

# ANNEX 1 HSE's Management Plan 2001 - 2004

## 1) Lead and look after staff

The Strategic Plan requires dramatic improvements in how HSE engages with stakeholders and applies resources to deliver outcomes. For this HSE's workforce must be well motivated, trusted and effectively led. Revitalising Health and Safety requires all public bodies to demonstrate best practice in health and safety. It is our intention to achieve in our health and safety practices and procedures what we expect of the better companies and to ensure that we meet the standards set out in our published guidance.

We want to improve the diversity of our organisation and meeting Cabinet Office targets are part of this. We have made significant progress but much more needs to be done to see real improvements at all grades. There are important benefits to be gained from increasing diversity within HSE and we must direct these towards developing new ways of tackling health and safety and forging links with all our stakeholders.

Key priority	Action proposed and targets set	Measurement	Progress during 2002/03
<p><b>Leadership</b> 1.1 Help the HSE Board and Senior Civil Service (SCS) to lead as a corporate team and promote leadership at all levels.</p>	<ul style="list-style-type: none"> <li>● Board to encourage SCS members to develop skills and competencies against the SCS Core.</li> <li>● Framework to improve in areas emerging from individual 360 degree feedback reports carried out in 2001/02.</li> <li>● SCS away day events to be used as means to discuss development and training needs and identifying suitable consultancy support in addressing individual and corporate development plans; and</li> <li>● 360 degree feedback process repeated in 2003 and sooner for new SCS members.</li> </ul>	<ul style="list-style-type: none"> <li>● Findings on leadership from staff survey are reviewed in 2004.</li> <li>● Annual performance agreements and corporate 360 degree profile in 2003.</li> <li>● Findings from staff survey show improvement by 2004 survey.</li> <li>● Review 360 degree feedback against 2001 data at corporate and individual level.</li> </ul>	<p>HSE is carrying out a leadership development programme for all of its SCS. The programme is due to be completed at the end of this year and includes ten modules which cover all aspects arising out of the 360-degree feedback.</p> <p>CS away days have been used to discuss SCS development issues.</p> <p>HSE has appointed Star Alliance to advise on leadership and other SCS matters.</p> <p>HSE intends to repeat the 360-degree exercise: timing to be confirmed.</p>

<p><b>Looking after staff</b></p> <p>1.2 ensure exemplary standards of health and safety for staff.</p>	<ul style="list-style-type: none"> <li>● By 2010 HSE will achieve the RHS targets for reductions in incidents and ill-health and Civil Service targets for managing absence; achieving half the required reductions by 2004.</li> <li>● Suite of health and safety courses to be developed with an identified course sponsor to target HSE's priority areas.</li> </ul>	<ul style="list-style-type: none"> <li>● HSE targets for RHS met.</li> <li>● Courses attended effectiveness and value for money evaluated.</li> </ul>	<ul style="list-style-type: none"> <li>● See section on 'Health and Safety in HSE'.</li> </ul> <p>Selected staff attended H&amp;S risk assessment training courses. Staff have also attended a range of H&amp;S courses during the year including First Aid, DSE Assessor, Manual Handling, Health &amp; Safety for Managers and a bespoke safe driving course. Contract awarded to Plymouth College of Further Education Course quality regularly monitored.</p>
<p>1.3 provide better recognition and fairer rewards.</p>	<ul style="list-style-type: none"> <li>● Develop new arrangements for managing and rewarding performance and implement these by the end of 2002/03; and</li> <li>● provide a better deal for staff who support major incident investigations.</li> </ul>	<ul style="list-style-type: none"> <li>● New arrangements developed and accepted by stakeholders, and implemented to agreed cost and quality standards.</li> </ul>	<p>Arrangements to make high performance awards (HPAs) were developed and piloted as planned. Following issues raised about the arrangements, further piloting will now take place during 2003/04, using revised guidance and procedures to improve the proposals prior to implementation.</p> <p>Further improvements have been made for staff who support major incident investigations, eg improved arrangements for claiming expenses, accommodation; health and safety, specialist support and the provision of a mobile major incident room.</p>

## Diversity

1.4 make HSE a truly diverse organisation and utilise the benefits this brings.

- By end of 2005 we will aim to move towards achieving Diversity targets in the Modernising Government programme.

- Diversity targets met and effectiveness of programme evaluated.

HSE is continuing the aim to improve progression rates towards the Diversity targets. Compliance with the Race Relations Act (RRA) is being monitored.

The first HSC/E race equality scheme was published on 31 May 2002. The scheme sets out our approach to promoting equality of opportunity and eliminating racial discrimination, both through our own employment practices as well as in the way we interact with external stakeholders, including workers, employers and members of the public. The current scheme can be viewed on the HSE website at:

**<http://www.hse.gov.uk/aboutus/plans/index.htm>**

During the later half of 2002, HSE actively sought views on the content of the scheme to identify any improvements that should be made at the end of the first year. In addition to requests for written comments, the consultation included a series of discussion forums with representatives of ethnic minority business communities, as well as a meeting with HSE Trade Union representatives. The contacts were extremely helpful, providing strong support for much of the scheme, but identifying a number of specific areas where we can make adjustments.

- In each of the next three years our aim is to ensure that at least 5% of new recruits are from ethnic minority communities.
- Put arrangements in place to comply with the new Race Relations Act (RRA) and relevant associated legislation in accordance with the required timetable.

- EM recruitment targets met.
- RRA implemented by due date.

Of 390 newly recruited staff in 2002/03, 19 were from ethnic minority communities, resulting in an achievement of 5.28%. The 5% target was therefore met.

Ten months on, good progress is being made in addressing the first year's priority actions. For example we have drawn up plans for improving our interaction with our ethnic minority stakeholders on both local and industry sector bases and have completed a research programme looking at cultural influences on attitudes to and awareness of occupational health and safety among small firms. Some actions are taking slightly longer than anticipated, but all are well under way. A report on the actions taken in the first year of the scheme will be published during summer 2003 and will be posted on our website at: <http://www.hse.gov.uk/aboutus/reports/index.htm>  
Hard copies of the scheme and our report on progress in the first year will be available from local HSE offices.

## 2. Get the right people in the right place at the right time

To deliver the Strategic Plan we must ensure that the right people are in the right posts at the right time. This means improvements to our vacancy filling procedures to ensure they are effective and speedy and ensuring staff have the right skills and experience to deliver the outputs required.

Key Priority	Action proposed and targets set	Measurement	Progress during 2002/03
<p><b>Vacancy filling</b> 2.1 ensure quicker and easier recruitment and vacancy filling.</p>	<ul style="list-style-type: none"> <li>● PD and D/Ds will continue to work jointly to simplify and speed up recruitment processes to achieve greatest permissible reduction in time to take up post (target: to identify further potential reductions.</li> </ul>	<ul style="list-style-type: none"> <li>● Additional potential reductions in recruitment targets are identified.</li> <li>● New arrangements developed, supported and accepted by stakeholders.</li> </ul>	<p>Extensive use of website and direct management of advertisements, interviews, decisions has cut typical times for Discipline Specialist from advert to take up duty from 6-9 to 3-6 months. Similar for local recruitment of Band 6s with shorter time scale.</p> <p>Arrangements to make use of annual performance records for post filling purposes were developed and piloted as planned. The evaluation recommended further piloting to test proposed arrangements. This will take place during the 2003/04 reporting year as part of an extended pilot.</p> <p>Work continued during the year between to successfully simplify and speed up processes which included the launch of on-line recruitment allowing applicants to download vacancy application packs and apply on-line through HSE's websites; a move to CV based applications (replacing full application form for some hard to fill vacancies); and compressing the time between advert close</p>

