to consultation in Autumn 2003. (ii) Research to: identify obstacles to employee involvement and	HSC consider results of consultation in early 2004. Research reports due with HSE

Activity Tables: Policy Group

(1) Work block	Mandatory Activities			
(2) Priority programme or priority area	Modernise and simplify the regulatory framework			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
			measures to overcome them; establish health and safety benefits employee involvement brings; on alternatives to Provisional Improvement Notices; develop range of effective models for employee involvement particularly for SMEs.	late 2003 early 2004. Will form basis of guidance planned for Spring/Summer 2004.
European and International Work				
Implementation of 26 th Amendment to Council Directive 76/769/EC (Prohibition on chromium IV in cement)	Chemicals and Flammables Policy 2	The directive is about to be published in the Official Journal (OJ). Member States will have just 12 months to implement. This will be done by an amendment to the COSHH Regulations.	A CD will be published for COSHH (Amendment) Regulations 2002.	CD to be published in January 2004.

Activity Tables: Policy Group

(1) Work block	Mandatory Activities			
(2) Priority programme or priority area	Modernise and simplify the regulatory framework			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Amendment to the Asbestos (Prohibitions) Regulations 1999.	Chemicals and Flammables Policy 2	Infraction proceedings were initiated against the UK as the 1999 Regulations conflict with the Single Market rules in the EU Treaty. The Regulations need to be amended to restrict the ban on the importation of asbestos products to those where asbestos has been deliberately added – to be consistent with supply and use.	Following a consultation exercise - new Regulations need to be approved by HSC and made by Minister.	Regulations to be signed and laid by July 2003.
Negotiation and implementation of biocidal products review programme under Directive 98/8/EC. Negotiation of amendment to Directive itself.	Chemicals and Flammables Policy 3	Implementation is obligatory for the UK. Larger rationale is harmonisation of market in biocidal products at a high level of human and environmental protection.	Preparation of proposals and responses. Formal and informal discussion and agreement with UK stakeholders, OGDs, OMS and EC.	Next Review Regulation Autumn 2003. Consequential and other amendments to UK legislation 2004. (Detailed timings dependent on Community-level progress.)
Control of Vibration at Work Regulations	Hazardous and Technical Policy 2	International obligation. Full transposition of Directive by 6 July 2005. Reduction in ill health from exposure to vibration at work.	Development of Control of Vibration at Work Regulations plus accompanying guidance to implement the 2002 European Physical Agents (Vibration) Directive.	Issue of CD in October 2003.

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Control of Noise at Work Regulations	Hazardous and Technical Policy 2	International obligation. Full transposition of Directive by 15 February 2006. Reduction in ill-health from exposure to noise at work.	Development of Control of Noise at Work Regulations plus accompanying guidance to implement the 2003 Physical Agents (Noise) Directive.	Issue of CD in March 2004.
Report on 5 year review of EC Directive implementing 95/63/EC	Hazards and Technical Policy 3	EC obligation to produce a report on the implementation of a directive every 5 years. The next report is due July 2003	Report in closing stages. Evaluation committee to sit, Commission paper to be drafted. Report sent to EC	Report issued Quarter 2, 2003
Negotiation of the 3rd Amendment to the Machinery Directive	Hazards and Technical Policy 3	International obligation. Directive in line for amendment in order to clarify some key aspects of the Directive and improve its interface with other, related Directives	Assisting and improving technical expertise to lead department (DTI) in negotiation of the amendment. Assisting DTI in the development and introduction of implementing regulations (amending the Supply of Machinery (Safety) Regulations) at the appropriate juncture.	Dependent on progress in Europe which is expected to accelerate during second half of 2003
Negotiation of European Physical Agents (Electromagnetic Fields) Directive	Hazardous and Technical Policy 2	International obligation. Directive adopted in line with agreed negotiating strategy.	Negotiation of European Physical Agents (Electromagnetic Fields) Directive	Dependent on progress in Europe.

