







# Health and Safety Commission Business Plan, 2003/04

<b>Contents</b>	<b>Page 1</b>
<b>The Health and Safety Commission and Executive</b>	<b>Page 2</b>
<b>Foreword</b>	<b>Page 3</b>
<b>Introduction</b> A year in transition, Spending Review 2000, Public Service Agreement, A national target for major hazards, Stakeholder engagement and communication, Managing risks, Allocating resources across programme blocks, Reporting, Using this Plan,	<b>Page 4 - 7</b>
<b>Priority programmes</b> Introduction, Measuring progress, Delivery strategy, Resource allocations for HSC's priority programmes, Falls from height, Workplace transport, Musculoskeletal disorders, Work-related stress, Construction, Agriculture, Health services, Slips and trips,	<b>Page 8 - 16</b>
<b>Work in major hazard industries</b> Introduction, National target for major hazards, Measuring progress, Delivery strategy, HSC Policy Statement on Permissioning, Resource allocation for major hazards work, Rail, Nuclear, Offshore, COMAH, Gas Safety and Major Hazard Pipelines and Mines,	<b>Page 17 - 23</b>
<b>Securing compliance</b> Introduction, Compliance activities, Local authorities,	<b>Page 24 - 25</b>
<b>Mandatory activities</b> Introduction, Modernise and simplify the regulatory framework, Providing information and advice on health and safety, Science and innovation,	<b>Page 26 - 30</b>
<b>Management Priorities</b> Introduction, Change, Corporate Support Services,	<b>Page 31 - 33</b>
<b>Resources and outputs</b>	<b>Page 34 - 37</b>
<b>Legislative Timetable</b> European Projects, Domestic Projects,	<b>Page 38 - 42</b>
<b>Glossary of abbreviations</b>	<b>Page 43</b>

## The Health and Safety Commission



**Bill Callaghan Chair**

### Members

George Brumwell

Margaret Burns

Abdul Chowdry

Joyce Edmond Smith

Judith Donovan

John Longworth

Judith Hackitt

Owen Tudor

---

## The Health and Safety Executive



**Timothy Walker  
Director General**

### The HSE Board



**Kate Timms  
Deputy Director General**

**Vivienne Dews**  
Resources & Planning Directorate

**Nick Starling**  
Policy Directorate

**Sandra Caldwell**  
Policy Directorate

**Dr Peter Graham**  
Change Programme  
Manager



**Justin McCracken  
Deputy Director General**

**Dr Adrian Ellis**  
Field Operations Directorate

**Laurence Williams**  
Nuclear Safety Directorate

**Dr Paul Davies**  
Chief Scientist

**Chris Willby**  
Hazardous Installations  
Directorate

**Alan Osbourne**  
Railway Inspectorate

## Foreword to the Business Plan 2003-2004

We are pleased to introduce the HSC Business Plan for 2003-2004. This sets out the activities we will take forward, with our enforcement partners in local authorities, and with others to deliver the priorities identified in the HSC Strategic Plan for 2001-2004.

In 2003/04 HSC, HSE and local authorities will build on the progress made over the first two years of the Strategic Plan. The Business Plan sets out what we will do to develop our priority programmes further to ensure they are all pulling towards delivering our commitments to achieve the very challenging PSA targets set in the 2001 Strategy. It also describes the work we are taking forward to build on our strategy for Major Hazards through developing a PSA target that will support our work here to reduce still further the likelihood of catastrophic incidents. Complementary to these key priorities will be continuing work to: secure compliance with the law; improve and modernise legislation; promote science and innovation and apply it to our priorities; and provide information and advice on health and safety.

### 2004 onwards: developing a new strategy

During this year HSC and HSE will be looking beyond the current Strategic Plan and will be working with stakeholders to develop a strategy for health and safety that will take us to 2010 and beyond. Our framing vision for this strategy is *to gain recognition of health and safety as a cornerstone of a civilised society, and with that achieve a record of workplace health and safety that leads the world.*

The challenges involved in delivering our current plans and the national health and safety targets have highlighted the need for us to change. Realistically, health and safety is not yet a cornerstone of our society: how else do we explain the 40 million days lost to illness and injury in 2001/2002?


We will therefore be aiming to:

- develop new ways to establish and maintain an effective health and safety culture in a changing economy, so that all employers take their responsibilities seriously, the workforce is fully involved and risks are properly managed.
- do more to address the new and emerging work-related health issues
- achieve higher levels of recognition and respect for health and safety as an integral part of a modern, competitive business and public sector and as a contribution to social justice and inclusion
- exemplify public sector best practice in managing our resources.

This Business Plan is part of the transition to a new strategy. We will use the experience of this plan and consult widely to develop a strategy that enables us to protect people's health and safety by ensuring risks in the changing workplace are properly controlled. Our staff and our stakeholders remain the most vital ingredient in this challenging work.



**Bill Callaghan**  
Chair  
Health and Safety Commission



**Timothy Walker**  
Director General  
Health and Safety Executive

## Introduction

1. HSC's Strategic Plan for 2001/04 organised its activities into 4 main Blocks:

- **Priority Programmes** – to deliver its general health and safety PSA, HSC/E is focusing action in 3 sectors and 5 hazard areas where significant improvements in health and safety are needed;
- **Major Hazards** –to ensure the safe management of major hazard industries, HSE will continue to enforce permissioning regimes and will work to develop a PSA target trialed internally at first to support the development of an overarching strategy for major hazards;
- **Securing Compliance** – HSE and Local Authorities will continue to enforce the Health and Safety at Work Act in all workplaces focusing on those that require most improvements, this work will also support delivery of HSC/E's and Government's PSA targets; and
- **Mandatory Activities** –to modernise legislation, provide information and advice, conduct research and operate statutory schemes and approval systems. This work will also support delivery of HSC/E's and Government's PSA targets.

### A year in transition

2. This document sets out what HSC will do in each of the above Blocks in 2003/04 to deliver the 2001/04 Strategic Plan and the 2000 Spending Review Public Service Agreement.

3. Throughout 2003/04 HSC/E will also be looking forward and working on the development of a new strategy for 2004-10. We have already set out a new vision, mission and aims, which will be published later this year. Throughout the year, we will be working with stakeholders to identify key strategic issues with the potential for greatest impact on health and safety in the future. Consultation on this will take place in the summer.

4. Delivery of the current strategy will continue alongside development of the new strategy. Underpinning this transition will be considerable activity to change and renew the way HSE works in order to improve its capability to deliver, to make better use of intelligence, to focus on strategic priorities, to make best use of skills and resources, and to engage most effectively with stakeholders. The management priorities set out in the HSE Management Plan published 2001 will be delivered both as part of and from the platform provided by these wider changes.

## Spending Review 2000, Public Service Agreement

5. In June 2000 the Government and HSC published its Strategy for [Revitalising Health and Safety](http://www.hse.gov.uk/revitalising/strategy.pdf) (<http://www.hse.gov.uk/revitalising/strategy.pdf>). This set out long-term targets to reduce the incidence of injury and ill health and the numbers of days lost from work related absence. Arising from the 2000 Spending Review (SR 2000) HSC and Government published a challenging Public Service Agreement for the three years 2001/02, 2002/03 and 2003/04.

### Revitalising Health and Safety Targets

- Reduce the number of working days lost per 100,000 workers from work related injury and ill health by 30% by 2010;
- Reduce the incidence rate of fatal and major injury accidents by 10% by 2010; and
- Reduce the incidence rate of cases of work related ill health by 20% by 2010.

### Public Service Agreement (SR2000)

- Achieve half the improvements under each target by 2004 against a baseline of 1999/2000.

6. Achieving the long-term RHS targets and the PSA target for 2001/04 is a task for everyone who has a stake in health and safety at work. What HSC, HSE and local authorities will do to drive delivery is set out in this document. HSC/E will work with other Government Departments, enforcement partners in local authorities; the devolved administrations in Scotland and Wales, and stakeholders in all industries including employers, employees and Trade Unions to deliver objectives across all 4 work blocks.

### A national target for major hazards

7. HSE plays an important role in regulating major hazard activities including rail, nuclear, offshore oil and gas exploration and production, mines and chemical industries (major hazards are defined as those giving rise to risks of multiple fatalities from a single event or linked series of events). HSE is developing a target in this area, which will contribute to the development of an overarching strategy for controlling safety in Major Hazards and to reduce still further the likelihood of catastrophic incidents in Major Hazard industries. The proposed target would aim to reflect how well key Major Hazard industries manage control systems for their major hazard activities. The detail and scope of the target is under development and will be progressed in partnership with relevant stakeholders.



The working target for major hazards is:

### **Proposed National Target for Major Hazards**

- To reduce still further the likelihood of catastrophic incidents in key major hazard industries regulated by HSE by achieving a sustained reduction in the level of “precursor incidents” occurring in these industries over the period 2004 - 2006.

A precursor incident is an event or group of events the occurrence of which might indicate failures in control systems relevant to control risks from a major hazard – as such they are the kind of event in the possible chain of causation and avoidance which would be a key element in the prevention of certain catastrophic outcomes.

8. The types of precursor incidents and the capacity to reduce them will be different for each major hazard industry. The detail and scope of the Target will be developed during 2003/04 and will be taken forward within current business planning processes.

### **Stakeholder engagement and communication**

9. Stakeholder engagement is vital for the delivery of improved health and safety. If we fail to engage our stakeholders the targets for health and safety will not be met. HSC/E will give priority to engaging with:

- Employers and employer associations, to encourage improved health and safety performance through targeted advice and enforcement, and by larger firms helping smaller ones;
- Trade union’s safety representatives and workers, as part of our drive to increase worker involvement in health and safety;
- Other Government Departments, the devolved administrations and local authorities, both in the interest of joined-up Government and as major employers in their own right;
- The media, to help spread our key health and safety messages;
- The financial services sector, with a view to insurers and investors exerting greater influence on industry’s health and safety performance; and

10. We will continue to maintain close contact with health and safety professionals and their representative organisations so that we ensure a common understanding of developing health and safety priorities. And we will listen to all our stakeholders so that we better meet their needs and together deliver lasting improvements in health and safety.

### **Managing risks**

11. There is a range of risks, which have the potential to have a significant effect on our capacity to deliver the strategic plan. These risks have been elaborated in HSE’s Business Risk Model. The key strategic risks of threat to reputation, loss of confidence/trust of stakeholders and lack of resources to get the job done could result from failure within:

- Strategy

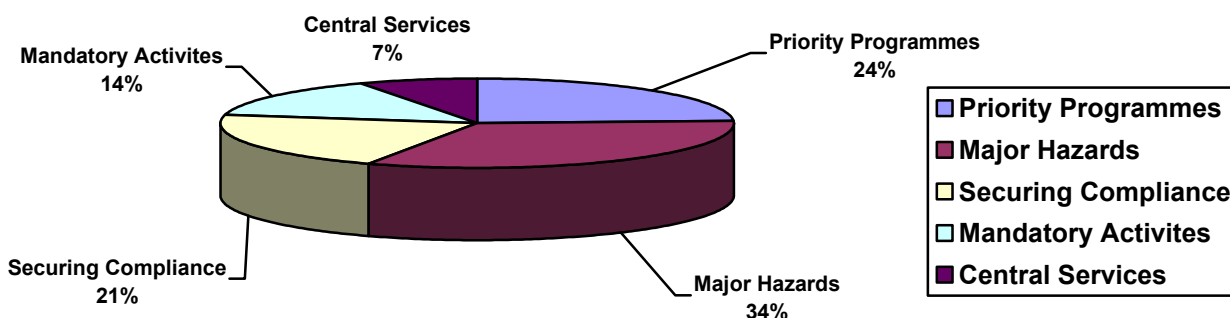
- Organisational Capacity
- Stakeholder Delivery/Quality
- Financial
- Human Resource Management

HSE is now evaluating the systems in place to manage these risks effectively. Individual projects and programmes must also identify and manage the risks affecting delivery of their objectives.

