

# Appendix 4 – Exemplar Improvement Notices

## Exemplar improvement notice - occupied buildings risk assessment



**Health and Safety at Work etc Act  
1974, Sections 21, 23 and 24**

Serial Number  
I/

# Improvement Notice

To:	Name
	Address
	Trading as
Inspector's full name	I,
Inspector's official Designation	One of Her Majesty's Inspectors of Health and Safety, being an Inspector appointed by an instrument in writing made pursuant to Section 19 of the said Act and entitled to issue this Notice
Official address	of
Telephone Number	
Location of premises or place of activity	Hereby give you notice that I am of the opinion that at You, as <b>Employer and Operator of the Establishment</b> Are contravening / have contravened in circumstances that make it likely that the contravention will continue or be repeated <b>the following statutory provisions:</b> <b>The Health and Safety at Work etc Act 1974, Sections 2(1) and 3(1)</b> <b>Control of Major Accidents Hazard Regulations 1999, Regulation 4</b> <b>The Management of Health and Safety At Work Regulations 1999, Regulation 3(1)</b> The reasons for my said opinion are: <b>that a suitable and sufficient assessment of all major accident hazards arising from substances and materials handled or produced by your work activities has not been carried out to identify whether the risks have been reduced to as low as reasonably practicable, and if not, to identify any further measures necessary to prevent major accidents and limit their consequences to persons occupying on-site buildings.</b>
Date for compliance	<b>And I hereby require you to remedy the said contraventions</b> <b>[Insert expiry date]</b> <b>or, as the case may be, the matters occasioning them, by</b>  <b>And I direct</b> that the measures specified in the Schedule which forms part of this Notice shall be taken to remedy the said contraventions or matters  Signature ..... Date ..... An Improvement Notice is also being served on  Of Related to the matters contained in this Notice
Environment and Safety Information Act 1988	This <b>[Insert "is" or "is not"]</b> a relevant notice for the Environment and Safety Information Act 1988 This page only will form the register entry  Signature ..... Date .....



**Health and Safety at Work etc Act  
1974, sections 21, 22, 23 and 24**

Serial Number  
I/

# Schedule

**Serial No I/**

**ACTION NECESSARY TO REMEDY THE CONTRAVENTION AS SPECIFIED IN THIS NOTICE  
EITHER**

1. You should carry out a suitable and sufficient assessment of all major accident hazards arising from substances and materials handled or produced by your work activities for the purpose of identifying any further measures it will be necessary to take to prevent major accidents and limit their consequences to the occupants of on-site buildings.
2. This should be carried out in accordance with the following guidance:
  - a. **The Location and Design of Occupied Buildings at Chemical Manufacturing Sites** Chemical Industries Association<sup>+</sup>
  - b. **L21 - Management of Health and Safety at Work - Approved Code of Practice** (Regulation 3)
  - c. **L111- A Guide to the Control of Major Accident Hazards Regulations 1999 (as amended)** (Regulation 4)
  - d. **HSG190 - Preparing Safety Reports: Control of Major Accident Hazards Regulations 1999** (Appendix 4)
  - e. **The Safety Report Assessment Manual (SRAM)** (Part 2 Chapter 3)\*
3. A suitable and sufficient risk assessment should:
  - a. systematically identify and evaluate all major accident hazards arising from substances and materials handled or produced through normal and abnormal work operations at the establishment and assess their likelihood, extent and severity;
  - b. be carried out with a depth and rigour broadly proportionate to the level of risk; and
  - c. systematically identify and prioritise any further measures necessary to prevent major accidents and to limit their consequences to the occupants of on-site buildings to as low as reasonably practicable.
4. The following should be recorded in writing:
  - (i) details of the risk assessment and all significant conclusions; and
  - (ii) a prioritised list of any further measures identified as necessary to reduce the risks to the occupants of on-site buildings to as low as is reasonably practicable and an estimate of the timescales required to implement each of these.

**OR**

Alternatively, you may take other equally suitable and effective measures to ensure compliance with your legal duties in this matter.

## Notes

To ensure compliance with the above requirements you are advised to obtain and refer to copies of the above guidance, available:

from HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 6FS (tel: 01787 881165), or

\* on [HSE's website](#).