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Report on 5 year review of EC directive implementing 89/EEC/656	Hazardous and Technical Policy 5	EC obligation to produce report every 5 years – next report will be due to the EC in 2007/08.	Questionnaire sent to industry contacts in Q4 2002/03. Responses to questionnaire due back by 30/5/03.	Report issued Q2 2003/04.
Influence, and provide expert source of help and guidance on, the EU legislative process	Central Expertise Policy and Support 1	Enhancing HSE's reputation, by ensuring HSC/E's and government's strategies and policies are used during negotiations and to make best use of resources <u>Outcomes:</u> Ministerial satisfaction with handling and negotiation strategies HSE staff satisfaction with guidance	<ol style="list-style-type: none"> 1. Manage scrutiny, implementation and infraction processes 2. Provide up-to-date, 3. accessible and readable guidance and information 4. Ensure a high level negotiating strategy is in accord agreed with Ministers' wishes. 5. Represent UK on LAC and Agency Board 	<ol style="list-style-type: none"> 1. Directive and reporting timetables met and current infractions resolved within EC set timetables. 2. Contribution to EC Guidance provided by end June 2003 3. By December 2003 4. Agency Plan to reflect HSE priorities, in particular the health and safety weeks, November 2003.
Provide Expert source of help and guidance on all international work	Central Expertise Policy and Support 1	Enhance HSC/E's reputation, enable HSE to make best use of resources and contribute to HSE's international priorities <u>Outcomes:</u> a clear framework for international activity which allows	<ol style="list-style-type: none"> 1. Coordinate requests from overseas organisations 2. Develop for HSE's international framework and criteria for activities 3. Provide HSE/C with updates on 	<ol style="list-style-type: none"> 1. Visit protocol completed and circulated by June 2003 2. Framework and criteria agreed by June 2003 3. Update MISC paper provided by

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		D/Ds to make best use of their resources and HSE satisfaction that visits are handled efficiently	international work, to assist D/Ds resource planning 4. Handle contacts with international organisations to reduce burden on HSE. 5. Review and evaluate secondments competition	end August 2003. 4. Satisfactory outcome from ILO Conference in June 2003 5. Report to D/Ds by September 2003
Support government policies in Europe	Central Expertise Policy and Support 1	Enhance HSE's reputation and to increase HSE's influence in an enlarged EU	Complete the Malta Twinning Project to EC satisfaction	Final project report agreed and submitted to EC by end May 2003 with final financial report submitted by August 2003
Chemicals				
UK negotiation of new EU chemicals strategy	Chemicals and Flammables Policy 6	Reform of EU framework for supply and use of chemicals following UK criticism of current regime. New EU Regulation.	Although DEFRA lead there is a substantial Occupational Health Service (OHS) element in this work. Main work will be contribution to UK negotiating line to safeguard / enhance OHS	Draft proposal expected September 2003 (HSC paper) Negotiations commence December 2003 Interim report to HSC June 2004 Negotiations at Common Position 2005
Negotiation and implementation of further changes to classification and	Chemicals and Flammables Policy 6	Technical developments make updating necessary, New EU Commission Directive and subsequent UK regulations.	Regular negotiation in EU Working Groups with UK lines based on consultation through the Standing Committee on Hazard	Proposed directive September 2003 – if agreed consultation towards implementing regulations by March

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labeling regime			Information and Packaging (SCHIP) and the Advisory Committee on Toxic Substances (ACTS)	2005 with CD March 2004
Negotiation of specific prohibitions for chemicals at work	Chemicals and Flammables Policy 6	Specific chemicals identified by MS or EU Programmes for restriction. New Directives and any necessary UK regulations.	Negotiation in EU Council Working Groups (WGs)	Agreement on directives to as yet undefined timetable
Negotiation of EU wide exposure limits	Chemicals and Flammables Policy 6	EU based values are the most efficient way of developing exposure limits and will progressively replace national scheme.	Negotiation in EU WGs to agree technical and policy aspects of the limits.	Formal proposal for block of limits September 2003 If agreed UK implementation to defined timetable, probably by March 2005
Continuation of activity under the ESR programme	Chemicals and Flammables Policy 6	Work to progress action identified as necessary following risk assessments in the EU	Development of proposals and EU negotiations to ensure proportionate action.	Continuing meetings of WGs in October 2003 and February 2004.
Review of the OEL framework under the COSHH regulations	Chemicals and Flammables Policy 5	A simpler and is easy to use system will make it easier for firms to comply with the COSHH Regulations and reduce occupational ill health from chemicals, thereby contributing to	Publish a CD with proposals for a new system of occupational exposure limits and a new approach to adequate control. Subject to views following	Publish CD - September 2003 Amend COSHH Regulations and ACoP - Summer 2004