### Allocating staff resources across programme blocks

12. HSE's gross budget for 2003/04 is £262million. Over three quarters of this is spent on staff and related costs (administration costs). The distribution of HSE's staff resource across HSE's 4 main blocks of work and central services is shown below. Further information on HSE's budget and resources is given in paragraphs 73 – 76. Over the period of the current Strategic Plan HSE has directed increasing amounts of its staff and programme resource into the delivery of its PSA target and in particular the Priority Programmes. This will continue over future years to maximise the total resource allocated to this area. As the Major Hazards PSA is developed a similar approach will be taken to ensure we are directing our resources in the most effective way to deliver our priorities, which in the case of major hazards will be wider than the precursor based target.

Planned allocation of staff resource by Work Block (by % salaries)



### Reporting

13. HSC/E reported progress on the first year of the 2001/04 Strategic Plan in the 2001/02 Annual Report. Progress in 2002/03 and 2003/04, including progress against the PSA targets will be published in the relevant Annual Reports. Detailed information on progress with objectives will be available on the HSE website.

### Using this Plan

14. For the last 5 years HSC has published its Plans on the Internet. This year HSC/E has developed the electronic publication of its Plan to allow readers to explore more of the detail on work programmes described in the Plan. In each Work Block we have identified the priority programmes or priority areas that contribute to the work of that Block. More information on these priorities can be found on the HSE website (<http://www.hse.gov.uk/>)

# PRIORITY PROGRAMMES

**Board Owner:**

**Kate Timms, Deputy Director General Policy**

## Introduction

15. HSC, HSE and Government are committed through the SR 2000 Public Service Agreement, to deliver the following improvements in health and safety by 2004 against a baseline of 1999/2000.

- Reduce the number of working days lost per 100 000 workers from work related injury and ill-health by 15% by 2004;
- Reduce the incidence rate of fatal and major injury incidents by 5% by 2004; and
- Reduce the incidence rate of cases of work related ill health by 10% by 2004.

## Measuring progress

16. In June 2001 the HSE published a Statistical Note on Progress Measurement (<http://www.hse.gov.uk/statistics/targets.htm>) setting out the principles that its statisticians would use to assess progress against the national targets. Reports on progress have been published each year from the base year of 1999/2000. The first of these annual reports, based on data available at October 2001 was published in Autumn 2001, the second in Autumn 2002. Further work is needed to provide assurance of progress in-year and this work is being developed alongside evaluation to assess the effectiveness of completed work.

## Delivery strategy

17. **Work on HSC's eight priority programmes:** HSC's Strategic Plan 2001/04 identified eight priority programmes to tackle the most significant hazards and industries where large numbers are employed, the incidence rate of injuries or ill health is high, and where there are levers to deliver success. The hazard programmes identified include falls from height, workplace transport, musculoskeletal disorders, work related stress and slips and trips. The priority sectors identified include construction, agriculture and the health services. It is in these programmes that action is needed now to achieve the improvements necessary to meet the national targets.

18. **Topic-based inspections:** In addition to the resources allocated to the three HSC priority sectors, HSE's Field Operations Directorate (FOD) will use topic-based inspections to concentrate on the HSC priority topics in other industries and sectors. These inspections will focus on the effective control of the main risk areas for each topic as the prime means of judging dutyholders management of health and safety. Inspector's assessments of the levels of compliance for each of the main risk areas will be used to evaluate improvements in risk controls over industries, sectors or individual companies. In the local authority enforced sector, 20% of local authorities are trialing this approach with a view to it being adopted by all local authorities in 2004/05.

19. HSE and local authorities must motivate everyone in the workplace health and safety systems including employers, employees, worker representatives, trade unions, and others to help us deliver improvements in health and safety. This includes working through the priority programmes and also exploiting other opportunities to influence as presented by HSC's mandatory activities e.g. the Revitalising and Securing Health Together strategies, work with small firms, developing work on rehabilitation, providing information and advice, and conducting research.

20. Projects to influence Key Stakeholders include:

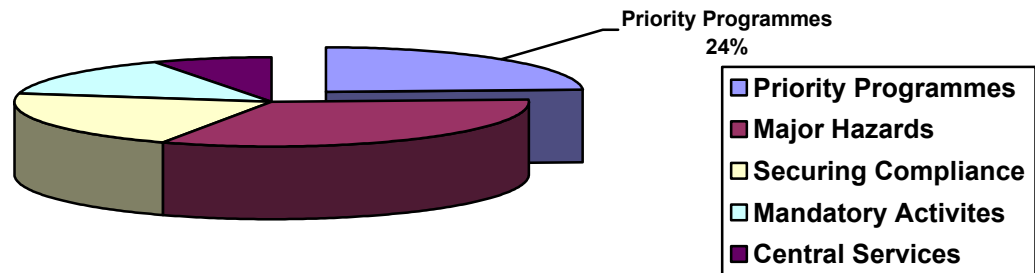
- Developing a programme with other Government Departments to ensure 'Government leads by example' in its role as employer and procurer and working to see how this can be extended to other public services areas.
- Working with other Government departments on shared agendas.
- Cross-industry initiatives focussed on changing attitudes towards management of health and safety - including:
  - The challenge to the top 350 companies to report publicly on their health and safety performance;
  - Co-operation with the insurance industry;
  - Corporate responsibility and accountability including board level leadership and direction;
  - Effective involvement of workers and their representatives;
  - Encouraging investors to pay greater attention to health and safety performance when making key investment decisions; and
  - Development of the business case for good health and safety management.

21. Work outside the priority programmes will contribute to achieving the targets and many sectors have recognised their role in achieving the PSA and have set targets for themselves. The longer term challenge is to use all available levers to achieve a culture change in the way industry views health and safety.

## Resource allocations for HSC's Priority Programmes

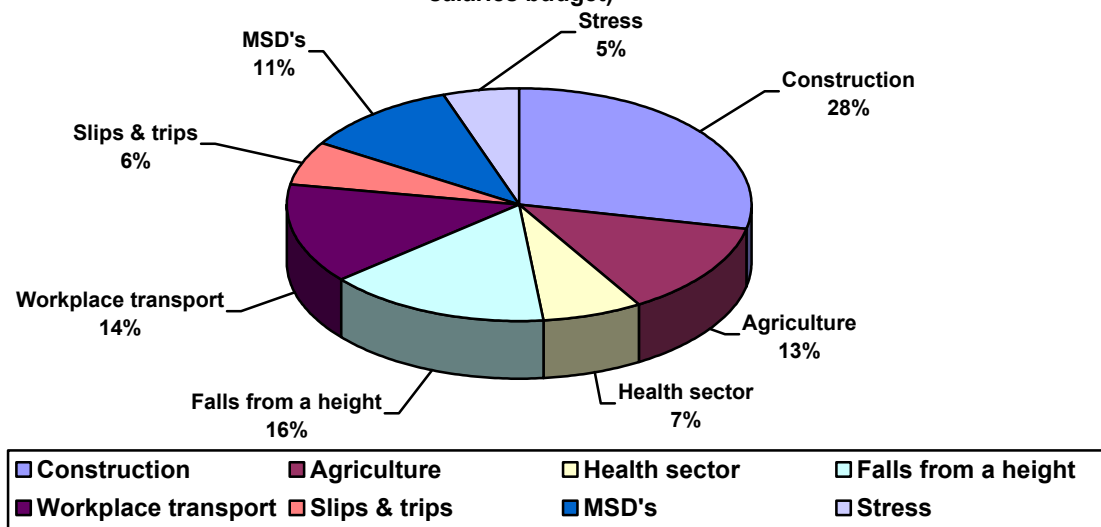
22. HSC/E is refocusing its resources to deliver the eight priority programmes; for 2003/04, Approximately £33million of HSE staff resource (24% of HSE staff by salaries) is allocated to delivering the Priority Programmes:

Planned allocation of staff resource to the Priority Programmes Block (by % salaries)



23. This £33million of staff resource is broadly allocated between priority programmes as shown below. Within each programme, inspection and enforcement activity account for the most significant staff resource. Other activities include developing guidance and standards, and developing and sharing good practice. Research and publicity is funded from Programme budgets and described in Mandatory Activities. The strategy for each programme is outlined below, further information can be found on the HSE website.

Planned allocation of staff resource within Priority Programmes block (24% of HSE's salaries budget)



## Falls from height



**Bill Gillan**  
**Programme**  
**Manager**

### What we aim to achieve

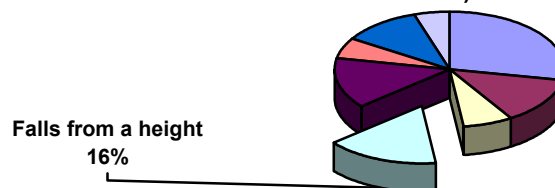
- 5% reduction in deaths and major injuries from falls from heights by 2004; and
- 10% reduction in deaths and major injuries from falls from height by 2010.

### What we aim to do

We aim to reduce the number of workers killed or injured by falls from height by: improving knowledge of the incidence of falls accidents and the reasons for them; piloting ways of tackling falls accidents in occupations/activities most affected; replicating successful approaches by embedding them into industry culture and HSE polices and practices.

In 2003-4 we shall be: continuing research to improve knowledge of key technical and human factors in falls; progressing projects on guidance on use of ladders; work at height by maintenance fitters; addressing work at height in schools; carrying out research on accidents involving stairs and, with the workplace transport priority programme, reduction in falls from vehicles; and by carrying out initiatives in the food and shipbuilding industries.

**Planned allocation of staff resource to falls from height (by % salaries)**



For more information go to <http://www.hse.gov.uk/falls>

## Workplace Transport

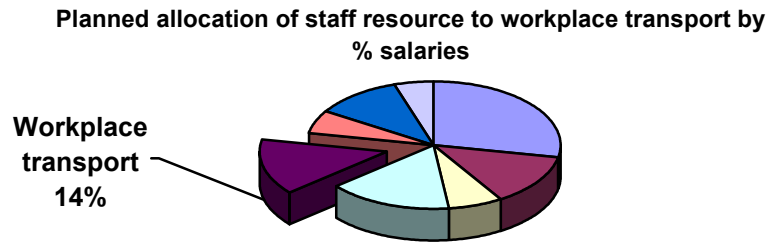
**Bill Gillan**  
**Programme**  
**Manager**

### What we aim to achieve

- 5% reduction in fatal and major workplace transport incidents by 2004; and
- 5% reduction in over 3 day injuries arising from workplace transport incidents by 2004.