	<ul style="list-style-type: none"> <li>● Develop arrangements for the introduction of promotion panels for internal vacancy filling. Pilot panel for Band 6 and Band 5 in Bootle and London HQs from October 2002.</li> <li>● PD and D/Ds will work jointly to cut the average time to fill internal vacancies (300 posts per year: 90% of results announced within 9 weeks of advert).</li> <li>● PD &amp; D/Ds will work jointly to ensure staff have the appropriate level of security clearance for their post.</li> </ul>	<ul style="list-style-type: none"> <li>● Pilot panel evaluated by March 2003.</li> <li>● Recruitment targets are achieved.</li> <li>● Vacancy filling targets achieved.</li> </ul>	<p>date, sifting and interviewing. Success was measured against the successful filling of some posts that had not been filled for a number of years.</p> <p>Band 5 pilot panel successfully introduced with 135 staff interviewed in November and results announced in December with 39 staff placed on a waiting list (31 in Bootle and 8 in Rose Court). Following the slowdown in internal vacancies from mid-year and the minimal call off from the Band 5 waiting list, the process will now be evaluated in 03/04.</p> <p>External recruitment targets met. However, the downturn in external recruitment has not allowed for measurement of improvements following implementation of simplified processes described above. Internal vacancy filling targets achieved with the time to announce results from advert reduced by one week (96% of results announced within eight weeks of advert). All vacancies are advertised with the appropriate security and nationality requirements.</p> <p>HSE has effective and appropriate procedures for arranging security clearance for staff.</p>
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<p><b>Staff development and training</b></p> <p>2.2 ensure better-trained and supported managers.</p>	<ul style="list-style-type: none"> <li>● All staff will have a development action plan (DAP) agreed with their line manager.</li> <li>● Everyone who needs to will be able to attend 'Essential Training for Managers' (ETM) modules.</li> </ul>	<ul style="list-style-type: none"> <li>● DAPs prepared to agreed quality standards.</li> <li>● Targets for training managers achieved and effectiveness evaluated.</li> </ul>	<p>An alternative to the DAP process was tested as part of the pilot of new performance management arrangements. This established that pilot participants wanted regular contact and supportive discussions with their line manager. The extended pilot of the performance management arrangements will be used to highlight the purpose of a revised core framework to support and inform these discussions, based on personal development objectives being included in performance agreements (PAs) or DAPs.</p> <p>95 ETM courses run covering all 11 modules and delivering training to a total of 865 staff (some of these staff will have attended a number of modules).</p>
<p>2.3 help and encourage staff to develop and use their skills.</p>	<ul style="list-style-type: none"> <li>● Modify the new performance management system to link development with reward by 2002/03.</li> </ul>	<ul style="list-style-type: none"> <li>● Reward system in place, effectiveness measured and corporate IiP status achieved.</li> </ul>	<p>Arrangements to incorporate development objectives as part of the criteria were developed and piloted as planned. The pilot and subsequent evaluation of the exercise indicated that refinements to the systems should be 2004.</p>

<p>2.4 Bring on talent.</p>	<ul style="list-style-type: none"> <li>● A new training and development strategy to focus spend (£6m pa) better on business needs and longer term developments will be implemented in 2002/03 and progress evaluated by the Board in October 2003.</li> <li>● Training provision to support individual development, IT skills and regulatory knowledge in place; and</li> <li>● a strategy to bring e-learning benefits to training provision will be developed with practical guidance to implement.</li> <li>● Increase interchange postings by 50% to deliver benefits to HSE Priority programmes.</li> </ul>	<ul style="list-style-type: none"> <li>● New training and development strategy implemented and Essential Training for Managers Modules evaluated.</li> <li>● E-learning strategy agreed.</li> <li>● Targets for interchange posting and targets for SPATS participants met.</li> <li>● Success criteria specified to be evaluated.</li> </ul>	<p>A new training and development strategy was agreed by the HSE Board and is in place.</p> <p>ETM evaluation - evaluation sheets completed by delegates provide a generally good level of satisfaction with these courses. Evaluation carried out by the Industrial Society highlighted areas such as prior training, managing at a distance and line management support for further investigation.</p> <p>E-learning - scope of strategy has been agreed. Strategy, practicalities and guidance to be developed as part of pilot IT e-learning package.</p> <p>UK Loans / secondments = 28 (10 in 18 out). HSE has been more successful this year in attracting loans into the organisation, although we still export more people to OGDs. This activity continues to appeal to staff at Band 2 and above with limited success at Band 5 level. Overseas secondments = 14 (4 in and 10 out). The pace of overseas secondments has slowed this year due to the stringent application of</p>
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<p>2.5 Provide stronger and more honest performance management.</p>	<ul style="list-style-type: none"> <li>● increase number of Senior Professional Administration Training Scheme (SPATS) participants from 2 each year.</li> <li>● Pilot new system for performance management in April - October, evaluate and prepare for implementation from April 2003.</li> </ul>	<ul style="list-style-type: none"> <li>● Pilot meets success criteria and Board and HSE Trade Unions agree implementation.</li> </ul>	<p>business case criteria. In the year there were secondments out to the USA and European countries. We had successes on the Stagiaire and Detached National Experts schemes. In addition 4 people were seconded into HSE from France, Japan and Australia and USA. Overall this activity has contributed to HSE's high profile in the European and International arena.</p> <p>8 HSE members of staff began the SPATS scheme during the period.</p> <p>The pilot took place as planned. The evaluation found that the performance appraisal aspect was an improvement on the current system. However, full implementation did not take place as planned from April 2003 - the progress reports above (re the HPA and post filling aspects of the pilot) refer.</p>
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### 3. Manage information, knowledge and experience:

**Information management:** HSE has considerable information resources which must be effectively managed and applied to support the delivery of the Strategic Plan. To help achieve its business objectives HSE must also implement the Freedom of Information Act (FOI) and manage its information in a way that is open and accessible.

**Knowledge management:** HSE's reputation hangs on the knowledge (expertise and experience) of all its staff. We must manage our information resources better, recognise (and reward) knowledge sharing and develop and communicate good practices about what works well in HSE.

**Information technology and information services:** electronic systems can help HSE meet strategic objectives to provide information and advice and to share knowledge. They can also help to improve customer services and meet e-Government targets. HSE has recently entered into a new partnership with an IT services provider which can significantly support business change including how our information and IT services will develop. HSE's effectiveness also relies on providing key information and publicity services which are efficient and responsive to customer needs.

#### Information security:

HSE's reputation relies on maintaining confidentiality, integrity and availability of all its information. Ministers have asked that all Government Departments achieve compliance with the International Standard (ISO 17799) on Information Security Management by December 2003.