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		RHS/PSA targets	consultation, amend the COSHH Regulations and ACoP	
Prior Informed Consent scheme	Chemicals and Flammables Policy 6	To meet EU treaty obligations for application of PIC scheme	Delivery of new UK regulations which cite latest EU instrument	CD published September 2003 Regulations made February 2004
Utilities Sectors				
Develop HSC/E Relations with Economic Regulators in the Privatised Utility Companies	Hazardous and Technical Policy 5	The work of HSE and economic regulators is co-ordinated and ensures that as competition is rolled out in these industries suitable mechanisms are in place to minimise the risk to health and safety.	Develop working arrangements with OFWAT following recently signed MoU. Monitor developments in the water industry and consult internally/externally as necessary. Monitor developments in the communications and postal industries via Ofcom and Postcomm and consult internally/externally as necessary. Ensure effective working relationships with OFGem through regular meetings on specific issues and ensuring OFGem consults on matters	Develop utilities website, which provides access to related sources of information. Carry out a review of the risks of energy technology.

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			affecting health and safety. Develop good working relations with the Gas and Electricity Council by the agreement of a voluntary MoU. Provide access to information about utilities and related topics, which shows HSE and OGDs to be working openly.	
Others				
Standards and conformity assessment	Hazards and Technical Policy 4	To ensure that DTI and BSI take account of health and safety issues in national, European and international standards	Ongoing work to raise awareness of conformity in HSE	Appropriate HSE input is made in response to DTI on standards and conformity assessment issues
Product Safety directives	Hazards and Technical Policy 4	Provide information and advice to DTI in health and safety aspects of product safety directives	Ongoing work to ensure that health and safety is properly addressed by DTI in regulations implementing directives	Ensure that annual claims are submitted to DTI and due payments are received. Develop a consistent approach to market surveillance.

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Legionella guidance: spa baths	Hazardous and Technical Policy 1	Identified as a guidance gap by a Coroner after a recent fatality. Aim to have interim guidance on HSE website by May 2003 and full guidance document by 2004/05.	Prepare interim guidance with support from HSE and Government colleagues. Scope new guidance document and set up working group to initiate the production of the new guidance.	Interim guidance on HSE website by May 2003. Working group set up by Autumn 2003 and document completed in 2004/05.
BSE update: Advisory Committee on Dangerous Pathogens (ACDP) occupational guidance	Hazardous and Technical Policy 1	Ministerial request following DEFRA review of Over Thirty Month Scheme (OTMS) following ACDP's comments on health and safety concerns related to this scheme.	ACDP drafting group will be set up to review this document after July 2003 when the Government agrees its line on the future of the OTMS. Work towards new guidance by 2004/05.	New guidance by 2004/05.
Help Government develop health care and laboratory standards for use during bioterrorism incident	Hazardous and Technical Policy 1	Government priority. Continuous work for the foreseeable future to address a range of agents/issues of concern to Government.	HSE will prepare papers/ guidance on issues when appropriate as part of the ACDP Secretariat and contribute specialist advice at ACDP and wider government working groups.	Guidance that is supported by UK Departments and scientific experts and agreed by Ministers.

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Amend the Genetically Modified Organisms (Contained Use) Regulations 2000	Hazardous and Technical Policy 1	Legal requirement to meet Cartagena protocol to meet the Joint Committee on Statutory Instruments recommendations.	Need to prepare draft proposals in consultation with HSE and Government officials. Prepare a consultation document and then finalise proposals, considering the views received. Seek HSC approval to make the required amendments.	Consultative document issued Autumn 2003, and work towards new regulations being in place by Summer 2004.
Produce ACDP guidance 'Biological agents: Managing the risks'	Hazardous and Technical Policy 1	ACDP priority to replace out of date generic guidance on managing the risks from biological agents. In addition the need for a new layman's guide to risk assessment was identified as part of this work.	Set up and manage an ACDP working group. A number of meetings will be required to work towards the production of the new generic guidance and the layman's guide to risk assessment.	Finish layman's guide – 'Infection at work : Are you at risk' – by spring 2003 and prepare HSC paper for agreeing publication of booklet by September 2003. Work towards publishing the main generic guidance by summer 2004/05.
Homeworking	Hazardous and Technical Policy 4	Manage study/research project into health and safety aspects of homeworking	Prepare good practice guides on homeworking	Homeworking good practice guidance issued summer 2004
Revision of the workplace regulations and ACoP	Hazardous and Technical Policy 4	Implement the EC Directive through amended legislation and guidance	Prepare revised regulations and guidance	CD published – Autumn 2004 Regulations in force – Summer 2005