### What we aim to do

Workplace transport accounts for significant numbers of fatal and major injuries. To reduce these incidents this priority programme will focus on engaging stakeholders to ensure the safe management of workplace transport activities through ensuring a safe site, safe driver, and safe vehicle. Activities will include improved guidance, webpages, exploring options on driver training, promoting and evaluating the Safe Driver Safer Workplace CD-Rom, conducting further research to improve our understanding of workplace transport problems and promoting research findings to help employers, employees and safety representatives improve arrangements for risk control.



For more information go to <http://www.hse.gov.uk/workplacetransport>

## Musculoskeletal Disorders



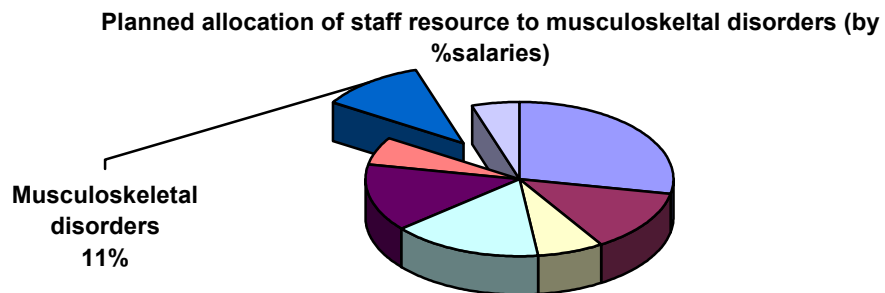
**Elizabeth Gygell  
Programme  
Manager**

### What we aim to achieve

- 12% reduction in the incidence rate of work related musculoskeletal disorders (WRMSD) by 2004; and
- 15% reduction in the number of working days lost due to WRMSD by 2004.

### What we aim to do

Musculoskeletal disorders account for over one third of all working days lost due to work related illness. But they are well understood and we know how to manage them. The programme uses this know-how for practical interventions in the framework of the occupational health strategy Securing Health Together. It promotes a comprehensive approach involving all individuals and organisations in the workplace including workers and their representatives. A significant element is aimed at securing compliance with relevant legislation, which requires the application of ergonomic principles to achieve effective and efficient solutions.



For more information go to <http://www.hse.gov.uk/msd>

## Work related Stress

**Elizabeth  
Gyngell  
Programme  
Manager**

### What we aim to achieve

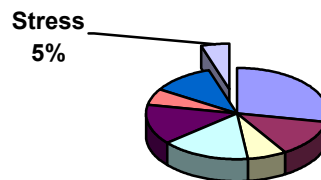
10 year indicators are:

- 20% reduction in incidence of work related stress by 2010; and
- 30% reduction in number of working days lost from work related stress by 2010.

### What we aim to do

This programme focuses on working with others to develop management standards for stressors and how these standards can be used to reduce work related stress. This includes better equipping HSE and local authorities to advise on work related stress. HSE is supporting publicity and guidance to educate employers especially on risk assessment and to encourage them to engage with employees and their safety representatives in risk assessment to maximise effectiveness.

**Planned allocation of staff resource to work related Stress (by % salaries)**



[For more information go to http://www.hse.gov.uk/stress](http://www.hse.gov.uk/stress)

## Construction



### What we aim to achieve

Our programme aims to stimulate the construction industry to achieve challenging targets and plans set by them at the 2001 Construction Health and Safety Summit:

- 40% reduction in incidence rate of fatal and major injuries by 2004/5;
- 20% reduction in incidence rate of work related ill health to employees by 2004/5; and
- 20% reduction in number of working days lost by 2004/5.

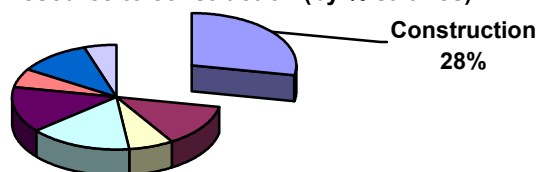


### What we aim to do

We will engage with key stakeholders including clients designers, planning supervisors, contractors, suppliers, trades unions and workers, directly and through representative bodies to deliver a targeted programme of work on:

- Significant health and safety risks, (eg MSD, asbestos, cement dermatitis, noise, HAVS, work at height, site transport and work on high speed roads) the occupational health support pilot and the basics of tidy, well organised sites and decent welfare;
- Early intervention with CDM duty holders on selected projects and working with industry to improve competence and knowledge of all duty holders (in particular designers and Government Departments);
- Promoting key issues with small firms, through the supply chain, intermediaries and the Working Well Together initiative of Safety and Health Awareness Days;
- Actions from the Revitalising Health and Safety in Construction discussion document; and
- Improving our intelligence by better analysis and data capture techniques and a targeted programme of research in collaboration with industry partners.

Planned allocation of staff resource to construction (by % salaries)



For more information go to <http://www.hse.gov.uk/construction>

## Agriculture



### What we aim to achieve

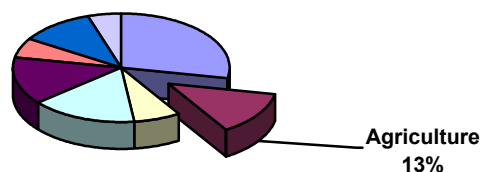
- 5% reduction in fatal accident incident rate to employees by 2004/05 and 30% by 2009/10;
- 5% reduction in fatal accident incident rate to self employed by 2004/5 and 10% by 2009/10;
- 5% reduction in major accident incident rate to employees by 2004/05 and 30% by 2009/10; and
- Reduce child fatal accidents in agriculture to zero by 2010.

### What we aim to do

The programme relies on the full support and cooperation of stakeholders (including Government Departments). With their help we aim to secure a culture change resulting in widespread recognition that good health and safety standards are integral to sustainable modern farm business. We will seek to increase the awareness of hazards/risks and the practical measures available to eliminate or control them.

To improve occupational health in agriculture we aim to develop, trail and evaluate a model for the provision of occupational health and rehabilitation services in rural communities; and to promote and encourage farmers and agricultural workers to access rural occupational health and rehabilitation services.

### Planned allocation of staff resource to agriculture (by % salaries)



For more information go to <http://www.hse.gov.uk/agriculture>

## Health Services



**Murray Devine**  
**Programme**  
**Manager**

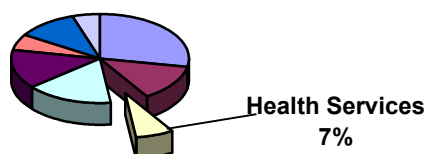
### What we aim to achieve

- With NHS Wales – secure commitment to the RHS targets;
- With NHS Scotland a 25% reduction in all incident/injuries by 2006;
- With NHS England (currently under review previously 30% reduction in accidents, violence and sickness absence by end 2003/4); and
- Targets and baselines for the private sector are under development.

### What we aim to do

HSE will work directly with NHS trusts and the health services in England, Scotland and Wales through their existing and emerging targets and programmes to support the delivery of a substantial contribution to improving health and safety. HSE will also target poorer performers, enforcing when appropriate, and help identify and encourage best practice initiatives.

### Planned allocation of staff resource to health services (by % salaries)



For more information go to <http://www.hse.gov.uk/healthservices>

## Slips and Trips



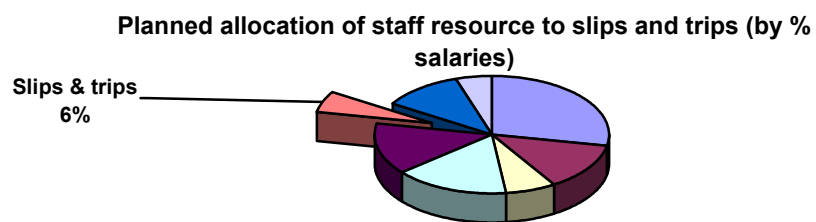
**Phil Scott**  
**Programme**  
**Manager**

### What we aim to achieve

- 5% reduction in fatal and major incidents caused by slips and trips by 2004; and
- 10% reduction in the incidence rate of all injuries from slips and trips by 2004.

### What we aim to do

Slips and Trips are the highest cause of major incidents, (and often result in broken bones, yet they are perceived as insignificant and unavoidable. 37% of major injuries are reported as Slips and Trips and many more accidents reported under other categories such as falls from height are often initiated by a slip or trip. This programme aims to change attitudes and offer practical solutions to reduce slips and trips via research, publicity and focused enforcement activity.



For more Information on <http://www.hse.gov.uk/slips>

# MAJOR HAZARDS

**Board Owner:**

**Justin McCracken, Deputy Director General Operations**

## Introduction

24. HSE is responsible for regulating health and safety across a range of major hazard industries including: nuclear, offshore, onshore (predominantly sites subject to COMAH) railways, gas conveyance and mining.

## National Target for Major Hazards

25. HSC/E is developing a national target for Major Hazards.

### **Proposed National Target for Major Hazards**

- To reduce still further the likelihood of catastrophic incidents in key major hazard industries regulated by HSE by achieving a sustained reduction in the level of “precursor incidents” occurring in these industries over the period 2004 - 2006.

(A precursor incident is an event or group of events the occurrence of which might indicate failures in control systems relevant to control risks from a major hazard – as such they are the kind of event in the possible chain of causation and avoidance which would be a key element in the prevention of certain catastrophic outcomes.)

## Measuring progress

26. The availability of indicators to measure progress with this target varies across the major hazard industries involved. Some indicators, such as hydrocarbon releases offshore or signals passed at danger on our railways are established and are already used by the industries concerned to monitor the effectiveness of relevant control systems. In other areas further work is needed to develop indicators that are indicative of the failure of one of more significant risk control systems; can be confidently used to track the state of an industry; and can help direct HSE’s activities to achieve improvements – noting that not all aspects of risk control are likely to be amenable to this approach.

27. We will seek to develop and agree appropriate indicators with relevant industries and in consultation with them and worker representatives set targets for improvement and monitor progress against these on an agreed basis. Once agreed the details of our approach to measuring progress with each indicator will be set out in a technical note and will be lodged on the HSE website. Progress will be reported in the HSC Annual Report.

## **Delivery strategy**

28. HSE will use this target internally during 2003/4 to confirm the relevance of selected indicators as suitable measures of the effectiveness of safety management and to confirm that HSE can use the information provided to, inter alia, influence improvements in health and safety through targeted activity. While precursor incidents will provide measurable insights into the way major hazards industries are controlling risk, our approach to regulating such incidents will not be the sole basis for our intervention strategy.

29. Demonstrating improved control of major hazards will be the key outcome for this target. Outputs will relate to the inspection and enforcement of major hazard industries and what is necessary to ensure sound controls. HSE will continue to enforce current permissioning regimes, including safety case and licensing regimes and will work with stakeholders including workers and trade unions to ensure standards are maintained. This will be the starting point for delivery of this target.

30. Not all catastrophic events can be predicated by the use of precursor indicators and for this reason programmes of work will not be devised or effectiveness measured on the basis of precursor incidents alone. It is necessary to balance this targetted approach with the continued close regulation of these industries using other forms of assessment based on operational intelligence and expertise.

31. HSE works with other Government Departments and agencies to ensure consistency on policy and operational issues. These include:

- the Environment Agency and the Scottish Environment Protection Agency on environmental legislation;
- the Department for Transport, the Office of the Rail Regulator, and the Strategic Rail Authority, the Railways Safety and Standards Board on rail safety (we will also support and assist in the creation of the proposed Rail Accident Investigation Branch); and
- the Department of Trade and Industry on nuclear safety.