Key Priority	Action proposed and targets set	Measurement	Progress during 2002/03
<p><b>Information management</b> 3.1 improve information management and records management in line with Freedom of Information Act requirements and E-Government targets.</p>	<ul style="list-style-type: none"> <li>● Establish an effective record keeping infrastructure by summer 2002.</li> </ul>	<ul style="list-style-type: none"> <li>● Record keeping infrastructure in place and operative by due date and to acceptable cost and quality standards.</li> </ul>	<p>Effective paper record keeping infrastructure now established and operational. Service Level Agreements (SLA) in place. All HSE records consolidated to Central Records Unit.</p> <p>HSE is developing its e-communications with LAs. To manage the information collated from LAs to produce the local authority prosecutions database more effectively, an electronic Prosecution proforma pack has been set up on the LAU closed website. The pack comprises an e-proforma and guidance on how to fill this form in. To collect this data, a separate</p>

	<ul style="list-style-type: none"> <li>● meet modernising Government, electronic records management targets by December 2003;</li> <li>● deliver a records management system able to retain our current corporate information base and contribute to evidence based policy making by December 2003;</li> <li>● develop and deliver staff education and training to ensure understanding at all levels of the importance of records and record keeping infrastructure by December 2003;</li> <li>● improve functionality and content of electronic staff directory (eg staff photo's, organisation charts, staff skills and experience pages);</li> </ul>	<p>Modernising Government electronic records management targets met.</p> <ul style="list-style-type: none"> <li>● Records management system meets acceptable cost, and quality standards.</li> <li>● Staff trained to required standards on time.</li> </ul>	<p>'stand-alone' e-mail account has been set up. The data returned from LAs is converted into a spreadsheet.</p> <p>Work has started to manage documents and records electronically. Strategic outline business case for Electronic Data Records Management accepted and funding for 2003/04 granted, when pilot arrangements will be tested.</p> <p>Work in progress to test systems. Corporate File Plan to the National Archive* Standards, is in draft form for consultation. HSE Thesaurus agreed and accepted. * The Public Records Office is now known as 'The National Archive'.</p> <p>Relates to MSHQ move in 2005. HSE model for records management in MSHQ has been established to provide standard. Record keeping infrastructure is being developed, as is guidance and associated training for staff.</p> <p>Following evaluation improved functionality has been gained by enabling staff photographs, their staff skills and experience and, organisation charts to be available within the Staff Directory.</p>
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<p>3.2 Implement the Freedom of information Act (FOI) within HSE and maintain compliance with Data Protection Act (DPA) and the Code of Practice on Access to Government Information (OG code).</p>	<ul style="list-style-type: none"> <li>● convert all internal paper forms to interactive intelligent forms accessible to all staff by 31 December 2002; and</li> <li>● deliver a complete programme of electronic forms for statutory notifications by 2005 and electronic records and information security by end of 2003.</li> <li>● Achieve compliance with FOI Act publication scheme requirement by November 2002; and</li> <li>● Ensure continued compliance with the OG Code, FOI and the DPA, in accordance with HSC/E's openness policy.</li> </ul>	<ul style="list-style-type: none"> <li>● Information Commissioner approves HSC/E publication scheme and OG Code, DPA and HSC/E policy maintained.</li> <li>● No adverse assessments from the Information Commissioner (IC) on DPA and no adverse rulings from the Parliamentary Commissioner for Administration (PCA) on the Open Government (OG) Code.</li> </ul>	<p>Phase 1 of the project was completed during the year, as scheduled. Staff can now conduct most transactions with e-forms. Work with HSE's IT contractor has now started on Phase 2 of the project. Phase two of the project will be completed in 2003/04.</p> <p>The project is on track to meet these timescales. The public can now complete key statutory notifications on the web and transmit to HSE by e-mail. The information security compliance project was taken forward and is due to complete by Dec 2003.</p> <p>HSE's Publications Scheme approved by the Information Commissioner in preparation for FOI.</p> <p>No adverse assessments or rulings received.</p>
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<p><b>Knowledge management</b> 3.3 utilise knowledge held in HSE, enable the creation of new knowledge and apply this to Business Objectives.</p>	<ul style="list-style-type: none"> <li>● Report to HSC and Lord Chancellor annually on openness and data protection activity.</li> <li>● Use HSE's 'All Round Knowledge' (ARK) system to become a full and active member of the Whitehall Knowledge Network.</li> <li>● Continue to examine new and innovative ways of sharing knowledge, eg storytelling, intranet knowledge management discussion forum etc.</li> <li>● Explore development and use of science networks with HSE and beyond to maximise the effective use of scientific knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>● Reports provided to acceptable time, cost and quality standards.</li> <li>● Models of new ways of sharing knowledge piloted and those rolled out across HSE are evaluated.</li> <li>● User specification prepared to acceptable time cost and quality standards.</li> <li>● Advisory groups and science networks in place and functioning at acceptable cost and quality standards.</li> </ul>	<p>Provision of reports achieved.</p> <p>During 2002/03 HSE liaised with the Office of E-envoy to link the ARK system to the Whitehall Knowledge Network; we expect this to take place during summer 2003.</p> <p>A new Knowledge Management Section was established towards the end of 2002/03 tasked with developing a Knowledge Management Strategy for HSE.</p> <p>HSE has established corporate science and engineering topic groups whose role is to look ahead at science risks and identify those which should have priority in health and safety terms. In support of this, and to help the exchange of information and knowledge between individuals and groups addressing common issues, the intention is to set up Internet 'communities of practice' (both internal and external to HSE). Suitable software is being piloted with the intention of general application in 2003/04.</p>
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<p><b>Information technology and information services</b> 3.4 implement the REFIT programme.</p>	<ul style="list-style-type: none"> <li>● Specify and pilot an IT based model for engaging stakeholder in 2002.</li> <li>● Develop the work to manage the longer-term business relationship between HSE and the REFIT Partners, including producing a code of conduct by October 2003.</li> <li>● Take forward key projects to improve HSE's business systems by applying IT, including the upgrade of resource accounting systems, operational systems and electronic records management.</li> </ul>	<ul style="list-style-type: none"> <li>● Partnership in Action Project implemented to acceptable cost, time and quality standards.</li> <li>● Key projects implemented to acceptable cost, time and quality standards.</li> </ul>	<p>HSE has reviewed existing and planned IT applications and considered their suitability for modernising, widening and improving HSC/Es interface with both intermediaries and the wider Stakeholder community. The resulting model offers the additional specific benefit of assisting in consultation as well as the more general aim of improving Stakeholder Engagement.</p> <p>The functions of the partnership fora have been established and work has started to fund major new work using the REFIT arrangements.</p> <p>Projects have been progressing in all areas.</p>
<p>3.5 Effective communications.</p>	<ul style="list-style-type: none"> <li>● Implement and manage effective internal and external web services; and</li> </ul>	<ul style="list-style-type: none"> <li>● New services developed to stakeholder specifications and implemented to agreed time, cost and quality standards.</li> </ul>	<p>A range of projects was completed to agreed specifications and costs during the year enhancing the internal and external web services. These include a reorganisation of the HSE website by industries and topics.</p>

<p><b>Information Security</b> 3.6 Maintain confidentiality, integrity and availability of information.</p>	<ul style="list-style-type: none"> <li>● provide HSE with an integrated communications strategy built on the RHS priorities, and engaging stakeholders.</li> <li>● Establish a formal project to lead the attainment of compliance to ISO 17799 by December 2003;</li> <li>● security policies reviewed and revised;</li> <li>● IT security policies reviewed and revised by HSE and REFIT partner; and</li> <li>● business continuity management reviewed and revised.</li> </ul>	<ul style="list-style-type: none"> <li>● Communications strategy developed and implemented to acceptable quality standards, costs and timescale.</li> <li>● HSE declared Information Security Management System audited for compliance.</li> <li>● All policies and practices implemented and used by all D/Ds.</li> <li>● All policies and practices implemented and used by all D/Ds.</li> <li>● Business continuity and disaster recovery plans in place and regularly tested.</li> </ul>	<p>A Communications Steering Group, which is a subset of the HSE Board, has been established to advise on the strategic approach to be taken in HSE's external communications.</p> <p>The ISO17799 project has been established, but the audit for compliance is not due until late 2003.</p> <p>Information Security Management System (ISMS) scope agreed and scoping document produced Information Security Policy Statement produced. Information Security Forum established to provide direction and management for security initiatives. Document and information security guidance reviewed; revised guidance drafted. Security intranet site established for all security information and guidance material Statement of applicability in preparation.</p> <p>IT security policies have been reviewed and reissued on HSE's Intranet.</p> <p>Business continuity management review progressing. Work has started to enhance our work on disaster recovery.</p>
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#### 4. Secure better business planning and better business management:

Our stakeholders have an expectation that we deliver outputs and outcomes which meet their needs effectively and efficiently, that we provide value for money and that we continuously improve the way we work. This requires improvements in the way we plan our business and the way we deliver our services.