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Review/revision of the swimming pools guidance	Hazardous and Technical Policy 4	Review and revise guidance	Prepare revised guidance	Revised guidance HSG 179 managing health and safety in swimming pools published Summer 2003
Safety of transportable pressure receptacles	Hazardous and Technical Policy 5	Supporting DETR who are in the lead on the negotiation of Directives dealing with the transport of dangerous goods.	Develop proposals taking forward implementation of EU Directives which deal with transport of dangerous goods (including integrity of gas cylinders). Update guidance to manufacturers to reflect changes brought about by the implementation of Transportable Pressure Equipment Regulations (TPVR), and ADR/RID.	Develop an appeals procedure for prospective assessment bodies under TPVR.
Evaluation of confined spaces regulations	Hazardous and Technical Policy 5	Ministers asked for an early evaluation of regulations when they were signed in 1997.	Questionnaire circulated to users. Responses being analysed.	Report to HSC and letter to Minister by Quarter 3 2003/04
Contractorisation	Hazardous and Technical Policy5	Work to improve awareness of HSE's guidance on contractorisation (particularly in small firms)		Publish research – Summer 2003. Review feedback from published research and review guidance if necessary – Winter 2003.

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Revise GAP 8	Central Expertise Policy and Support 2	Current GAP not reflective of new ways of working or Cabinet Office instructions	Chair working groups, produce drafts, and manage meetings	Revised GAP8 by Summer 2003
Police Health and Safety	Central Expertise Policy and Support 2	Overcome problems created by Police Reform Act that could reduce standards of health and safety	Influence Home Office and key stakeholders to consider and adopt more appropriate options	An agreed workable policy by December 2003.
Social Inclusion	Central Expertise Policy and Support 4	Address the impact of the changing nature of UK workforce in order to ensure H&S policies are effective	<ol style="list-style-type: none"> 1. Communications policy for non-English Speakers 2. Investigate requirements of gender, age, sexuality, disability and other minority groups. 	<ol style="list-style-type: none"> 1. Policy Agreed by June 2003. 2. Progress Report to HSE by December 2003
Changing Patterns of Work	Central Expertise Policy and Support 4	To ensure that the UK approach to health and safety remains relevant as the world of work changes	<ol style="list-style-type: none"> 1. Consultations on how changing patterns of employment issues should be progressed within HSE and related HSC/E policy represented externally. 2. Liaison with DTI on Temporary Agency Work Directive and other proposals 3. Preparation of Guidance for Agency Workers 	<ol style="list-style-type: none"> 1. Report to HSC Autumn 2003 2. Ensure HSE policy line is clear and accurately represented. 3. Draft guidance issued for comment by October 2003

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Review of Factories Act, and Offices, Shops and Railway Premises Act	Central Expertise Policy and Support 4	Public commitment to repeal the FA/OSRPA	Review of extant provisions and related secondary legislation	Complete review, then issue discussion document (during 2004)

Activity Tables: Policy Group

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(2) Priority programme or priority area	Revitalising Health and Safety and Securing Health Together			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Health work and recovery				
Developing new ways of working with other Government Departments to deliver cross government goals on health (eg the Healthy Workplaces Initiative, rehabilitation and engaging small firms)	Better Working Environment Division	To contribute to achieving the rehabilitation goals set out in SH2 also RHS AP 30 and 31.	<ol style="list-style-type: none"> 1. Develop guidance to help employers, in partnership with their employees, manage the retention of employees with health problems in their jobs. 2. To review extant information and provide options for developing a training module to facilitate organisations to retain their employees with health problems in their jobs. 3. Develop attendance management aid for employers to use as a tool to manage health at work. 4. To contribute to management of Job Retention and Rehabilitation Pilots and their evaluation. 	<p>Draft guidance written and consultations with stakeholders completed Quarter 2/3, final draft to DIAS by end of Quarter 3.</p> <p>To review extant information by end of Quarter 1, develop options by end of Quarter 2, and consult and decide on preferred option by end of Quarter 3.</p> <p>Basic tool to be developed by end of Quarter 3 and undergone preliminary testing by end of Quarter 4.</p> <p>DWP/DH led project.</p>