32. We will consult all these bodies on the development of indicators relevant to their interests.

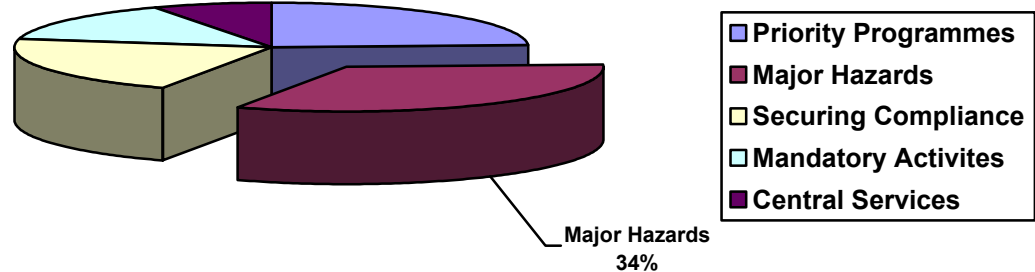
## **HSC Policy Statement on Permissioning**

33. For each major hazard industry, HSE must provide “permission”, on the basis of a safety case/report or licence provision, for activities to take place. HSE carries out inspection programmes to determine whether the provisions in the safety case are being adhered to. In the mining industry certain key activities require prior notification to HSE and are regulated by a quasi-permissioning regime where HSE would object if dissatisfied with the information provided. HSC has published a policy statement on permissioning regimes, following consultation with stakeholders. This policy statement contains the principles underlying HSC’s approach and will be used as a benchmark in reviewing and developing the existing permissioning regimes.

## Resource allocations for major hazards work

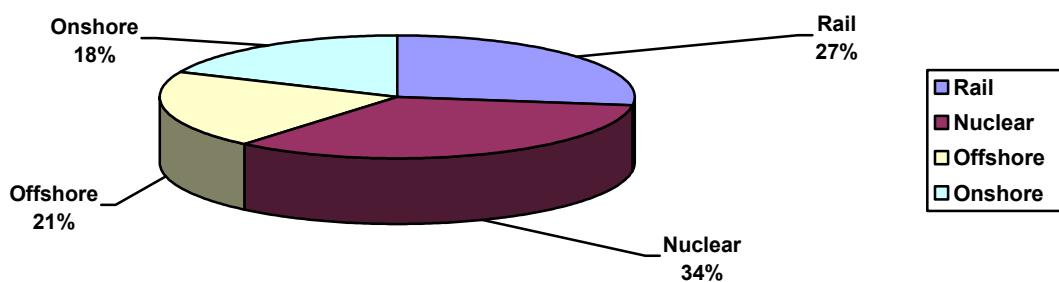
34. Approximately £45m of HSE staff resource (34% of HSE staff by salaries) is allocated to ensuring the safe operation of major hazard industries.

Planned allocation of staff resource to the Major Hazards Block (by % salaries)



35. This resource is divided across the four major hazard groups HSE has responsibility for as shown:

Planned allocation of staff resource within the Major Hazards Block (by % salaries)



36. The rest of this chapter summarises how HSE will develop indicators for the major hazards target and what action is being taken to regulate major hazards. More information can be found on the HSE website.

## Rail



**Alan Osborne**  
**Director**  
**Rail Safety**

### What we aim to achieve

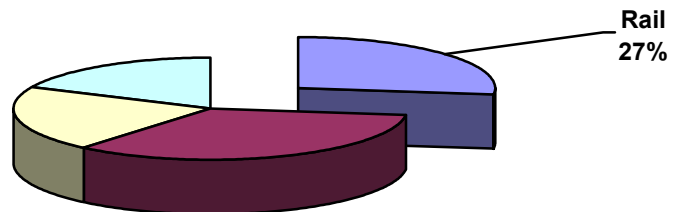
- HSE is exploring with all its stakeholders indicators complementary to HSE's current rail strategy to monitor improvements in Rail safety and contribute to the overall target. The final indicators will be agreed with industry and are likely to relate to: Signals Passed at Danger (SPADs); Track Compromised (eg broken rails or landslips); Derailments; Vandalism; or Level Crossings incidents.

### What we aim to do

HSE is working with all stakeholders to maintain an effective and efficient framework for continuously improving health and safety on Britain's railways. The safety case regime will continue to be central to our interface with the industry. We are working with industry stakeholders and regulators such as the Strategic Rail Authority and the Office of the Rail Regulator to ensure activities do not conflict and to secure mutual health and safety benefits. The last 10 years have seen a downward trend in accidents on the railways – our purpose is to ensure this continues. Our 5 point strategy to achieve this is to

- Revitalise health and safety performance on the railways through targeted action;
- Provide an effective and transparent legal framework;
- Ensure the delivery of the improvements recommended in public inquiry reports;
- Influence and contribute to the wider strategies of other rail stakeholders to maximise our collective contributions to rail health and safety; and
- Shape the rail safety agenda in Europe so that it aligns as far as possible with UK structures and approaches.

### Planned resource allocation to rail safety (by % salaries)



For more Information go to <http://www.hse.gov.uk/railways>

## Nuclear



**Laurence Williams**  
**Director**  
**Nuclear Safety**

### What we aim to achieve

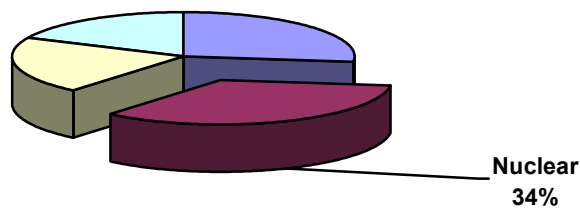
- The licence conditions attached to a nuclear site licence identify the areas that need to be managed effectively to ensure nuclear safety. Nuclear licensees track numerous indicators and formally report to HSE those that have an impact upon safety. HSE's Nuclear Safety Directorate (NSD), in discussion with the industry, is developing performance indicators based on licence conditions, which can be used, inter alia, as a basis for monitoring safety performance and to enable NSD to target its resource to improve nuclear safety in Great Britain.

### What we aim to do

HSE's mission for this industry is to secure effective control of health, safety and radioactive waste management at nuclear sites for the protection of the public and workers. Our strategy is to:

- ensure that licensees and others we regulate in Great Britain have no major nuclear accidents;
- ensure that those we regulate bring about a reduction in the hazard potential from radioactive wastes and to ensure the safe decommissioning of redundant nuclear facilities;
- ensure licensees protect workers and the public from ionising radiation and meet the targets set out in Revitalising Health and Safety;
- promote the maintenance of essential nuclear safety infrastructure in Great Britain;
- further public confidence in the UK nuclear regulatory system by providing information to our stakeholders, seeking their views and responding to them as appropriate;
- ensure that NSD moves towards being a world class nuclear safety regulator; and
- promote the improvement of international nuclear safety through the development and harmonisation of nuclear safety standards across the world.

### Planned resource allocation to nuclear safety (by % salaries)



For more information go to <http://www.hse.gov.uk/nsd>





**Chris Wilby,  
Director  
Hazardous  
Installations**

## **Offshore Safety**

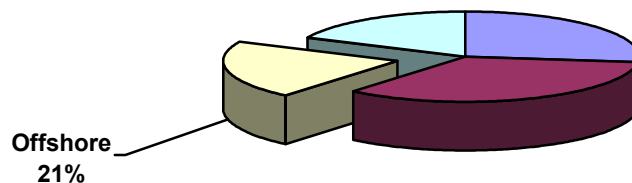
### **What we aim to achieve**

- Hydrocarbon releases are the single most significant hazard offshore and HSE has with industry already developed an indicator for these and achieved reductions. We will continue to use this indicator for the major hazard target.

### **What we aim to do**

HSE ensures that risks to people, who work offshore in the upstream petroleum industry are properly controlled. It does this primarily through the assessment and verification of safety cases supported by a programme of inspection, focused activity on assessment, investigation, enforcement, advice and education. The core of the offshore safety regime is the Offshore Installations (Safety Case) Regulations 1992. During 2003/04 we intend to bring forward proposals to revise these Regulations, to improve their effectiveness while reducing associated bureaucracy.

**Planned resource allocation to offshore safety (by % salaries)**



[For more information go to http://www.hse.gov.uk/hid/index.htm](http://www.hse.gov.uk/hid/index.htm)

## **Onshore Safety**

### **What we aim to achieve**

- HSE is in consultation with the Chemical Industry, evaluating 7 RIDDOR-reportable Dangerous Occurrences as potential indicators of major accidents and plans to use them to contribute to the target; these indicators include loss of containment of dangerous substances, failure of pressure systems, fires and explosions.
- For Gas Safety Management HSE is researching suitable precursors and preliminary results of this research should be available by mid 2003/04.

## What we aim to do

### COMAH

HSE aims to prevent and mitigate major chemical incidents that could harm people and the environment. HSE will pursue its statutory duties: assessing safety reports; prohibiting operations where there are serious deficiencies; investigating major accidents, making recommendations for future prevention; notifying the EC of major accidents; implementing an inspection programme and providing advice on land use planning in respect of risks from major accidents.

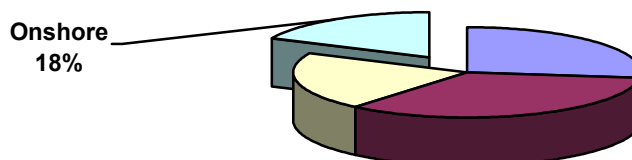
### Gas Safety and Major Hazard Pipelines

The Gas Safety (Management) Regulations operate a safety case regime, to ensure risks arising from conveying gas are adequately controlled. Work is underway to amend current regulations to incorporate the outcome of a recent consultation exercise and relevant recommendations arising from the fundamental review of gas safety. New Regulations should be in place by late 2003. HSE assesses the safety of major hazard pipelines by examining their design and integrity under the Pipeline Safety Regulations 1996.

### Mines

HSE's Mines Inspectorate will continue to ensure risks to persons who work in underground mining and related activities are properly controlled. Its inspection programme will cover all types of mining activity concentrating on those where potential for major hazards affect a large number of people such as explosion protection. Due to the already low number of reportable dangerous occurrences in the mining industry Mines will not contribute to the target for major hazards.

Planned resource allocation to onshore safety (by % salaries)



For more information go to <http://www.hse.gov.uk/hid/index.htm>

# SECURING COMPLIANCE

## Introduction

37. HSE and local authorities share responsibility for enforcing health and safety law and work together to secure consistent standards. HSE works to secure compliance in over 880 000 establishments and local authorities in around 1.2 million registered establishments.

38. HSE and local authorities secure compliance through a mix of inspections, investigations formal enforcement work and other activities. The mix of inspection and investigation is based on the principle that preventing harm is the primary aim. HSE selects incidents for investigations in line with criteria in the HSC's Enforcement Policy Statement and selects complaints for investigation in line with HSE's Complaints Procedure.

39. HSE will continue to name offenders and comment on trends with penalties in the annual Offences and Penalties Report. The Health and Safety Executive and Local Authority Liaison Committee (HELA) will produce its own version of this report for the local authority enforced sector.