Better business planning also requires us to be better at managing corporate risks in line with Central Government recommendations.

Key Priority	Action proposed and targets set	Measurement	Progress during 2002/03
<p>4.1 To achieve continuous business improvement (BI) through the application of appropriate business techniques to all our plans and practices.</p>	<ul style="list-style-type: none"> <li>● Maintain an active network of well informed business improvement contacts throughout HSE to stimulate continuous improvement;</li> <li>● identify cross-cutting business improvement priorities and opportunities, which have a strategic impact, to supplement D/D initiatives.</li> <li>● Exploit the enhanced opportunities for business improvement that the REFIT IS partnership offers;</li> <li>● apply the principles of HSE's quality framework to HSE's business;</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence in BI plan that all parts of HSE are involved in continuous improvement.</li> <li>● Senior level sponsorship of two cross-cutting BI initiatives each year.</li> <li>● Evidence of increasing use of the REFIT partners 'client-advisory service' to identify and exploit IT-enabled improvements.</li> <li>● Quality principles are evident in all HSE does.</li> </ul>	<p>Directorate based contacts were maintained, with the development of directorate account management in BEU. Reviews were conducted of field support and teleconferencing.</p> <p>Other cross cutting reviews were identified in the corporate support review, to be taken forward in 2003/04.</p> <p>The CAS service has been used to identify how FOD can minimise the bureaucratic burdens placed on front line staff, to improve project and programme management, and contributed to the change in HSE projects.</p> <p>HSE remains committed to quality but decided during this year that it was best secured as a component of a wider management system.</p>

	<ul style="list-style-type: none"> <li>● review the effectiveness of the existing quality framework selected Quality Management Systems and update accordingly;</li> <li>● implement recommendations arising from specific reviews (eg Corporate Services Review);</li> <li>● seek to secure maximum value from the procurements HSE undertakes; and</li> <li>● refine planning and reporting systems to ensure they are fit for purpose and not burdensome to D/D.</li> </ul>	<ul style="list-style-type: none"> <li>● Evidence that quality statements make a real difference to the quality of our outcomes.</li> <li>● Reviews completed and recommendations implemented.</li> <li>● Gains in procurement and transaction costs.</li> <li>● Planning system reviewed in line with Business planning principles.</li> </ul>	<p>Consistent with the philosophy of quality being a component of a wider management system the Quality Forum – part of the previous quality infrastructure - has been disbanded with quality responsibilities now embedded in normal management responsibilities.</p> <p>HSE's RPD devised a three year plan of those recommendations it could deliver domestically without Board approval and has implemented many of them this year. Potential for savings outside RPD was examined in a second phase of CSR which reported to the Board in March 2003.</p> <p>HSE has drafted guidance and implemented the Office of Government Commerce Value for Money initiative across HSE to quantify annual gains from procurement activity. The HSE annual return shows a VFM saving of £6.5m from a spend of £58.9m (11%).</p> <p>HSE has further refined the systems and built on the improvements made during 2001/02.</p>
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	<ul style="list-style-type: none"> <li>● Continue to deliver 3% efficiency gain year on year and a maximum of 8% of HSE payroll cost to be spent on central service functions.</li> </ul>	<ul style="list-style-type: none"> <li>● Targets for efficiency gains and expenditure on central services met.</li> </ul>	<p>As outlined in the main section on Business Improvement this target was achieved. There has been good progress with the Continuous Improvement Programme in the following key areas; A Strategic Plan has been produced and Stakeholders 'views' canvassed. Progress has been made on the development of OPMs for outcome measures, work on the development of a Stakeholder Strategy has been progressing well. Payroll costs for central service functions continue to be provided within the 8% target.</p>
<p>4.2 Implementation of HSE's strategy for business risk management.</p>	<ul style="list-style-type: none"> <li>● Analysis of risks identified by Board in detail and review of control mechanisms;</li> <li>● report to Board on results July 2002); and</li> <li>● implementation and testing of any further control mechanisms needed before end of 2002/03.</li> </ul>	<ul style="list-style-type: none"> <li>● Director General in position to sign full Statement of Internal Control in 2003\04 accounts.</li> </ul>	<p>At its meeting on 2 October 2002 the Board agreed a high level risk register. This set out six generic risks and a 'risk owner' was identified for each. The six generic risks were analysed into 24 more specific risks and control systems for each identified. Work is on going to check the effectiveness of these controls and whether they are appropriate.</p>
<p>4.3 To complete and implement the e-Government strategy.</p>	<ul style="list-style-type: none"> <li>● Prepare an e-Government strategy which meets customer needs and delivers business benefits;</li> </ul>	<ul style="list-style-type: none"> <li>● Projects completed to agreed cost, time and quality standards.</li> </ul>	<p>The e-Government strategy has been completed and agreed.</p>

<p>4.4 To integrate science and innovation with policy and operational services.</p>	<ul style="list-style-type: none"> <li>● make contributions to DTLR e-business strategy in January 2002 and July 2002 and every six months thereafter;</li> <li>● complete and publish the initial HSE e-business strategy by April 2002.</li> <li>● realign research and support procurement and management systems with the Strategic Plan to ensure best fit to HSE business needs (to timetable agreed with Board in October 2001); and</li> <li>● deliver efficiency gains from the introduction of new research management systems.</li> <li>● Arrange suitable training to secure effective implementation of the quality statement on scientific advice and policy making.</li> </ul>	<ul style="list-style-type: none"> <li>● New management structures in place to timetable and acceptable standards.</li> <li>● Efficiency gains achieved.</li> <li>● Courses delivered to agreed quality standards and costs.</li> </ul>	<p>Following DWP taking over sponsorship of HSC/E and changes in Government project management to be managed by the Office of Government Commerce, new arrangements are being developed.</p> <p>As our [first] e-business strategy is to be a component of our wider IS Strategy – which was being reviewed and updated at the end of the year - the e-business strategy was published internally only. A composite strategy will be produced in 2003/04.</p> <p>New Science and Innovation systems are in place and work on finalising the science and innovation Strategic Plan is ongoing.</p> <p>Dedicated Project Officers are in place and new research work is being managed by them.</p> <p>Review of support work commenced July 2003.</p> <p>Training for all new project officers and science and innovation administrators has been undertaken. HSE Quality Statement for the implementation of DTI/OST's Guidelines 2000 and training initiatives for specialist inspectors and policy staff under review.</p>
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4.5 To develop a Statistics Strategy and apply it to policy and operational services.

- Progressively enhance the extent to which HSE's statistical databases are available on the Internet and can be interrogated by users inside and outside HSE. Some functionality will be in place by September 2002.

- Projects completed to agreed cost, time and quality standards.

A statistical strategy is being developed by the Statistics and Information Board, building on an analysis of HSE's business needs for statistics. The primary route for publication of statistical material is now the web, and PDF and spreadsheet versions of statistical tables are provided throughout.

4.6 Evaluate what works and to apply lessons learned.

- All projects satisfying criteria will have evaluation and monitoring arrangements built in from an early stage.

- Evaluation plans will be checked to ensure arrangements are in place.

The volume of evaluation has risen over the last year. HSE has been looking closely at what is covered during evaluation. One element that has been strengthened is to ensure that policy is based on sound evidence.

## ANNEX 2 END YEAR OPERATIONAL OUTPUTS AND PERFORMANCE REPORT

The following table provides information on HSE's key operational outputs and performance measures for 2002/03.