+ from [Chemical Industries Association](#), Kings Buildings, Smith Square, London SW1P 3JJ (Tel: 01207-834-3399).

# Exemplar improvement notice for the implementation of any further preventive and protective measures for safety in occupied buildings



Health and Safety at Work etc  
Act 1974, sections 21, 23 and 24

Serial Number I/
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## Improvement Notice

To: Name  
Address  
Trading as

Inspector's full name I,

Inspector's official Designation One of Her Majesty's Inspectors of Health and Safety, being an Inspector appointed by an instrument in writing made pursuant to Section 19 of the said Act and entitled to issue this Notice

Official address  
Telephone Number

**Location of premises or place Or f activity**

Hereby give you notice that I am of the opinion that  
at

You, as **Employer and Operator of the Establishment**

Are contravening / have contravened in circumstances that make it likely that the contravention will continue or be repeated **the following statutory provisions:**

- The Health and Safety at Work etc Act 1974, Sections 2(1) and 3(1)**
- Control of Major Accidents Hazard Regulations 1999, Regulation 4**
- The Management of Health and Safety At Work Regulations 1999, Regulation 4 and 5**

The reasons for my said opinion are:

**that all measures necessary to prevent major accidents arising from substances and materials handled or produced by your work activities and to limit their consequences have not been implemented to reduce the risks to persons occupying on-site buildings to as low as is reasonably practicable**

Date for compliance **And I hereby require you to remedy the said contraventions or, as the case may be, the matters occasioning them, by** **[Insert expiry date]**

**And I direct** that the measures specified in the Schedule which forms part of this Notice shall be taken to remedy the said contraventions or matters

Signature..... Date .....

An Improvement Notice is also being served on

of

Related to the matters contained in this Notice

Environment and Safety Information Act 1988

This **[Insert "is" or "is not"]** a relevant notice for the Environment and Safety Information Act 1988  
This page only will form the register entry

Signature ..... Date .....



**Health and Safety at Work etc Act  
1974, sections 21, 22, 23 and 24**

Serial Number

I/

# Schedule

**Serial No I/HID**

**ACTION NECESSARY TO REMEDY THE CONTRAVENTION AS SPECIFIED IN THIS NOTICE  
EITHER**

1. In accordance with a timebound Action Plan, you should implement all the further measures identified as necessary by a risk assessment to prevent all major accidents arising from substances and materials handled or produced by your work activities and to limit their consequences so as to reduce the risks to persons in on-site occupied buildings to as low as is reasonably practicable.
2. The implementation of any preventive or protective measures should be on the basis of the principles referred to in Regulation 4 and specified in **Schedule 1** of the **Management of Health and Safety at Work Regulations 1999**.
3. The Action Plan for the implementation of any further measures deemed necessary should be suitably and effectively managed in accordance with the guidance in the **Approved Code of Practice - Management of Health and Safety at Work Regulations**, under **Regulation 5**. The Action Plan should be:
  - Systematically planned, identifying priorities and objectives;
  - Effectively organised and controlled to ensure the Plan is implemented as planned; and
  - Monitored and reviewed to ensure that all the intended measures are implemented to a satisfactory standard.
4. The Action Plan should be recorded in writing.

**OR**

**Alternatively, you may take other equally suitable and effective measures to ensure compliance with your legal obligations in this matter.**

## Notes

To ensure compliance with the above requirements you are advised to obtain a copy of:

- a. **The Location and Design of Occupied Buildings at Chemical Manufacturing Sites**  
Chemical Industries Association<sup>+</sup>
- b. **L21 - Management of Health and Safety at Work - Approved Code of Practice**
- c. **L111 - A Guide to the Control of Major Accident Hazards Regulations 1999 (as amended)**
- d. **HSG190 - Preparing Safety Reports: Control of Major Accident Hazards Regulations 1999**

e. **The Safety Report Assessment Manual (SRAM)\***

Available:

from HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 6FS (Tel: 01787 881165)

\* on [HSE's website](#).

+ from [Chemical Industries Association](#), Kings Buildings, Smith Square, London SW1P 3JJ (Tel: 01207-834-3399).