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(1) Work block	Mandatory Activities			
(2) Priority programme or priority area	Revitalising Health and Safety and Securing Health Together			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
	Better Working Environment Division	To take forward RHS AP 32 and ensure health and safety is a positive force for the employment and retention of disabled people and people with health problems.	Take forward recommendations from recent Disability, Health and Safety conference.	Publish research and agree actions with the Disability Rights Commission (DRC) by end of Quarter 2.
Pilot an occupational health support scheme for the construction industry	Better Working Environment Division 3	Supported at "Tackling Health Risks in Construction" Conference 2000. Supports Construction PP targets.	Facilitate the establishment of Action Forum to take forward the project Action Forum to facilitate the establishment of the Consortium to run the pilot scheme.	Action Forum established by 16 July 2003 Action Forum to have framework for consortium in place by end Quarter 3
Securing Health Together	Better Working Environment Division 6	Ministerial commitment to strategy; targets for 2010	Complete and make public reports/products of Programme Action Groups (PAGs). Improve and maintain the network of expertise; extension and revision of database of good practice case studies. Programme management /coordination of projects to implement HSC/E aim to do more to address the new and emerging work-related health	Complete 2003 Network event by end 2003; Evaluation of case studies' database. Projects delivered to agreed plans; evaluation of impact.

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(2) Priority programme or priority area	Revitalising Health and Safety and Securing Health Together			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
			issues	
			<p>Working on cross-government agendas especially with Health Departments in England, Scotland and Wales to secure greater impact on work-related health issues. Act as UK contact point for European Network for Workplace Health Promotion.</p> <p>Preparation for midpoint review and relaunch of strategies – joint activity with Revitalising Health and Safety.</p>	<p>Delivery of “Sign up” newsletter; maintenance of circulation numbers. Evaluate effectiveness through content of newsletter and follow up enquiries on items.</p> <p>Develop evaluation strategy and time line. Identify data necessary and ensure processes in place to provide it. Secure input from necessary participants.</p>
Promote greater corporate responsibility and accountability for health and safety				
Public reporting of health and safety	Better Working Environment Division 5	To promote greater openness and transparency by major employers in reporting their health and safety performance. All of 350 top companies and public sector employers to report publicly from 2002 – see RHS Action point 2 and 13.	HSC guidance of March 2001 to be evaluated and revised. Arrange meetings for Chair, DG and DDG with top companies to take this initiative forward. Complete research to evaluate whether voluntary approach is working. Advice to HSC and Ministers in Autumn 2003 on outcome and way	80% of top 350 companies and public bodies to publicly report by 2004.

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			forward. Revise guidance.	
Director and board responsibility for health and safety	Better Working Environment Division 5	To encourage boards and their directors to provide leadership and direction on health and safety – see RHS Action point 11.	HSC guidance of July 2001 to be evaluated and revised. Complete research to evaluate whether voluntary approach is working. Advice to HSC and Ministers in Autumn 2003 on outcome and way forward. Revise guidance.	100% of directors of top 350 companies and public bodies to have board level person with responsibility for health and safety by 2004
Development of health and safety performance management index	Better Working Environment Division 5	Index to be used by large employers to assess and score their performance.	Research to develop and pilot the Index. Index to form the basis of HSC guidance for use by large employers – and for the resulting performance data to be available to stakeholders.	75% of top 350 companies and public bodies to report in line with the Index from 2005 onwards.
Development of case studies showing business case for health and safety	Better Working Environment Division 5	Case studies to demonstrate benefits of good health and safety and encourage adoption of initiatives set out in case studies.	Research to produce case studies that demonstrate business and social benefits of good health and safety. Case studies to form the basis of HSC guidance.	To be determined.