## Compliance activities

40. HSE and local authorities will:

- Continue to undertake programmes of inspections to achieve improvements in standards of health and safety;
- Investigate incidents and complaints that meet the relevant selection criteria;
- Take formal enforcement action in accordance with HSC's published Enforcement Management Model;
- Work to improve standards with poorly performing duty holders and coordination with multi-site organisations; and
- Take forward campaigns to improve compliance.

41. As stated in Block 1 HSE has identified 8 priority programmes where action needs to be focused to deliver health and safety improvements to meet the PSA targets. Outside these, other risks which are evidently of concern or which are raised by employers or employees will be dealt with as they arise. HSE will also target particularly efforts to secure compliance in the following industries and hazards:

- Fairgrounds, woodworking, chemical engineering, and inland diving activities;
- Noise, asbestos, hazardous substances, occupational asthma, hazardous biological agents, and hand-arm vibration.

[For more information go to http://www.hse.gov.uk/fod/fodhome.htm](http://www.hse.gov.uk/fod/fodhome.htm)

## **Local authorities**

42. The number of workers in the local authority enforced sectors is increasing and the role of local authorities in enforcement will continue to grow in importance. Local authorities will be expected to carry out about 300 000 enforcement visits according to a prioritised inspection programme and to allocate approximately 1070 full time equivalent inspectors to health and safety. There is evidence to suggest that less local authority resource is being allocated to health and safety functions than in previous years and the HSC/E will be investigating means by which appropriate level of resource is provided and more effectively targeted, in line with the Commission's priorities. Local authorities have a major role to play in reducing incidents and ill health and the key to achieving this is for local authorities to commit adequate resources and to work together with HSE to improve compliance, encourage consistency and promote best practice.

### **The Synergy Programme**

43. This is a programme of work agreed by HSE and local authorities to maximise their collective influence on the health and safety system through an improved partnership and new ways of working. The programme will result in a policy framework for determining allocation arrangements between HSE and local authorities and improved operational arrangements in the field; improved strategic arrangements between local authorities, business and trade unions; improved targeting of enforcement effort with fewer interventions in lower risk premises and more in higher risk premises; and improved health and safety in premises currently not registered by HSE or local authorities. As part of this programme HSE will undertake a review of the Health and Safety (Enforcing Authority) Regulations 1998 which will be linked to a wider ranging review on engaging LAs in the delivery of HSC priorities (see below).

### **Future relationships with local authorities**

44. HSE, in conjunction with local authorities will undertake a wide ranging strategic review during 2003/4 seeking to establish the most effective ways of engaging with local authorities to deliver the Commission's targets and priorities. Issues of communication, legislation, support and guidance are likely to feature in this programme.

45. In the interim HSE will continue to work with local authorities to:

- Develop and implement an effective regime of risk rating to prioritise inspection planning by local authorities and to adopt new approaches to interventions;
- Develop and implement common criteria for the effective management of local authority incident investigation processes, and their enforcement decision-making processes; and
- Carry out audits of local authorities in line with the HSC's Section 18 Guidance and the auditing framework, and assist local authorities with inter-authority auditing.

46. More information on securing compliance in the Local Authority Enforced Sector appears in the HELA Plan for 2003/4 (go to <http://www.hse.gov.uk/lau/index.htm>).

# MANDATORY ACTIVITIES

## Introduction

47. HSC has responsibility for a number of activities that support the delivery of operational programmes and improve duty holders' ability to comply with the law. These include work to modernise and simplify the regulatory framework; provide information and advice; and promote science and innovation. The activities in this Block influence all aspects of HSC and HSE's work and the delivery of other Blocks in the Strategic Plan including the PSA targets.

## Modernise and simplify the regulatory framework

48. In 2003/04, HSC will take forward projects to support its long term aims to modernise and simplify the regulatory framework, to deliver European commitments and to engage stakeholders in its strategic objectives to improve health and safety. These include a number of projects being taken forward under HSC's Changing Patterns of Employment Programme to consider health and safety issues relating to atypical workers for example contractisation, homeworkers, agency workers and mobile workers.

## Long term strategic programmes

49. HSE has a number of long-term strategic programmes to improve health and safety and to increase stakeholder engagement and commitment. These include:

- Revitalising Health and Safety, Securing Health Together and related programmes on 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;
- Promoting worker involvement through increasing worker consultation in health and safety - HSE will consult on new regulations on employee involvement in Summer 2003;
- Taking forward other measures and initiatives to promote and encourage greater employee involvement, including the publication of the evaluation of the effectiveness of HSC's Worker Safety Adviser Pilot and research to examine the contribution that safety representatives make to health and safety, HSE will also put arrangements in place to raise awareness among its own staff on the role employee involvement plays in health and safety; and
- Taking forward other stakeholder engagement strategies including work to promote greater corporate responsibility and accountability for health and safety, and work to persuade major investors and other stakeholders to pay greater regard to health and safety performance of companies they invest in (research to be completed in the coming year on board and director responsibility, public reporting and performance management, will form the basis of new or revised guidance).

50. HSE will continue its work to secure equality in health and safety provision, ensuring that proper account is taken of differences in gender, race, religion, disability, sexual orientation etc in planning and conducting its work. Further details of HSC/E's programme for ensuring race equality are contained in our race equality scheme (<http://www.hse.gov.uk/aboutus/hsc/re.pdf>).

## European and International work

51. In the European Union (EU) and internationally, HSC and HSE will continue to play an active and constructive role to:

- Influence and shape EU initiatives to improve health and safety standards in line with UK priorities;
- Promote the use of better regulation principles in the EU so that any initiatives are proportionate to the risks they address;
- Press for a period of consistent implementation of existing health and safety legislation; and
- Share information and experience with partners in other EU member states, applicant countries and internationally to contribute to improvements in health and safety practice.

## Other policy projects

52. HSE will also pursue a range of other policy projects to modernise and improve health and safety legislation in Great Britain including:

- **Chemicals safety** - progress the safe transport of dangerous goods and the management of dangerous substances including fire and explosion risk (such as the dispensing and storage of petrol) and also progress a strategy for chemicals control and management and our strategy for occupational asthma;
- **Other hazardous agents** - amend regulations for the control of biocides and genetically modified organisms, consult on draft Vibration and Noise Regulations; negotiate Electromagnetic and optical radiation Directives and publish guidance on managing the risks from Biological Agents;
- **Other Health matters** - publish guidance on expectant mothers at work and consultation on first aid at work, improve the use of epidemiology to further our understanding of occupational causes of cancer, and continue consultation on passive smoking;
- **Gas safety** - follow up the review of gas safety including amendments to the Gas Safety Management Regulations 1996 and revised Gas Safety (installation and Use) Regulations 1998;
- **Work at height** - consult on draft regulations to implement the Temporary Work at Height Directive;
- **Rail safety** - continue to work with industry stakeholders to review and revise railway specific legislation in light of recommendations from public inquiries and developments in Europe;

- **Other safety work** - on fairgrounds and public safety, workplace safety, product safety and standards and the prevention of at work traffic accidents and publish a consultation document on Safety in Docks in Spring 2003; and
- We will carry out a major review of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

For more information go to <http://www.hse.gov.uk>

## Providing information and advice on health and safety

53. HSE's information and advisory service promotes the delivery of key health and safety priorities and informs people about their rights and responsibilities and how they can improve the working environment. At the core of this work is the HSE web site and *hse direct*, HSE Books – video publications and electronic products; and HSE Infoline – the Contact Centre for telephone, letter, fax and email enquiries. During 2003/4 HSE expects to collect approximately £5million in income from publications.

54. HSE publicises enforcement and intervention activities, and the outcomes of prosecutions and promotes new information products through press releases, press conferences and the web site. This activity plays a key role in adding value to enforcement initiatives and in providing reassurance that we act in the public interest with a strong web presence through the Prosecutions and Notices Databases. HSE plans to review its guidance and to produce fewer new publications consolidating titles ensuring these are directed to where we can achieve best effect in improving health and safety. Where practical, technical publications will be published on the web with hard copies available on demand at low cost.

55. HSE is reorganising its web site around sectors and topics to deliver information in a more accessible way and to enable people to search for information by occupation or job title.

56. HSE aims to raise awareness of safety and health through publicity campaigns supporting Priority Programmes in agriculture and construction (Working Well Together); the European Week of Safety and Health 2003 with its theme of Dangerous Substances, (including occupational asthma, asbestos and E-COSHH); gas safety; and a small business campaign, linked to a new Introductory leaflet in several languages and a new HSE version of the Department for Work and Pensions Accident Book.

57. **For Major Hazards**, we will reinforce our openness and accountability in the interests of maintaining public confidence through active management of media relations. We publish guidance and reports through “fast-track” procedures that are cost effective and fit for purpose, and meet the needs of relatively small, specialised markets.

58. **For Priority Programmes**, HSE plans to be proactive and to use the full range of media to engage with, influence and inform our numerous target audiences. Paid publicity features strongly with campaigns, exhibitions, conferences, posters and video, as well as the web. We will continue the Worksmart series on regional TV and increasingly use face-to-face communications, in particular Safety Awareness Days, Business Advice Days, workshops and seminars.

59. HSE allocates approximately £10million of its Programme Budget to promoting and publicising health and safety. This is allocated to support the activities described above as follows.



[For more information go to http://www.hse.gov.uk](http://www.hse.gov.uk)

## Science and innovation

60. HSC's Science and Technology mission is to develop and apply science and technology to provide a sound independent knowledge base to evaluate the risks to people's health and safety from work activities and the means to assess and control these risks in order to help achieve its objectives. HSC/E's Science & Innovation Strategy (published in August 2001) describes how this mission will be achieved, having particular regard to the priorities set out in HSC's Strategic Plan 2001-2004. A key aim is to capitalise on existing strengths in terms of flexibility in response to operational needs, whilst making more transparent and direct the links with HSC/E's high-level goals in the Strategic Plan. This new approach represents a significant shift from the technical topic-based approach followed previously

61. High quality science provides an essential contribution to the formulation of UK and international regulatory decisions regarding people's health and safety and to the wider agenda of evaluating how effectively HSC/E are meeting the government's PSA targets. HSE's 2002 Strategic Research Outlook (published in February 2002) sets out HSE's strategic science and innovation aims and reflects the priorities in the HSC Strategic Plan 2001/04. The 2003 Strategic Research Outlook has been the subject of wide-ranging consultation and is due to be published in May 2003.

## Chief Scientific Adviser's Guidelines 2000

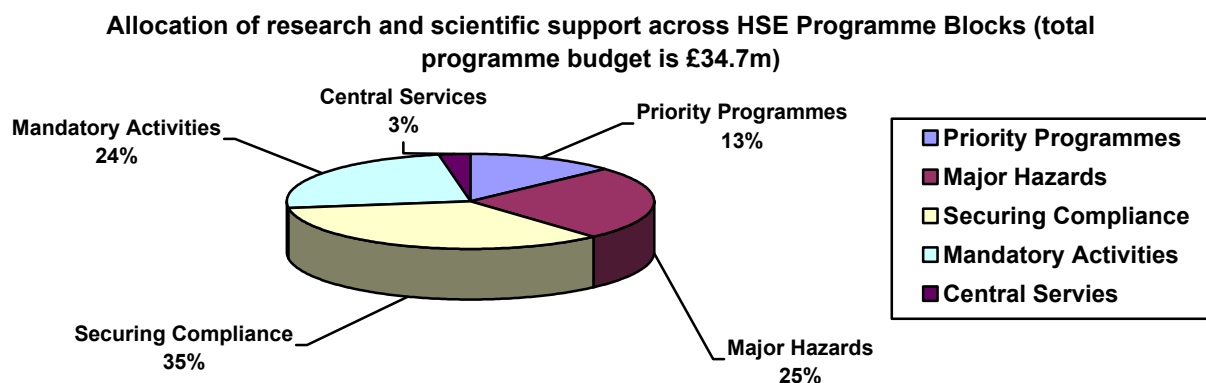
62. HSC/E has developed a Quality Statement to secure the effective implementation of the Chief Scientific Adviser's Guidelines 2000. Two important commitments are: to ensure that all staff involved in policy and S&I activities have the necessary skills and training to implement Guidelines 2000 and to undertake a programme of compliance audits on the Quality Statement.