<b>KEY OUTPUTS AND PERFORMANCE</b>			
<b>for 2002/03</b>	<b>Profile</b>	<b>Outturn</b>	<b>Variance</b>
<b>Regulatory contacts</b>	198 674	218 574	19 900
<b>Preventive Inspections</b>	80 502	84 234	3 732
<b>Number of incidents investigated</b>	18 044	11 251	(6 793)
<b>% of incidents investigated</b>	8.2%	7.9%	(0.3%)
<b>Number of complaints investigated</b>	23 845	23 473	(372)
<b>% of complaints investigated</b>	87.0%	85%	(2%)
<b>Number of safety cases processed</b>	791	545	246

### *Regulatory contacts*

The final outturn for numbers of regulatory contacts is 10% above profile. In HSE's Field Operations Directorate (the main contributor), the final outturns for both inspection and regulatory contacts were above profile. From 2003/4 this OPM will no longer be reported externally, rather we will report on how efficiently we allocate front line operational resource to our priorities against our plans. However numbers of regulatory contacts will continue to be used as an internal management information stream.

### *Investigating incidents and complaints*

The final outturn for % of incidents investigated was 7.9% (0.3 percentage points below the end year target of 8.2%), this is partly explained by a change in the picture of incidents reported. We are confident that those incidents that meet our incident selection criteria have been investigated. From 2003/4 this OPM will be replaced with a target to investigate 95% of incidents that meet our published investigation criteria. The final outturn for the % of complaints investigated was 85% (2% percentage points below the end year target).

### *Safety cases*

The final number of safety cases processed is below the expected profile. This is because it has been necessary to return many cases to duty holders for further action and these will be carried over into 2003/04. With safety cases being returned it has been possible to divert this resource to regulatory contacts; this contributed to the higher outturn on contacts for our Major Hazards Directorates.

**HSC/E Mission: To ensure that risks to people's health and safety from work activities are properly controlled**  
**Contextual indicators (the environment in which HSE carries out its work)**

Updated fatal and major injury rate per 100 000 workers: 261.6 (2000/01); 268.9 (2001/02, provisional)

<b>Output and performance measures</b>	<b>Plan</b>	<b>Outturn</b>
<b>MAJOR HAZARDS</b>		
Number of safety cases/reports and nuclear licence actions considered and processed	812	545
% safety cases/reports and nuclear licence actions processed to time	88%	68.4%
<b>COMPLIANCE</b>		
Number of regulatory contacts, including inspections and investigations, made with employers and duty holders	206 000	218 574
Number of incidents/complaints investigated	41 500	34 724
% Complaints (about work activities) investigated (provisional) <sup>1</sup>	87%	85%
% Reported events (incidents) investigated	8.2%	7.9%
% High hazard/risk workplaces receiving annual site regulatory contact	100	97.4%
% Inspector time on site/contact and related activities (as a proportion of total time available)	80%	76.4%
<b>MANDATORY ACTIVITIES</b>		
Sets of regulations, ACOPS, Consultative Documents and new guidance documents introduced <sup>2</sup>	67	Not collected
% sets of regulations, ACOPs, Consultative Documents and guidance documents introduced to time	90	Not collected
<b>Provide information and advice</b>		
Number of publicity products purchased or accessed (including electronic) millions	45.7m	68.8m
Number of publicity products made available	23 129	38 233
Number of enquiries dealt with	No target set	263 494
% Infoline calls answered within 15 seconds	80	81
% public enquiries responded to within ten days	100	100
Implement risk and technical policy projects	80	53
% of research projects to be let through competition or collaboration	55-65	65
<b>Operate statutory schemes</b>		
Providing regulatory services, eg issuing exemptions, statutory certificates	4501	2383
% Service products (statutory certificates etc) processed to time	95	100%
<b>Management of HSE</b>		
Efficiency gains (cash and productivity) as % of total running costs	3.0	6.1%
% staff payroll costs devoted to central services, eg personnel, planning, finance	8.0	7%

<sup>1</sup> The end year outturn for Numbers of complaints followed up is provisional.

<sup>2</sup> Following an agreement between PEFD and Policy Directorates, the OPM for sets of regulations ACoPs, Consultative Documents and new guidance introduced was not collected for 2002/03.

# ANNEX 3 LEGISLATIVE TIMETABLE: EUROPEAN PROJECTS

All projects and projected milestones in this timetable are subject to the results of consultation and, where applicable, the adoption of the relevant European Directives.

Title of project/directive	Action planned	Progress made during 2002/03
<p><b>Chemical agents</b> Carcinogens Directive 1999/38 2nd amendment.</p>	<p><b>Directive to be implemented by amending COSHH2002.</b></p>	<p>Consultative Document published on 10 October 2002. COSHH (Amendment) Regulations 2003 approved by HSC on 11 March 2003 and came into force on 29 April 2003.</p>
<p>Chemical Agents Directive 98/24/EC (CAD).</p>	<p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Consultative Document to be issues September 2002.</li> <li>● <b>Regulations to be submitted March 2003.</b></li> <li>● Safety requirements to be implemented with ATEX (Explosive Atmosphere Directive 1999/92/EC.</li> <li>● Health requirements to be implemented through replacement COSHH (Control of Substances Hazardous to Health Regulations 1999), Lead Regulations 1998 and Control of Asbestos at Work Regulations 1987.</li> </ul>	<p>Safety requirements implemented by Dangerous Substances and Explosive Atmospheres Regulations 2002 in December 2002. Health requirements implemented by the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the Control of Lead at Work Regulations (CLAW) 2002 and the Control of Asbestos at Work Regulations (CAW) 2002 (apart from Regulations 4 and 20,already announced by Ministers) which came into force on 21 November 2002, and replace the COSHH Regulations 1999, CLAW Regulations 1998 and the CAW Regulations 1987.</p>
<p>First indicative Occupational Exposure Limit Value Directive 00/39/EC.</p>	<p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Regulations to be submitted summer 2002.</li> <li>● This directive has been implemented within GB &amp; Northern Ireland through Publication of EH40/2002. Implementation in Gibraltar is still pending and HSE is consulting with Gibraltar on a suitable legislative vehicle.</li> </ul>	<p>This directive was implemented in Gibraltar in March 2002.</p>
	<p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Gibraltar Regulations must be made by 1 March 2002.</li> </ul>	