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(2) Priority programme or priority area	Revitalising Health and Safety and Securing Health Together			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Raising the profile of health and safety as part of the Corporate Social Responsibility (CSR) agenda	Better Working Environment Division 5	Engaging with range of internal and external stakeholders to ensure health and safety embedded as key goal of CSR agenda.	Using our research and guidance as levers with stakeholders. Representing HSE on cross-Whitehall CSR forum and at CSR conferences. Engaging with insurers and investors to get them to use their influence to improve health and safety.	To be determined.
Motivating Employers				
To coordinate HSE input in to DWP-led Employers Liability (Compulsory Insurance) (ELCI) Review.	Better Working Environment Division 5	Government initiated Review in an area of law for which HSE has enforcement responsibilities and a policy interest.	Co-ordinating HSE contribution to five Stage Two working groups and ensuring HSC/E goals on workers compensation for occupational ill health and injury are reflected in Stage Two work.	To be developed
To develop mechanisms for linking ELCI premium to health and safety performance	Better Working Environment Division 5	HSC/E committed to assisting employers, insurers and other stakeholders in the development of a system that enables employers to be rewarded for good health and safety performance	Research to develop and pilot health and safety performance Index. Index to form the basis of HSC guidance for use by large employers – and for the resulting performance data to be available to insurers.	To be developed

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(2) Priority programme or priority area	Revitalising Health and Safety and Securing Health Together			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Other				
RHS	Better Working Environment Division 6	Ministerial and HSC commitment to the strategy and targets.	Tracking and evaluation of activities to deliver the targets, 10 strategic themes and 44 Action Points. Communications and promotion of activity linked to improvement of health and safety including issues from developing strategy.	Completion of audit trail for Action Points. Provide point of contact for overall picture of progress on strategy. Work with CoSAS on data and evaluation. Provide speeches and briefing to time line and quality required. Develop project to provide information on engaging “hard to reach groups” identify gaps, potential influencers and evaluate outcomes.
			Preparation for midpoint review and relaunch of strategies – joint activity with Securing Health Together	Develop evaluation strategy and time line. Identify data necessary and ensure processes in place to provide it. Secure input from necessary participants.

Activity Tables: Policy Group

Providing Information and Advice

(1) Work block	Mandatory			
(2) Priority programme or priority area	Providing Information and advice			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Provide good practice advice on the control of chemicals	Chemicals and Flammables Policy 5	Providing practical, easy to use good practice advice on controlling health risks from chemicals will contribute to RHS/PSA targets.	<ul style="list-style-type: none"> i) prepare 70 additional control guidance sheets for eCOSHH Essentials ii) Incorporate Printers Essentials into eCOSHH Essentials iii) Agree work programme for future additions to eCOSHH essentials and start preparing guidance iv) publish a discussion document setting out a risk assessment framework for delivering integrated advice on controlling health, safety and environmental risks from chemicals. Produce a demonstration CD 	<ul style="list-style-type: none"> i) Sheets ready for launch in October. ii) ePrinters Essentials launched in March 2004 iii) work programme agreed December 2003 iv) Discussion document published – Nov/Dec 2003 Publicity seminar held Jan/Feb 2004 Demonstration CD available by November 2003 Business case for developing full system completed by March 2004
Deliver plan of actions for reducing occupational	Chemicals and Flammables Policy 5	HSC have set a target of 30% reduction in the incidence of occupational asthma by 2010	i) produce guidance on control of exposure to main causes of occupational asthma	i) COSHH Essentials control guidance sheets produced October 2003 and April 2004 Latex allergy educational resource

Activity Tables: Policy Group

(1) Work block	Mandatory			
(2) Priority programme or priority area	Providing Information and advice			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
asthma and scope extent of "other" respiratory diseases			<ul style="list-style-type: none"> ii) Through Asthma Project Board develop and oversee partnership projects which contribute to tackling occupational asthma iii) Raise awareness of occupational asthma iv) Establish research programme to deliver information which contributes to reducing occupational asthma v) Scope extent of "other" respiratory diseases 	<p>published – Oct 2003 Good practice advice on use of disinfectants in endoscopy units available March 2004</p> <ul style="list-style-type: none"> ii) Guidelines on management of asthma published – August 2004 two nurses training course delivered – March 2004 two pilot projects in LAs iii) two day conference - October Keep asthma web pages updated – ongoing iv) Research programme agreed by stakeholders and funds secured from research coordinators v) scoping study published Spring 2004