63. HSE's total research and technical support budget for 2003/4 is £34.7m. This combines both scientific research and technical support to operational work such as support to incident investigations and expert evidence in prosecutions (levels of technical



support for investigations etc are significantly higher for securing compliance than other blocks). The planned spend across the 5 HSE work blocks is as below. It is expected that the proportion of research expenditure on the priority programmes will increase over the next few years as the programmes become established. The total of £34.7 million does not include HSE's Nuclear research and support budget, which amounts to about £2million and is paid for through a levy on industry.

64. To secure access to expertise beyond the core capabilities of the Health and Safety Laboratory (described below), HSE has established a Framework Technical Support Agreement with seven external contractors this has an indicative spend of about £2m pa.



[For more information go to http://www.hse.gov.uk/research/index.htm](http://www.hse.gov.uk/research/index.htm)

### **Health and Safety Laboratories**

65. The Health and Safety Laboratory (HSL) is Britain's leading industrial health and safety facility. It operates as an Agency of the HSE and plays a pivotal role in supporting HSC/E's mission. This involves HSL in two main areas of activity: operational support through incident investigations and studies of workplace situations and longer-term work on analysis and resolution of occupational health and safety problems. HSL is currently split between sites at Buxton and at Sheffield, however, in 2002/03 work commenced on a new facility at Buxton under PFI arrangements. This facility should be available for occupancy in Summer 2004. During 2003/04 HSE plans to review its relationship with HSL to ensure that this develops in accordance with the business needs of both organisations.

[For more information on the Health and Safety Laboratory go to http://www.hsl.gov.uk](http://www.hsl.gov.uk)

# MANAGEMENT PRIORITIES

## Introduction

66. The HSC Strategic Plan 2001/2004 sets significant challenges for the way HSE works and delivers its key priorities. HSE must ensure that as an organisation it is ready to meet these challenges. HSE published its first Management Plan in October 2001. This contained HSE's management priorities determined on the basis of business needs to ensure we are able to deliver our contribution to the HSC Strategic Plan.

## Change

67. Since the publication of the Strategic Plan and the Management Plan in 2001, HSE has identified that in order to effectively deliver its objectives now and in the future it must change the way it works. For this reason HSE commenced work early in 2002 to review its ways of working and organisation to ensure more effective use of resources to deliver the mission. In April 2002 the HSE Board set out 10 change outcomes and launched a change programme to design capabilities to deliver them. The change outcomes are:

- A small unit facilitating and co-ordinating strategic thinking across HSE leading to the development of integrated tailored strategies and clear priorities;
- A networked intelligence hub gathering robust credible information and presenting it in unbiased and understandable ways to various audiences;
- A centre of expertise facilitating best practice across HSE in the delivery of projects and programmes;
- A strategic thinking informed by science and technology through appropriate and suitable deployed staff;
- A core business, supported by appropriate and suitably deployed science and technology staff;
- An operational capacity, linked to policy, strategy, etc addressing issues identified on operational policy;
- A policy capability, responsive to our developing strategy in a changing world and which integrates health and safety wherever possible;
- Strategy and outcomes which are jointly formulated by policy and operations, with each being clear on the others contribution to delivery;
- Corporate functions which are more efficiently deployed; and
- Behaviours and ways of working which reflect HSE's values and are consistently delivering a high trust environment and encouraging engagement to help us deliver our mission in a changing world.

68. These outcomes both augment and provide a more solid platform from which to deliver the management priorities set out in the HSE Management Plan published in 2001. The Management Priorities are to:

- Lead and look after staff, valuing their contribution and their diversity and the benefits this brings to the way we engage with stakeholders;
- Get the right people in the right place at the right time, building and making best use of their skills to deliver key objectives;
- Manage our information resources and the knowledge, expertise and experience of our staff, and apply it to our priorities efficiently and effectively; and
- Secure better business planning and better business management through integrating the management of our resources, systems and procedures to deliver high quality business objectives in an efficient and responsive way and giving value for money.

[For more information go to http://www.hse.gov.uk/aboutus/plans/hseplans/m-plan.htm](http://www.hse.gov.uk/aboutus/plans/hseplans/m-plan.htm)

## **Corporate Support Services**

69. HSE's corporate support services are responsible for the delivery of corporate strategies and providing governance, advice and other services. HSE keeps the delivery of its corporate support (including personnel, business services and finance and planning) under continuous review to ensure central staff resource applied is maintained at or below 8% and staff resource applied to this activity across HSE is kept to a minimum. In addition we manage accommodation, IT and other goods and services to ensure they are delivered efficiently and give best value for money. This ensures HSE is able to operate as an efficient and effective organisation and can deliver its mission.

70. During 2003/04 we will:

- Implement a targetted investment strategy to deliver cross cutting IT enabled business change projects to support our operational work, electronic documents and records management and resource management. This will support the delivery of our mission for next year and into the future, as well as enhance existing services.
- Take forward the outcomes of the Corporate Support Review including:
  - a. Rationalise staffing arrangements across HSE to release resource for frontline activity; and
  - b. Bear down on areas of spend to ensure best value for money from in particular our use of travel and subsistence; accommodation (especially, strategically significant projects and commitments); and procurement activities (HSE already has a strong procurement record but we will seek to improve on this by better strategic control of purchasing and contract management and of commercial risk).

## **Business Improvement**

71. HSE manages a co-ordinated programme of underlying improvements through a business improvement plan. The plan includes efficiencies in our use of resources and quality improvements. In addition to corporate improvements to be made as part of the change programme, the corporate support review, and investment in IT enabled change, HSE directorates have their own plans. There is also a staff suggestion scheme – Rewarding Innovation – through which individuals can propose improvements across HSE.

72. Our Business Improvement Plans for this year include:

- Providing teleconferencing facilities in all HSE offices to reduce the cost and health and safety risks of travelling to meetings and to improve communications;
- Doubling participation in Rewarding Innovation, especially by staff teams;
- Piloting solutions to reduce administrative burdens on inspection and make better use of administrative staff to optimise resources for delivering the RHS targets; and
- Reviewing quality procedures and business processes to ensure they are leaner.

## Resources and Outputs

73. HSE's 2002 settlement provides for an increase in HSC/E's resource budget of £4million (m) in 2003/4, £4m in 2004/5 and £2m in 2005/6 on HSE's 2003/4 resource baseline. HSE's capital cover (including HSL) is £11m for 2002/3; £11m for 2003/4; £71m for 2004/5; and £11m for 2005/6. This has been increased by £60m in 2004/5 to provide for the fact that the PFI replacement of the Health and Safety Laboratory (HSL) facilities will be on HSE's balance sheet.

74. Table 1 below provides a breakdown of the SR2002 settlement.

<b>HSE ONLY</b>	<b>2003/4</b>	<b>2004/5</b>	<b>2005/6</b>
Administration costs	203	203	201
Programme costs	59	59	59
<b>Gross costs</b>	<b>262</b>	<b>262</b>	<b>260</b>
Income	(54)	(54)	(54)
<b>Net costs</b>	<b>208</b>	<b>208</b>	<b>206</b>
Non cash costs	11	11	11
<b>Net Resource Budget</b>	<b>219</b>	<b>219</b>	<b>217</b>
<b>Capital Budget</b>	<b>6.5</b>	<b>66.5</b>	<b>6.5</b>

75. In addition a further £4m for each of the years 2003/4 and 2004/5 has been provided from DWP and DfT to fund work on the Cullen recommendations arising from the Ladbroke Grove inquiry.

76. Over three quarters of HSC/E's gross budget is spent on staff and related costs (administration costs). Programme costs covers: publications, marketing and publicity and science and technology (including reactive support). Capital is mainly vehicles and equipment. Income is generated from the sale of publications and from fees and charges for regulatory activity (eg licencing of nuclear installations; assessment of safety cases for COMAH, offshore, rail and gas transportation sectors, and associated inspection activity to ensure compliance with the safety case).

## Planned Staffing for 2003/04<sup>1</sup>

HSE planned staff in post by Division/Directorate		
Division Directorate	01.04.02 staff in post	01.04.03 staff in post
Health and Safety Commission Support	-	3
Solicitors Office	36	34
Resources and Planning Directorate	500	463
Strategy and Intelligence Division	-	8
<b>Policy</b>		
Health Directorate	244	-
Safety Policy Directorate	110	-
Strategy and Analytical Directorate	108	-
Rail Directorate	33	-
Policy Group <sup>2</sup>	-	352
<b>Operations</b>		
Operation Planning Division	25	33
Field Operations Directorate	1694	1672
HM Railway Inspectorate <sup>3</sup>	-	179
Hazardous Installations Directorate	545	609
Nuclear Safety Directorate	253	292
Electrical Equipment Certification Service <sup>4</sup>	40	2
Technology Division <sup>5</sup>	121	-
Corporate Science and Analytical Services Directorate <sup>6</sup>		82
<b>Total HSE staff</b>	<b>3709</b>	<b>3727</b>
Health and Safety Laboratory	341	341
<b>Total Staff</b>	<b>4050</b>	<b>4068</b>
Total HSC/E Staff in post by occupational group		
Occupational Group	01.04.02 staff in post	01.04.03 staff in post
Inspectors	1625	1651
Other professional or specialist staff	1461	1265
Other Staff	964	1153
<b>Total Staff</b>	<b>4050</b>	<b>4068</b>

<sup>1</sup> All figures are rounded.

<sup>2</sup> The Health, Safety Policy, Strategic and Rail Directorates were reformed to become the Policy Group and the Strategy and Intelligence Division on 1/4/2003/4.

<sup>3</sup> On 1/4/2002 the Railway Inspectorate was brigaded within FOD.

<sup>4</sup> The Electrical Equipment Certification Service ceased to operate on 1/10/2002.

<sup>5</sup> Technology Division was dispersed to Policy Group and the Field, Nuclear Safety and Hazardous Installations Directorates on 1/4/2003.

<sup>6</sup> The Corporate Science and Analytical Services Directorate was formed on 1/4/2003 and combines analytical services, risk policy and science and technology into one Directorate.

## Output and performance analysis

77. HSE has reviewed its published output and performance measures to improve their quality and relevance to the management of our business. We are particularly concerned to ensure frontline operational resource is applied to our priority programmes and for this reason we have introduced a performance measure that will track, during the year, the level of resource committed to these activities as a proportion of that planned. We aim to ensure that we fully resource priority work, and over time to maximise the total resource we apply. Our revised operational and other performance measures for 2003/04 are detailed below.