<p>Draft 2nd Indicative Occupational Exposure Limit Value Directive.</p>	<ul style="list-style-type: none"> <li>● This draft directive will introduce occupational exposure limits to be agreed by the EU and will be implemented through amendment /revisions to EH40 following consultation.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Vote on technical progress expected before summer 2002.</li> </ul>	<p>This draft directive concluded negotiations through the EC's ad hoc group on chemical policies in the workplace (AHG) in April 2003. The AHG's draft opinion was submitted and adopted to the Luxembourg Advisory Committee in May.</p> <p>Vote on technical progress successfully delayed; now likely for autumn 2003.</p>
<p>Dangerous Preparations Directive 1999/45/EC and 1st Adaptation to Technical Progress (ATP) 2001/60/EC. Safety Data Sheets Directive 2001/58/EC 2nd amendment; and Dangerous Substances Directive 2001/59/EC 28th ATP. Dangerous Substances Directive 29th ATP.</p>	<ul style="list-style-type: none"> <li>● Most requirements are to be implemented through revised and consolidated CHIP (Chemical (Hazard Information and Packaging for Supply) Regulations including a new Approved Supply List (ASL), Approved Classification and Labelling Guide and Revised Safety Data Sheets ACOP. A CD was published summer 2001.</li> <li>● The 29th ATP to the Dangerous Substances Directive is still under discussion but publication is not likely until late 2003/4 at the earliest.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Regulations to be submitted spring 2002.</li> </ul>	<p>New CHIP Regulations introduced July 2002 (within EU deadline). All relevant directives implemented.</p> <p>Directive still awaited August 2003.</p> <p>Regulations submitted summer 2002.</p>
<p>Asbestos: EU proposals to amend the Worker Protection Directive 83/477/EEC.</p>	<ul style="list-style-type: none"> <li>● Proposal was adopted July 2001 and is now under discussion in European Council. Spanish Presidency is keen to progress the proposal.</li> </ul>	<p>Regulations submitted summer 2002.</p> <p>Directive adopted 27 March 2003 and published in the official journal on 15 April 2003. UK Regulations to implement the Directive must be in place by 15 April 2006.</p>
<p>EC Regulation on the Import and Export of Dangerous Chemicals.</p>	<ul style="list-style-type: none"> <li>● Proposed EC regulation to introduce enhanced measures to inform non-EU countries about the dangers of exported chemicals. To replace the current Regulation. This proposal will implement the Rotterdam Convention on Prior Informed Consent (PIC).</li> </ul>	<p>The Presidency was able to fast track this dossier following successful negotiations in the Working Group. Regulation 304/2003 was adopted on 19 December 02 and came into force on the 7 March 03. The UK enforcement regulations SI 2415 must be updated to enable the enforcement provisions of the new Regulation.</p>

<p>Proposal to amend the EU Marketing and Use Directive.</p>	<p><b>Milestones set</b> Commission due to publish draft in spring 2002.</p> <ul style="list-style-type: none"> <li>● Amendment in relation to the marketing and use of azodyes, adoption is expected mid 2002.</li> <li>● Amendment restricting the level of chromium VI cement.</li> </ul>	<p>Azodyes amendment adopted 11 September 2002. DTI responsible for UK implementation by 11 September 2003.</p> <p>Cement amendment adopted on 18 June 2003 and published in the official journal on 17 July 2003. UK implementation by 17 July 2004.</p>
<p>Proposals for EU Chemicals Strategy.</p>	<ul style="list-style-type: none"> <li>● EU White paper is expected summer 2002.</li> </ul>	<p>Full proposals for legislation to implement the published White Paper are still awaited.</p>
<p><b>Physical Agents</b> Proposal for a European Parliament and Council Directive on Physical Agents (Vibration).</p>	<ul style="list-style-type: none"> <li>● This is likely to be adopted in spring 2002.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● (if adopted in spring) Consultative Document to be published late 2003.</li> </ul>	<p>Vibration Directive came into force on 6 July 2002 with a 3-year transposition period. Work well under way to issue in summer 2003 Consultative Documents on implementing regulations and guidance.</p>
<p>Proposal for a European Parliament and Council Directive on Physical Agents (Noise).</p>	<ul style="list-style-type: none"> <li>● This is likely to be adopted in mid 2002 with and implementation date for mid 2005.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● (if adopted) a Consultative Document should be published in early 2004.</li> </ul>	<p>Noise Directive came into force on 15 February 2003, with a three-year transposition period. Expect to issue Consultative Document in spring 2004.</p>
<p><b>Rail transport</b> Interoperability of the trans-European conventional rail system (2001/16).</p>	<ul style="list-style-type: none"> <li>● Directive will be implemented by spring 2003, DTLR lead HSE will contribute.</li> <li>● Directive scheduled to be implemented spring 2003.</li> </ul>	<p>Implementation delayed.</p>
<p>Railways High Speed Interoperability Directive 1996/48.</p>	<ul style="list-style-type: none"> <li>● Directive to be implemented through Railways (interoperability) (high speed) Regulations 2002 (DTLR Lead, HSE will be contributing).</li> </ul>	<p>Now expected to be implemented 1st half of 2004.</p> <p>Regulations came into force 16 May 2002. The Railway (Interoperability) (High Speed ) Regulations 2002 - S12002 No. 1166.</p>

<p><b>Transport of dangerous goods</b> Amendment to the UN model regulations on the transport of dangerous goods.</p>	<p><b>Milestones set</b> Regulations to be implemented by spring 2002.</p> <ul style="list-style-type: none"> <li>● DfT Lead, negotiations are expected to be completed during 2002.</li> </ul>	<p>Completed. 13th revised edition published in August 2003.</p>
<p>Transport of Dangerous Goods by Road Commission Directive 2001/7 adapting for the third time Council Directive 94/55/EC. Transport of Dangerous Goods by Rail Commission Directive adapting for the third time Council Directive 96/49/EC.</p>	<ul style="list-style-type: none"> <li>● Current Transport of Dangerous Goods Regulations and approved documents will be replaced by a single set of regulations implementing all requirements.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● CD to be published summer 2002.</li> </ul> <p>Regulations must be made by 1 January 2003.</p>	<p>Unexpectedly complex range of legal issues has delayed implementation. Now rolling together 2003 amending directives with those of 2001 while completing full implementation of the Transportable Pressure Equipment Directive 1999/36/EC.</p> <p>CD published summer 2003 with implementation expected in March 2004. 14 sets of regulations will be revoked.</p>
<p>Transport of Class 7 (Radioactives) Dangerous Goods by Rail Commission Directive 2001/6 adapting for the third time Council Directive 96/49/EC.</p>	<ul style="list-style-type: none"> <li>● Current RAMRail Regulations will be replaced.</li> </ul> <p><b>Milestones set</b> Regulations should be in place April 2002.</p>	<p>The Packaging, Labelling and Carriage of Radioactive Material by Rail Regulations 2002 came into force on 2 September 2002.</p>
<p><b>Work equipment</b> Proposal for Third amendment to the Machinery Directive.</p> <p>Use of Work Equipment Directive (dealing with Temporary Work at heights) 2nd amendment.</p>	<ul style="list-style-type: none"> <li>● DTI lead, council agreement is expected late 2002.</li> <li>● To be implemented by July 2004 as a single set of Work at Heights Regulations.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Publish CD late in 2002.</li> </ul>	<p>Progress steady but slow. Agreed text expected during 2nd half of 2003.</p> <p>Publication delayed until summer 2003 as a result of extensive internal &amp; external consultation on drafting of regulations.</p>
<p><b>Major hazards</b> Pipelines Safety.</p>	<ul style="list-style-type: none"> <li>● A decision on a pipelines Directive is unlikely until after an EC amendment to the COMAH Regulations 1999 expected by the end of 2002.</li> </ul>	<p>Seveso amendment still ongoing.</p>

Proposal for an amendment to the SEVESO Directive (96/82/EC).	<ul style="list-style-type: none"> <li>The proposal is expected in 2002 and would require amendment to COMAH Regulations 1999.</li> </ul>	At second reading, adoption foreseen mid to late 2003.
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**LEGISLATIVE TIMETABLE: Domestic projects**

*All projects and projected milestones in this timetable are subject to the results of consultation.*

<b>Title of project/regulations</b>	<b>Action planned</b>	<b>Progress made during 2002/03</b>
Adventure Activities Regulations.	DfES expect to review legislation in 2002-03 (date not confirmed). HSE will provide advice to the Commission.	DfES issued CD (Triennial Review of Licensing) which closes 30 April 2003. HSE has advised the Commission who agreed their response at the HSC meeting of 8 April.
Control of Asbestos at Work Regulations (management of risk in workplace premises).	<ul style="list-style-type: none"> <li>To amend regulations and produce a New ACOP for the Management of Asbestos.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>Second Consultative Document published 2001.</li> <li>Regulations expected autumn 2002.</li> </ul>	The Control of Asbestos at Work Regulations 2002 were made on 24 October 2002. Most regulations came into force on 21 November 2002, apart from the duty to manage asbestos (21 May 2004) and the requirement for accreditation to analyse materials to identify asbestos (21 November 2004). The new duty to manage ACOP and two revised existing CAW ACOPs were published on 16 December 2002.
Construction (Design and Management) Regulations.	<ul style="list-style-type: none"> <li>To amend regulations and ACOP.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>HSE discussion document expected May 2002.</li> <li>Consultative Document to follow later in 2002/3; and</li> <li>revised regulations laid 2003/04.</li> </ul>	Discussion Document was published September 2002. This was much wider than originally planned, looking for levers to change the industry culture in a much more fundamental way than just changing the regulations.  Consultation Document to follow later in 2003.
Construction (Health, Safety and Welfare) Regulations 1996.	<ul style="list-style-type: none"> <li>To amend the regulations and ACOP.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>Consultative Document published 2002.</li> <li>New regulations laid 2003/4.</li> </ul>	This project has been combined with the Discussion Document on Construction (Design and Management) published September 2002.

