

Standard letter to accompany prohibition/improvement notices

SPC/Enf/138

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Purpose

This SPC introduces changes to the wording of the Accompanying Letter to Prohibition/Improvement Notice as set out in the OSD Enforcement Manual, Volume 1, Chapter 6.

Background

1. The wording in respect of the Code of Practice on Access to Government Information is now obsolete and is not consistent with the current versions of LP1 and LP2. In addition, the references to the Employment Tribunal leaflet and appeal form have been updated. A revised standard letter is attached to this SPC.
2. The Enforcement Manual will be updated to reflect this revision.

Further information

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ACCOMPANYING LETTER TO PROHIBITION/IMPROVEMENT NOTICE

Principal Inspector's Name
HM Principal Inspector of Health & Safety

Registered Office/Principal Office
Address of Company

Your Ref:
Our Ref:
Date:

Attn: Company Secretary/Name of Person in Company* Job Title*

Dear Sirs

SUBJECT HEADING

..... Possible additional wording

Improvement Notices/Prohibition Notices* are legal documents and you should read the notes on the back of the Notice with care. Failure to comply with a Notice is an offence which can lead to prosecution in a Magistrates Court/Sheriffs Court* where a fine of up to £20,000 can be imposed. If you have difficulty complying by the date specified, please contact me before this date as an extension period may be possible.

You may appeal against the Notice. Details of the appeal procedure are contained in the enclosed Booklet URN05/998, which also contains Form ETS19 which should be used for any appeal you may wish to make.

Your attention is drawn to HSE's policy for making information on enforcement notices publicly available. If you think that this would disclose commercially confidential information, please give me written notification of this within 14 days.

.... Possible additional wording ...

Yours faithfully

Name of Inspector
HM Inspector of Health & Safety