<b>Operational Output and performance measures</b>			
	<b>2001/02 outturn</b>	<b>2002/03 Plan</b>	<b>2003/04 Plan</b>
<b>MAJOR HAZARDS</b>			
% Safety cases, safety reports and safety submissions processed in accordance with published arrangements for quality and timeliness. <sup>7</sup>	N/A	N/A	100%
<b>COMPLIANCE</b>			
% Resource committed to HSC priority programmes as published in our business plan <sup>8</sup>	N/A	N/A	100%
% Complaints (about work activities) followed up	87%	87%	90%
% Incidents meeting HSE investigation criteria which were investigated <sup>9</sup>	N/A	N/A	95%
% Higher risk sites or clients visited to secure compliance and improved health and safety performance	100%	100%	100%

<sup>7</sup> This is a new measure. The previous equivalent performance measure was the number of safety cases considered and processed to time and quality. Since it is difficult to predict numbers of cases received and quality of cases is variable this measure was refined to focus on our commitment to process all safety cases received to published standards of quality and timeliness.

<sup>8</sup> This is a new measure for the extent to which HSE's operational directorates meet commitments to deploy frontline operational resource on the priority activities they consider will contribute most to the strategic plan. This is to show what % of our frontline operational resource is spent on priority work compared to other activities. Our Field Operations Directorate will contribute significantly to this measure by committing 60% of its frontline contact time to work on the HSC priority programmes. For permissioning Directorates discretionary programmes might be more modest because of commitments to safety case assessment work.

<sup>9</sup> This is a new measure; the previous target was to investigate a certain % of reported incidents. The new commitment is to investigate 95% of reported incidents that meet our published investigation criteria.

<b>OTHER OUTPUT AND PERFORMANCE MEASURES</b>			
	<b>2001/02 outturn</b>	<b>2002/3 Plan</b>	<b>2003/4 Plan</b>
<b>MANDATORY ACTIVITIES</b>			
<b>Modernise and simplify the legal framework</b>			
Sets of regulations, ACOPS, consultative documents and new guidance documents introduced	57	67	62
% sets of regulations, ACOPS, consultative documents and guidance documents introduced to time	50%	90%	90%
<b>Providing information and advice</b>			
Number of publicity products purchased or accessed (including electronic) millions	28.7m	28m	50m
Number of publicity products made available	11 026	23000 <sup>10</sup>	25,000
Number of enquiries dealt with	55 4107	Target not set	Target not set
% Infoline calls answered within 15 seconds	N/A	85%	85%
% public enquiries responded to within 10 days	98%	100%	100%
<b>Science and Innovation</b>			
Number of projects completed within risk and technical policy programmes	78	80	80
% of research projects to be let through competition or collaboration	N/A	55-65%	55-65%
<b>Operate statutory schemes</b>			
Providing regulatory services, eg issuing exemptions, statutory certificates	3490	4501	4496
% service products (statutory certificates etc) processed to time	92%	95%	95%
<b>Management of HSE</b>			
Efficiency gains (cash and productivity) as % of total running costs	3.0%	3.0%	3.0%
% staff payroll costs devoted to central services, eg personnel, planning, finance	8.0%	8.0%	8.0%

<sup>10</sup> The planned number of publicity products made available was revised from 9,600 to 23,000 in year.



## Legislative Timetable

<h3>European projects</h3> <p><i>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. Where it is possible to give months for milestones these are given, where "quarters" of a year are referred to the following convention is used: Quarter 1 = April to June, Quarter 2 = July to September, Quarter 3 = October to December, Quarter 4 = January to March.</i></p>		
Title of Project/Directive	Action planned	Milestones
<b>Chemical Agents</b>		
Carcinogens Directive 1999/38 2nd amendment.	<ul style="list-style-type: none"> <li>Directive to be implemented by amending COSHH2002.</li> </ul>	<ul style="list-style-type: none"> <li>Regulations in force April 2003.</li> </ul>
Draft 2nd Indicative Occupational Exposure Limit Value directive.	<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>	<ul style="list-style-type: none"> <li>Vote on technical progress expected during 2003.</li> </ul>
Dangerous Substances Directive 29 <sup>th</sup> ATP.	<ul style="list-style-type: none"> <li>The 29<sup>th</sup> ATP to the Dangerous Substances Directive is still under discussion. Publication is not expected until quarter 4 2003/4.</li> </ul>	<ul style="list-style-type: none"> <li>Milestones to be set following publication.</li> </ul>
Asbestos: EU proposals to amend the Worker Protection Directive 83/477/EEC.	<ul style="list-style-type: none"> <li>Final adopted text was published in the Official Journal 15 April 2003.</li> </ul>	Commence informal consultation during quarter 4 2003/4.
Amendment to Marketing and Use Directive: Chromium VI in cement.	<ul style="list-style-type: none"> <li>Directive expected to be adopted in quarter 1 2003.</li> <li>Regulations to implement Directive due one year after publication in the Official Journal.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation document to be published by quarter 4 2003/04.</li> </ul>
EC Regulation on the Import and Export of Dangerous Chemicals.	<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>	<ul style="list-style-type: none"> <li>Enforcement Regulation expected Quarter 2 2003/4.</li> </ul>
Existing Substance Regulation (ESR) and the programme for Registration, Evaluation and Authorisation of Chemicals (REACH).	<ul style="list-style-type: none"> <li>HSE Competent Authority for 2003 on going development of transitional arrangements between ESR and REACH.</li> </ul>	On going programme of risk reduction strategy work.
Proposals for EU Chemicals Strategy.	<ul style="list-style-type: none"> <li>EU Regulations expected July 2003.</li> </ul>	No milestones set.
<b>Physical Agents</b>		
Proposal for a European Parliament and Council Directive on Physical Agents (Vibration).	<ul style="list-style-type: none"> <li>Directive adopted July 2002.</li> <li>Implementation due July 2005.</li> </ul>	<ul style="list-style-type: none"> <li>Consultative document to be published quarter 2 2003/04.</li> </ul>
Proposal for a European Parliament and Council Directive on Physical Agents (Noise).	<ul style="list-style-type: none"> <li>Adopted February 2003 with and implementation date for February 2006.</li> </ul>	<ul style="list-style-type: none"> <li>Consultative Document to be published quarter 4 2003/4.</li> </ul>
Proposal for European Parliament and Council Directive on Physical Agents (Electromagnetic fields).	<ul style="list-style-type: none"> <li>Proposed December 2002 currently under negotiations in Council Working Group.</li> </ul>	<ul style="list-style-type: none"> <li>If adopted would need to be transposed into UK legislation timetable to be set.</li> </ul>

# 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. Where it is possible to give months for milestones these are given, where "quarters" of a year are referred to the following convention is used: Quarter 1 = April to June, Quarter 2 = July to September, Quarter 3 = October to December, Quarter 4 = January to March.

Title of Project/Directive	Action planned	Milestones
<b>Rail Transport</b>		
Interoperability of the trans-European conventional rail system (2001/16).	<ul style="list-style-type: none"> <li>DTLR lead HSE will contribute.</li> </ul>	<ul style="list-style-type: none"> <li>Directive to be implemented by Quarter 3 2003/4.</li> </ul>
<p>Proposed Railway Safety directive.</p> <p>Proposed Interoperability amendment directive amending Directive 96/48/EC on high-speed interoperability and Directive 2001/16/EC on conventional interoperability.</p> <p>Proposed European Railway Agency Regulation.</p> <p>Proposed Decision on the Convention of International Transport by Rail (COTIF).</p> <p>Proposed Market Access Directive.</p>	<ul style="list-style-type: none"> <li>Common Position has been achieved, now working with DfT on progress through European Parliament to achieve a favourable outcome in line with UK negotiating strategy. These Directives etc are commonly known as the "Second Railways Package".</li> </ul>	<ul style="list-style-type: none"> <li>Adoption expected quarter 1 2004/5.</li> </ul>
<b>Transport of Dangerous Goods</b>		
Amendment to the UN model Regulations on the Transport of dangerous goods.	<ul style="list-style-type: none"> <li>DfT lead, negotiations on the revised 14<sup>th</sup> edition began in 2003 and are expected to be completed by end 2004.</li> </ul>	<ul style="list-style-type: none"> <li>Negotiations to be completed by end 2004.</li> </ul>
<p>Transport of Dangerous Goods by Road Commission Directives 2001/7 and 2003/28/EC adapting for the third time Council Directive 94/55/EC.</p> <p>Transport of Dangerous Goods by Rail Commission Directives 2001/6 and 2003/29/EC adapting for the third time Council Directive 96/49/EC.</p> <p>Completion of implementation of the Transportable Pressure Equipment Directive 1999/36/EC and implementation of Directive 2002/50/EC adapting it to technical progress.</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>	<ul style="list-style-type: none"> <li>CD to be published quarter 2 2003/04.</li> <li>Regulations to be made quarter 1 2004/5.</li> </ul>
<b>Work Equipment</b>		
Proposal for Third amendment to the Machinery Directive.	<ul style="list-style-type: none"> <li>DTI lead.</li> </ul>	<ul style="list-style-type: none"> <li>Council agreement due quarter 3 or quarter 4 2003/04.</li> </ul>
Use of Work Equipment Directive (dealing with Temporary Work at Heights) 2nd amendment.	<ul style="list-style-type: none"> <li>To be implemented by July 2004 as a single set of Work at Heights Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Publish CD in quarter 2 2003/04.</li> </ul>
<b>Major Hazards</b>		
Proposal for an amendment to the SEVESO Directive (96/82/EC).	<ul style="list-style-type: none"> <li>Common Position adopted Feb 2003.</li> <li>Amending directive to be implemented through amendment to COMAH Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Milestones to be set.</li> </ul>

## Domestic projects

All projects and projected milestones in this timetable are subject to the results of consultation. Where it is possible to give months for milestones these are given, where "quarters" of a year are referred to the following convention is used: Quarter 1 = April to June, Quarter 2 = July to September, Quarter 3 = October to December, Quarter 4 = January to March.