<p>Control of Explosives Regulations 2001.</p>	<ul style="list-style-type: none"> <li>● New regulations to rationalise existing provisions.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Consultative Document published 2003.</li> <li>● New regulations laid 2003/4.</li> </ul>	<p>Work on COER delayed until work on the Manufacture and Storage of Explosives Regulations completed. CD now expected 2004.</p>
<p>Control of Major Accident Hazards Regulations 1999 (COMAH)</p>	<ul style="list-style-type: none"> <li>● Both sets of regulations to be amended to extend the cost recovery for emergency planning provisions.</li> </ul>	<p>Project returned to leading departments due to HSE concentration on core health and safety activities.</p>
<p>Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPPIR).</p>	<p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Consultative Document published mid 2002 with amendment regulations expected end of 2002.</li> </ul>	
<p>Control of Substances Hazardous to Health 1999.</p>	<ul style="list-style-type: none"> <li>● Amend provisions on biological agents and the supporting ACOP.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● ACOP to be submitted summer 2002 (in parallel with amended regulations.).</li> </ul>	<p>COSHH 2002 came into force on the 21 November 2002. Part of this work was to amend the biological agents provisions of COSHH. The main aim of the changes was to make it clear that COSHH applied to biological agents as well as chemicals. A new ACoP was also produced to support the changes made to the biological agents' provisions of COSHH.</p>
<p>Dangerous Goods in Harbour Areas Regulations.</p>	<ul style="list-style-type: none"> <li>● Regulations, ACOP and guidance to be amended in light of consultation exercise.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Regulations expected end of 2002.</li> </ul>	<p>The amending package was discussed at the HSC's Advisory Committee on Dangerous Substances in February 2003. Further proposals were put forward at this stage. Regulations to incorporate those amendments are now being considered and regulations are now expected to be implemented autumn 2003.</p>
<p>Docks Regulations.</p>	<ul style="list-style-type: none"> <li>● Regulations, ACOP and guidance in process of revision in consultation with the industry.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● CD on draft package expected early 2003.</li> </ul>	<p>HSE continues to progress the review of Docks Regulations and ACOP, but this has been delayed because of other priority work. The CD is now expected towards the end of 2003.</p>

<p>Duty to investigate workplace accidents, etc.</p>	<ul style="list-style-type: none"> <li>● Consideration of responses to recent consultation exercise.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● If appropriate, recommendations for new regulations will be made to Ministers in 2002/3.</li> </ul>	<p>HSC agreed to issue guidance in the first instance, to help employers understand how to investigate incidents so that they can learn from them and prevent injury and ill health in the future. The effectiveness of this approach will be assessed and if no improvement is observed regulation may be reconsidered.</p>
<p>Factories Act 1961; Offices, Shops and Railway Premises Act 1963.</p>	<ul style="list-style-type: none"> <li>● Consolidation and removal of remaining requirements where possible.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Issue CD in 2003.</li> <li>● Submit regulations in 2005.</li> </ul>	<p>Review of the Acts' extant provisions continues on an ad hoc basis. Some parts of the Factories Act and related regulations were removed by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR). Internal consultation has taken place on the potential removal of other sections and regulations as part of the planned review of the Workplace (Health, Safety and Welfare Regulations) 1992. This project is progressed as resources allow, with the current intention of completing the review and issuing a Discussion Document in 2003/04, issuing a Consultation Document in 2004/05 and submitting regulations in 2005.</p>
<p>First Aid at Work Regulations 1981.</p>	<ul style="list-style-type: none"> <li>● Research project to review and evaluate the legislation and guidance and to consider need for revisions.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Research project completed July 2002.</li> <li>● if appropriate Consultative Document to be published spring 2003.</li> </ul>	<p>The research project report was presented to HSE in September 2002 and published in January 2003. A cross-divisional project team, led by BWED intends to publish a Discussion Document in July 2003 and, if necessary, a Consultative Document with proposals for change in summer 2004.</p>
<p>Gas Safety (Management) Regulations 1996.</p>	<ul style="list-style-type: none"> <li>● Consultation on amending regulations.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Consultation exercise completed by autumn 2002.</li> </ul>	<p>Due to further competition initiatives in the gas market consultation on proposed amendments have been delayed. A draft CD is being prepared with a view to consultation towards the end of 2003.</p>

<p>Gas Safety (Installations and Use) Regulations 1998.</p>	<ul style="list-style-type: none"> <li>● Consultation on amending regulations and ACOP.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Consultation document expected spring 2002.</li> <li>● Regulations to be submitted autumn 2002 To be confirmed.</li> </ul>	<p>Due to further competition initiatives in the Gas Market consultation on proposed Amendments has been delayed. CD expected early 2004.</p>
<p>Health and Safety (Fees) Regulations 2002.</p>	<ul style="list-style-type: none"> <li>● Annual revision of fees to take account of inflation.</li> </ul> <p><b>Milestones set</b></p> <p>Regulations came into force on 2 April 2002.</p>	<p>Health and Safety (Fees) Regulations 2002 came into force on 2 April 2002.</p>
<p>Health and Safety (Miscellaneous Modifications) Regulations 2001.</p>	<ul style="list-style-type: none"> <li>● Clarify UK's implementation of the Workplace, Work Equipment, Personal Protective Equipment, Display Screen Equipment and Manual Handling Directives through amendments affecting relevant legislation.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Consultation period ends on 14 March 2002.</li> </ul>	<p>Consultation period ended on 1 February 2002. The regulations were introduced on time during the autumn of 2002 coming into effect on 17 September. The SI number is 2002/2174.</p>
<p>Ionising Radiations Amendment Regulations.</p>	<ul style="list-style-type: none"> <li>● Amend the Ionising Radiations Regulations 1999.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Consultative Document to be published early 2003.</li> </ul>	<p>Now expected to be published by the end of the year. Proposals are still being developed with external stakeholders.</p>
<p>Manufacture and Storage of Explosives Regulations.</p>	<ul style="list-style-type: none"> <li>● Revise legal requirements in new regulations.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Consultative Document to be published 2002.</li> <li>● New regulations expected 2003.</li> </ul>	<p>CD published March 2002.</p> <p>New regulations expected to be laid autumn 2003 to come into force early 2004.</p>