Activity Tables: Policy Group

(1) Work block	Mandatory			
(2) Priority programme or priority area	Providing Information and advice			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Development of the Chemicals Strategy	Chemicals and Flammables Policy 4	There is a need to develop a strategy to reach the 1.3 million users of chemicals. A Strategy, approved by the HSC last November, now needs to be taken forward.	A Programmes Board of senior managers has been set up to oversee the Programmes within the Strategy (see other activity table entries.) All Programmes will develop targets which will be monitored by the Board.	Individual Programmes will have targets. Chemicals Strategy targets are the same as RHS/PSA.
Communications and Education Programme	Chemicals and Flammables Policy 4	This is one of the Programmes of the Chemicals Strategy. It underpins the other programmes on skin, respiratory disease, occupational cancer and energetic substances. Aim of the Strategy is to contribute to PSA and RHS targets.	Programme is at an early stage of development. 6 projects are included so far: 1. European Week. 2. Development of guidelines on all the research produced by HSE on Communications – to be passed to Programme Managers for them to use when developing tools. 3. Development of a project for 16-19 years olds – future users of chemicals. 4. Development of promotion strategies on phase 2 of e/COSHH Essentials. 5. Workshop for intermediaries on Chemicals Strategy – aim is to engage them as partners on	1. Week takes place week commencing 13 th October. 2. Guidelines to be ready by early 2004. 3. Project plan to be developed by Autumn 2003. 4. Promotion strategies to be developed by mid July. 5. Full programme will be developed by April 2004.

Activity Tables: Policy Group

(1) Work block	Mandatory			
(2) Priority programme or priority area	Providing Information and advice			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
			delivery of the Strategy. 6. Other projects to be added in once comments received on Thought Starter produced to stimulate discussion across HSE on this issue.	
Offences and Penalties Report	Central Expertise Policy and Support 2	HSC commitment to publicise enforcement action to gear up its effect	Produce drafts, commission stats, identify significant cases.	Annual Report produced to time and to specification agreed with key stakeholders
Reactive Work	Central Expertise Policy and Support 2 and 4	Wide range of issues including ILO, MHSWR, Coroners Review RIPA	Answer POs/PQs collate HSE responses to consultation documents etc	Produced to appropriate quality to agreed timetables.
Small Business Interaction Strategy	Central Expertise Policy and Support 4	Enable HSE to reach small businesses in a more effective manner, with better informed staff and avoidance of wasted resources.	1. Research 2. Development of Small Business strategy. 3. Launch and management of support tools. 4. Evaluation of grant schemes 5. Training and engagement of HSE staff	1. Complete review of previous research by August 2003 2. Strategy to HSC September 2003 3. Three products launched May 2003 4. Preliminary evaluation results to HSC September 2003 5. Conference on appreciation of small business needs for HSE staff and others February 2004.

Activity Tables: Policy Group

(1) Work block	Mandatory			
(2) Priority programme or priority area	Providing Information and advice			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Competence and Training requirements in Health and Safety	Central Expertise Policy and Support 4	To ensure a consistent policy is adopted across HSE on the meaning, interpretation and support of competence and training in policy and enforcement	<ol style="list-style-type: none"> 1. Publication of guidance on Passport Schemes 2. Development of National Standards for Passports 3. Review of policy on competence and training 4. Review by EmpTO of sources of training 5. Generic guidance on competence 	<ol style="list-style-type: none"> 1. Guide issued September 2003 2. Arrangements in place with EmpTO for production of guidance by December 2003 3. Completion of review by 31 March 2004 4. Agree arrangements with EmpTO by November 2003 5. Establish pilot for generic guidance by December 2003
Risk Education for Safety Critical Professionals	Central Expertise Policy and Support 4	To ensure that safety Critical Professionals have effective education in risk assessment and management. Revitalising action point 34	Agree higher education risk teaching policy and discuss arrangements to implement it	Agree policy statement by end September 2003. Agree plan for implementation of policy by December 2003
Risk Education in Schools	Central Expertise Policy and Support 4	To ensure that young people get an appropriate education in risk assessment and management so they are competent when entering the workforce. Revitalising Action point 33	Develop joint working with key players, such as DfES, LSC. Stimulate the development of risk teaching support materials for each key stage	Develop a strategy and range of joint projects with DfES by September 2003