Title of Project/Regulations	Action Planned	Milestones
<b>Acetylene legislation</b>	<ul style="list-style-type: none"> <li>New framework for acetylene safety to replace requirements currently in Explosives Act 1875.</li> </ul>	<ul style="list-style-type: none"> <li>CD expected by April 2004.</li> </ul>
<b>Adventure Activities Regulations</b>	<ul style="list-style-type: none"> <li>HSE to advise HSC on response to DfES consultation document/triennial review of licensing.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation period on DfES consultation document/triennial review of licensing closes on 30 April 2003.</li> <li>HSE advised HSC on response in early April 2003.</li> </ul>
<b>Carriage of Dangerous Goods 1996 Regulations 5, 6 and 20</b>	<ul style="list-style-type: none"> <li>Develop replacement for Regulation 20 of CDG 1996, which governs unloading of petrol.</li> <li>Develop legislative framework to allow for the continuing approval of HSE document L93, which governs the design of road tankers so as to prevent vapour emissions (on behalf of DEFRA).</li> </ul>	<ul style="list-style-type: none"> <li>Consultation letter due quarter 3 2003/4.</li> </ul>
<b>Celluloid legislation</b>	<ul style="list-style-type: none"> <li>Review and modernise remaining elements of celluloid legislation (majority repealed by DSEAR).</li> </ul>	<ul style="list-style-type: none"> <li>Review completed April 2004.</li> </ul>
<b>Construction (Design and Management) Regulations</b>	<ul style="list-style-type: none"> <li>To amend Regulations and ACOP.</li> </ul>	<ul style="list-style-type: none"> <li>Consultative Document planned for quarter 4, 2003/4; and</li> <li>Revised Regulations to be laid quarter 4, 2004/5.</li> </ul>
<b>Construction (Health, Safety and Welfare) Regulations 1996</b>	<ul style="list-style-type: none"> <li>To amend the regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Regulations need to be amended but may be done as part of other legislative projects by end 2004. CD issued quarter 4 2003/4.</li> </ul>
<b>Control of Explosives Regulations 2001.</b>	<ul style="list-style-type: none"> <li>New Regulations to rationalise existing provisions.</li> </ul>	<ul style="list-style-type: none"> <li>Consultative Document to be published quarter 4 2003/4.</li> <li>New Regulations laid quarter 4 2004/5.</li> </ul>
<b>Dangerous Goods in Harbours Regulations</b>	<ul style="list-style-type: none"> <li>Regulations, ACOP and guidance to be amended in light of consultation exercise.</li> </ul>	<ul style="list-style-type: none"> <li>Regulations to be laid quarter 3 2003/4.</li> </ul>
<b>Dangerous Substances (notification and marking of sites) Regulations 1990</b>	<ul style="list-style-type: none"> <li>Review of the Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Review completed by April 2004.</li> </ul>
<b>Dangerous Substances and Explosive Atmospheres Regulations 2002 (DESEAR)</b>	<ul style="list-style-type: none"> <li>Amendment to reflect revised interface with Marine and Coastguard Agency.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation letter quarter 3 2003/4.</li> </ul>
<b>Docks Regulations</b>	<ul style="list-style-type: none"> <li>Regulations, ACOP and guidance in process of revision in consultation with the industry.</li> </ul>	<ul style="list-style-type: none"> <li>CD on draft package expected quarter 3 2003/4.</li> </ul>
<b>Duty to investigate workplace accidents, etc.</b>	<ul style="list-style-type: none"> <li>Consideration of responses to recent consultation exercise.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance to be developed during 2003/04.</li> </ul>

## Domestic projects

All projects and projected milestones in this timetable are subject to the results of consultation. Where it is possible to give months for milestones these are given, where "quarters" of a year are referred to the following convention is used: Quarter 1 = April to June, Quarter 2 = July to September, Quarter 3 = October to December, Quarter 4 = January to March.

Title of Project/Regulations	Action Planned	Milestones
<b>Factories Act 1961 and Offices, Shops and Railway Premises Act 1963.</b>	<ul style="list-style-type: none"> <li>Consolidation and removal of remaining requirements where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Complete review and issue Discussion Document quarter 4 2003/04.</li> </ul>
<b>Fire Legislation</b>	<ul style="list-style-type: none"> <li>Review of legislation lead by Office of Deputy Prime minister. HSE will work with them to agree demarcation with Fire Authorities and to assist development of new legislation and guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Input into any proposed legislation and guidance as required during 2003.</li> </ul>
<b>First Aid at Work Regulations 1981</b>	<ul style="list-style-type: none"> <li>Follow on from research project leading to a consultation exercise in 2004.</li> </ul>	<ul style="list-style-type: none"> <li>Publish Discussion Document in quarter 2 2003/04.</li> <li>Publish consultation document in quarter 2, 2004/5.</li> </ul>
<b>Gas Safety (Management) Regulations 1996</b>	<ul style="list-style-type: none"> <li>Consultation on Amending Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation document to be published quarter 3, 2003/4.</li> </ul>
<b>Gas Safety (Installations and Use) Regulations 1998.</b>	<ul style="list-style-type: none"> <li>Consultation on amending regulations and ACOP.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation document expected quarter 4, 2003/4.</li> <li>Regulations to be submitted quarter 4, 2004/5.</li> </ul>
<b>Health and Safety (Employee Consultation and Safety Representatives) Regulations</b>	<ul style="list-style-type: none"> <li>Develop harmonised regulations to replace Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.</li> </ul>	<ul style="list-style-type: none"> <li>Draft CD and put out to consultation in quarter 2, 2003/04.</li> </ul>
<b>Health and Safety (Fees) Regulations 2003.</b>	<ul style="list-style-type: none"> <li>Annual revision of fees to take account of inflation.</li> </ul>	<ul style="list-style-type: none"> <li>Regulations came into force 1 April 2003.</li> </ul>
<b>Inhalable Dust in Coal Mines.</b>	<ul style="list-style-type: none"> <li>New Regulations and ACOP.</li> </ul>	<ul style="list-style-type: none"> <li>CD expected quarter 4 2003/4.</li> <li>Regulations to be submitted quarter 4, 2004/5.</li> <li>ACOP to be published quarter 4 2004/5.</li> </ul>
<b>Ionising Radiations Amendment Regulations</b>	<ul style="list-style-type: none"> <li>Amend the Ionising Radiations Regulations 1999.</li> </ul>	<ul style="list-style-type: none"> <li>Consultative Document to be published quarter 3 2003/04.</li> </ul>
<b>Management of Health and Safety at Work and Fire Precautions (Workplace) (amendment) Regulations 2003</b>	<ul style="list-style-type: none"> <li>Amend the Management of Health and Safety at Work Regulations 1999 and Fire Protection Regulations 1997 to remove civil liabilities exclusion.</li> </ul>	<ul style="list-style-type: none"> <li>Regulations to be in force by quarter 2 2003/04.</li> </ul>
<b>Manufacture and Storage of Explosives Regulations</b>	<ul style="list-style-type: none"> <li>Revise legal requirements in new regulations – replacing some 40 pieces of earlier legislation.</li> </ul>	<ul style="list-style-type: none"> <li>New Regulations expected quarter 4 2003/4.</li> </ul>
<b>Petrol Legislation</b>	<ul style="list-style-type: none"> <li>Phase 2 and 3 of the Modernising petrol project (Phase 1 completed by DSEAR).</li> </ul>	<ul style="list-style-type: none"> <li>CD on proposals for petrol filling stations (Phase 2) to be published by April 2004.</li> </ul>
<b>Pipelines Safety (Amendment) Regulations</b>	<ul style="list-style-type: none"> <li>Amendments relating to iron mains replacement programme.</li> <li>Amendments relating to the testing of emergency plans; additional duties relating to gas-line; and minor changes to existing definitions.</li> </ul>	<ul style="list-style-type: none"> <li>CD published June 2002 amending regulations to be laid quarter 2 2003/04.</li> <li>CDs to be published quarter 4 2003/4.</li> </ul>

## Domestic projects

All projects and projected milestones in this timetable are subject to the results of consultation. Where it is possible to give months for milestones these are given, where "quarters" of a year are referred to the following convention is used: Quarter 1 = April to June, Quarter 2 = July to September, Quarter 3 = October to December, Quarter 4 = January to March.

Title of Project/Regulations	Action Planned	Milestones
		<ul style="list-style-type: none"> <li>Amending regulations due quarter 2 2004/5.</li> </ul>
<b>Railway Safety Regulations</b>	<ul style="list-style-type: none"> <li>Dialogue with stakeholders following public Inquiry reports on regulations covering railway safety cases approvals and safety critical work.</li> </ul>	<ul style="list-style-type: none"> <li>Revised regulations due by the end quarter 4 2004/05.</li> </ul>
<b>OEL Framework</b>	<ul style="list-style-type: none"> <li>Review of OEL framework in the Control of Substances Hazardous to Health framework.</li> </ul>	<ul style="list-style-type: none"> <li>Issue Consultative Document in September 2003.</li> <li>Regulations expected quarter 1 2004/05.</li> </ul>
<b>Offshore installations (Safety Case) Regulation 1992 (OSCR)</b>	<ul style="list-style-type: none"> <li>Revise 1992 Regulations to improve effectiveness and reduce bureaucracy.</li> </ul>	<ul style="list-style-type: none"> <li>Consultative document to be published end March 2004.</li> <li>Regulations due end March 2005.</li> </ul>
<b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).</b>	<ul style="list-style-type: none"> <li>Fundamental review of legislation aimed at simplification and greater effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>Commission research and issue DD in 2003/04.</li> <li>Consider responses and issue CD 2004/05.</li> </ul>
<b>Shipbuilding/Ship Repair Regulations.</b>	<ul style="list-style-type: none"> <li>Revoke requirements superseded Working at Heights Directive (WAH).</li> </ul>	<ul style="list-style-type: none"> <li>CD to be issued quarter 2 2003.</li> </ul>
<b>Standard of training in safe gas installations ACOP</b>	<ul style="list-style-type: none"> <li>Amend now outdated 1988 ACOP.</li> </ul>	<ul style="list-style-type: none"> <li>Consultative Document to be published in quarter 4, 2004/5.</li> </ul>

## GLOSSARY OF ABBREVIATIONS

ACOP	Approved Code Of Practice
ATP	Adaptation to Technical Progress
CAD	Chemical Agents Directive
CD	Consultative Document
CDM	Construction Design and Management Regulations
COMAH	Control of Major Accident Hazards Regulations
COSHH	Control of Substances Hazardous to Health Regulations
COTIF	Convention of International Transport by Rail
DD	Discussion Document
DEFRA	Department for Environment, Food and Rural Affairs
DfES	Department for Education and Skills
DH	Department of Health
DSEAR	Dangerous Substances and Explosive Atmospheres Regulations
DTI	Department of Trade and Industry
DfT	Department for Transport
DWP	Department for Works and Pension
E-COSH	Electronic guide to the Control of Substances Hazardous to Health Regulations
EA	Environment Agency
EC	European Community
EU	European Union
FOD	Field Operations Directorate
HAV	Hand Arm Vibration
HELA	Health and Safety Executive / Local Authorities Enforcement Liaison Committee
HSC	Health and Safety Commission
HSE	Health and Safety Executive
HSL	Health and Safety Laboratory
HSW	Health and Safety at Work etc. Act 1974
MSD	Musculoskeletal Disorder
NHS	National Health Service
NSD	Nuclear Safety Directorate
OECD	Organisation for Economic Cooperation and Development
OEL	Occupational Exposure Limit
PIC	Prior Informed Consent
PSA	Public Service Agreement
REACH	Registration, Evaluation and Authorisation of Chemicals Programme
RHS	Revitalising Health and Safety
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
S&I	Science and Innovation
SH2	Securing Health Together
SME	Small and Medium Sized Enterprises
SPADs	Signals Passed at Danger
TU	Trade Union
TUC	Trades Union Congress
UK	United Kingdom
UN	United Nations
WAH	Temporary Work at Heights Directive
WHO	World Health Organisation
WRMSD	Work Related Musculoskeletal Disorders
WRULD	Work Related Upper Limb Disorder





**MAIL ORDER**

HSE priced and free  
publications are  
available from:

HSE Books  
PO Box 1999  
Sudbury  
Suffolk CO10 2WA  
Tel: 01787 881165  
Fax: 01787 313995  
Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

**RETAIL**

HSE priced publications  
are available from booksellers

**HEALTH AND SAFETY INFORMATION**

HSE InfoLine  
Tel: 08701 545500  
Fax: 02920 859260  
e-mail: [hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com)  
or write to:  
HSE Information Services  
Caerphilly Business Park  
Caerphilly CF83 3GG