<p>Passive Smoking.</p>	<ul style="list-style-type: none"> <li>● Further consultation is underway with hospitality industry and small firms.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● No milestones agreed at present.</li> </ul>	<p>Government is currently looking at possible options to reduce the exposure of people to tobacco smoke at work and will announce conclusions in due course. Employers already have a duty under HSWA to protect the health of employees, including risks arising from passive smoking.</p>
<p>Pipelines Safety (Amendment) Regulations.</p>	<ul style="list-style-type: none"> <li>● Amend the Pipelines Safety Regulations 1996.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● CD Published June 2002.</li> <li>● Amending regulations to be laid end 2002.</li> </ul>	<p>Draft regulations with Minister, guidance to be published mid 2003.</p>
<p>Railway Safety Regulations.</p>	<ul style="list-style-type: none"> <li>● Development work following public inquiry report on several sets of regulations covering safety cases, train protection approvals, licensing and accreditation.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Current work will identify future outputs.</li> </ul>	<p>In discussion with stakeholders, a review of the Railways (Safety Case) Regulations, the Railways and Other Transport Systems (Approval of Works Plant and Equipment ) Regulations and the Railways (Safety Critical Works) Regulations is underway. A Discussion Document is planned for autumn 2003. The discussion document will also explain Lord Cullen's recommendations for the development of a licensing system for drivers and signallers and an accreditation system for suppliers of safety critical products and services. Publication of a CD will follow in June/July 2004.</p>
<p>Respirable Dust in Coal Mines.</p>	<ul style="list-style-type: none"> <li>● New regulations and ACOP.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● CD expected autumn 2002.</li> <li>● Regulations to be submitted 2003.</li> <li>● ACOP published 2003.</li> </ul>	<p>Difficulties encountered in finding a suitable personal dust sampler, this has delayed publication of the CD. Publication of CD now expected January 2004.</p>

<p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).</p>	<ul style="list-style-type: none"> <li>● Fundamental review of legislation aimed at simplification and greater effectiveness.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Commission research and issue DD in 2002/03.</li> <li>● Consider responses and issue CD 2003/04.</li> </ul>	<p>Work on the review has been delayed but preparatory work is now underway. Publication of a DD now expected in 2004 and a CD in 2005</p>
<p>Safety Representative and Safety Committees Regulations 1977 Health and Safety (Consultation with Employees) Regulations 1996.</p>	<ul style="list-style-type: none"> <li>● Draft CD and supporting guidance.</li> <li>● Consult stakeholders on emerging proposals.</li> <li>● put forward proposals to HSC.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Publication of CD expected summer 2002.</li> </ul>	<p>Proposals were considered at HSC's meeting in July 2003; further work is required before consultation which is now expected in early 2004.</p>
<p>Shipbuilding/Ship Repair Regulations.</p>	<ul style="list-style-type: none"> <li>● Revoke requirements superseded by CAD/ATEX and WAH Directives.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● DSEAR CD published 2002/3.</li> </ul>	<p>DSEAR are now in force, most of the remaining regulations are due to be revoked by WAH (summer 2003). SPDA is discussing with the Shipbuilding NIG whether the remaining ones may be revoked, ie they are no longer needed due to changes in working practices.</p>
<p>Substances that cause occupational asthma.</p>	<ul style="list-style-type: none"> <li>● Consultative Document issued 2000/2001. Asthma ACOP to be published with COSHH 2002.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● ACOP to be published summer 2002.</li> <li>● Asthma Action Plan to be published summer 2002.</li> </ul>	<p>ACoP published in December 2002 as Appendix 3 to main ACoP under COSHH 2002.</p> <p>Plan of actions published in February 2003 on HSE's asthma web pages at <a href="http://www.hse.gov.uk/asthma">www.hse.gov.uk/asthma</a> under Programme of Work.</p>
<p>Management of Health and Safety at Work and Fire Precautions (Workplace) (amendment) Regulations 2003.</p>	<ul style="list-style-type: none"> <li>● Undertake consultation.</li> <li>● Commission considers results of consultation.</li> <li>● Regulations to Minister.</li> </ul> <p><b>Milestones set</b></p> <ul style="list-style-type: none"> <li>● Regulations made in December 2002.</li> </ul>	<p>Consultation completed Summer 2003, Commission considered results October 2002. Regulatory proposals to Minister February 2003, regulations scheduled to come into force October 2003.</p>

Workplace (Health, Safety and Welfare) Regulations 1992.

- Issue amended regulations.

**Milestones set**

- Amending regulations  
Submitted Dec 2002 or Jan 2003.

The second five year Implementation Report to the EU is out for consultation which closes on 30 May 2003. Report will be ready to meet the deadline of 31 July 2003. The Workplace Review has been delayed, the CD is now expected August 2004.

## ANNEX 4 HSC ADVISORY COMMITTEES

The Health and Safety Commission has 15 Industry Advisory Committees and eight Subject Advisory Committees as listed below:

### *Industry Advisory Committees*

Adventure activities\*  
Agriculture  
Ceramics\*\*  
Construction  
Deep mined coal  
Foundries\*\*\*\*  
Health services  
Higher and Further Education  
Offshore  
Paper and board  
Printing  
Railways  
Rubber  
Schools Education  
Textiles

### *Subject Advisory Committees*

Dangerous substances  
Genetic modification  
Ionising radiations\*\*\*  
Occupational health  
Nuclear safety  
Toxic substances  
Biocides Consultative Committee

### *Other Committees*

Health and Safety  
Executive and local  
authorities Enforcement  
Liaison Committee  
(HELA)

*\*The Adventure Activities Advisory Committee did not meet the criteria laid down for HSC Advisory Committees status and a decision was made in April 2003 not to reconstitute it. Former members are currently considering options for setting up an Adventure Activities Industry Liaison Committee.*

*\*\*The Ceramics Industry Advisory Committee has de-coupled from the HSC's Advisory Committee arrangements. Its successor – a voluntary, tripartite body 'CHARGE' (Ceramics, Heavy clay, Refractories, and Glass industries joint health and safety Advisory Committee) has been established to take forward the RHS agenda in member industries.*

*\*\*\*The Ionising Radiations Advisory Committee's second term expired at the end of June 2002, with no major items of work outstanding. Reconstitution was not appropriate, in the light of the HSC's review of its own ways of working and the lack of a substantial work programme over the next few years. HSE is setting up the Ionising Radiations Health and Safety Forum to replace IRAC and to maintain a dialogue with stakeholders.*

*\*\*\*\*The Foundries Industry Advisory Committee decoupled from the HSC's Advisory Committee arrangements on 17 April 2003 and now operates as an independent tripartite committee of which HSE is a member.*

When committees produce and publish guidance they do so with the Commission's endorsement. Subject Advisory Committees allow the Commission to take views on difficult issues, typically of cross-departmental interest. They provide formal consultation mechanisms in areas of high public and political sensitivity, such as genetic modification; and the involvement of outside experts helps give legitimacy to their, and to the Commission's activities. They also act as a sounding board for HSE proposals.

HSC's Advisory Committees encourage the joint participation of all representative organisations in the improvement of health and safety at work; draw on the expertise and advice available on both sides of industry

and elsewhere; give the problems of particular industries closer and more detailed attention than the Commission itself is able to do; and allow an industry focus on general issues (such as noise and COSHH).

HSC also takes advice from the Health and Safety Executive and Local Authorities Enforcement Liaison Committee (HELA), which seeks to ensure consistency of approach among local authorities and HSE.

Like HSE, the Commission's Advisory Committees are responding to the changing world and are becoming more involved in delivering the outcomes in its Strategic Plan. The Commission wants its Advisory Committees to engage and influence people, not just duty holders, who can make a difference to H&S performance across the whole of the economy.

In 2002/03 work of the Advisory Committees was, as usual, wide-ranging. Agendas, papers and minutes of the HSC's Advisory Committees (and sub-committees) are published on the Internet as well as summaries of open meetings. These can be found on <http://www.hse.gov.uk/aboutus/hsc/iacs/index.htm>