Activity Tables: Policy Group

Science and Innovation

(1) Work block	Mandatory			
(2) Priority programme or priority area	Science and Innovation			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Development of strategy for Mandatory programme	Central Expertise Policy and Support 7	Ensure that limited funding is spent appropriately	Development and agreement of strategies across HSE using S&I Advisory Group (SIAG) and Communities of Practice (CoPs)	Mandatory strategy agreed by end July 2003 Two SIAG meetings held per year
Develop and manage research and support projects	Central Expertise Policy and Support 7	Ensure that a balanced portfolio of research and support is in place, reflecting HSE's business needs and taking account of available funding	Ongoing throughout the year, discussing and agreeing with customers what the priority needs should be.	1. Procedure established for performance management of individual projects against budget and timescale by end 2003/04 2. Budget brought home against allocated funding by end 2003/04

Activity Tables: Policy Group

Management Priorities

(1) Work block	Management Priorities			
(2) Priority programme or priority area	Management Information			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Managing the work and business of the Commission and the Chair	Central Expertise Policy and Support 5 Secretariat	Legal and constitutional requirements on the Commission	Planning and arranging all Commission meetings agendas, papers, briefing and minutes. Providing the Chair with policy and handling advice, support for meetings, engagements, speeches, briefing, correspondence etc, and servicing organisational needs of Commissioners.	Feedback from Commissioners and Chair. Timescales for publication of papers and minutes. Accuracy of Minutes. Officials have access to effective guidance on managing HSC business and HSC and Chair's requirements.
Support to the Executive	Central Expertise Policy and Support 5 Secretariat	The Executive has legal functions and the Secretariat advises on and arranges for these to be carried out	Supporting, planning and managing the work of the Board including meeting arrangements, agendas and minutes. Advising the Executive on policy and handling issues. Central co-coordinator in emergencies Review of management arrangements for the Duty Officer system	Feedback from Executive Publication timescales and accuracy of papers and minutes. The Executive's views and preferences known by officials. SCS away days are efficiently run and add value

Activity Tables: Policy Group

(1) Work block	Management Priorities			
(2) Priority programme or priority area	Management Information			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Managing HSC/E's interfaces with DWP and other external stakeholders	Central Expertise Policy and Support 5 Secretariat	Central performance requirements.	Developing the pilot for "reactive policy work" and proposals for how it should be taken forward. ARK project development and maintenance.	Meeting deadlines for PQs 90% of replies to correspondence back to DWP on time Service First performance requirement for correspondence.
Development of stakeholder engagement methodology/tools	Central Expertise Policy and Support 6	To support delivery of PSA targets	<ol style="list-style-type: none"> 1. Develop website-based "intermediaries database" (ID) in conjunction with DIAS 2. Revise HSE consultation guidance (GAP 9) to take account of ID and revision of Cabinet Office Consultation Code 	<ol style="list-style-type: none"> 1. For piloting by end 2003 2. By March 2004
Enhance stakeholder contacts with DWP and devolved administrations	Central Expertise Policy and Support 6	To support delivery of PSA targets	<ol style="list-style-type: none"> 1. Prepare new HSC/E-DWP "Framework of Accountabilities" 2. Review HSC/E Concordat with Scottish Executive 	<ol style="list-style-type: none"> 1. First draft by mid year 2003/04 2. For completion by mid year 2003/04

(1) Work block	Management Priorities
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Activity Tables: Policy Group

(2) Priority programme or priority area	Meeting Modern Government requirements			
(3) Key activities in this priority	(4) Lead Policy Division & Section	(5) Justification/Statement of reason for this key activity and the outcome targets set.	(6) Description of work/project(s) to deliver the key activity	(7) Performance indicators, outputs or milestones for this project
Implement HSC/E Openness Audit recommendations	Central Expertise Policy and Support 6	To ensure HSC/E meets its statutory obligations under the Freedom of Information Act (FOIA) and provides appropriate advice/ guidance.	Align HSC/E Openness Policy and internal guidance with FOIA	For completion by end 2003
Commitments to meet Race Discrimination Act	Central Expertise Policy and Support 4	Commitment on all government departments to have arrangements in place to meet the Act.	1. Revision and monitoring of HSC/E Race equality scheme. 2. Design and agree race equality monitoring strategy.	1. Publication of revised scheme by August 2003. 2. Strategy agreed by December 2003.