

‘Taking a wider perspective’

HSE’s Fourth Simplification Plan and Progress Report

December 2009

HSE’s fourth Simplification Plan provides a progress report on HSE’s work, in partnership with local authorities, to reduce unnecessary administrative burdens from health and safety legislation. It also demonstrates how HSE is meeting the wider better regulation agenda.

The Government’s better regulation agenda supports HSE’s mission to prevent death, injury and ill health in Great Britain’s workplaces in the HSE Strategy “*The Health and Safety of Great Britain\ Be part of the solution*” and in [HSE’s Business Plan 2009/10](#).

One of HSE’s key strategic goals is to take account of wider issues that impact on health and safety as part of the continuing drive to improve Great Britain’s health and safety performance.

From a regulatory perspective, health and safety is just one part of overall business regulation. As such, HSE and local authorities are committed to working with the Government in pursuit of its Better Regulation agenda and to contribute to it by means of ongoing simplification measures.

“Good health and safety management in any business/organisation has always been about action not paperwork, HSE’s new strategy makes it clear that we want everyone to play their part in preventing death injury and ill health caused by work activities, HSE remains committed to making it easier and simpler for people to take sensible and proportionate measures to protect people and enable their businesses to succeed”

Judith Hackitt
Chair, Health and Safety Executive

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EXECUTIVE SUMMARY

1. The Health and Safety Executive's (HSE) Simplification Plan 2009 is the fourth in a series of annual plans to outline HSE's progress in reducing the administrative burden of health and safety regulation, as well as showing how HSE, in partnership with local authorities as co-regulators, is delivering the Government's better regulation agenda.
2. The HSE Strategy, "*The Health and Safety of Great Britain\ Be part of the solution*" sets out the overall direction for the health and safety system as a whole, recognising the importance of the better regulation agenda.
3. The HSE Strategy accepts that Great Britain's health and safety priorities cannot be delivered in isolation from other issues that impact on or overlap with them. Improving health and safety can help improve the performance of a business. However, unnecessary paperwork and bureaucracy can act as a deterrent to compliance.

Health and safety is just one part of overall business regulation and must be a benefit to those it seeks to protect, not a disproportionate burden on those who have to comply with it.

4. In 2005, a cross-government exercise measured the administrative burdens resulting from legislation across all departments (for more information, see Annex 2 for details on page 78).
5. In line with other government departments, HSE is committed to working towards reducing administrative burdens by 25% from the 2005 baseline level, without reducing levels of health and safety protection. The ABME calculated an indicative annual cost of £2.03 billion of administrative burdens stemming from health and safety legislation. To achieve a 25% reduction, HSE's estimated reduction target was £508 million. This has been modified, mainly as a result of machinery of government changes, to a total cost of £2.022.5 billion and a £505.6 million reduction target.

Baseline	£m value	Net reduction target to be achieved (£ms) by May 2010
December 2005 baseline	£2,032m	£508m
2008 baseline adjustments	-£13.1m relating to Approved Code of Practice in Confined spaces	
	+£5.2m relating to adventure licensing	
December 2008 and 2009 baseline	£2,022.5m	£505.6m

6. Up to May 2009, HSE has reduced administrative burdens by an estimated £382 million on a net basis, equating to 75.6% of the reduction target, and by December 2009 will achieve an estimated £499.1 million reduction, or

99% of the target – but this figure includes estimated savings that have not been validated and which may be subject to change or revision.

Delivered and forecast delivery:

	May 2009	December 2009	May 2010
Gross savings	£403.6 million	£521.2 million	£548.9 million
Gross burdens	£21.6 million	£21.6 million	£21.6 million
Net reductions (£ms)	£382.0 million	£499.6 million	£527.3 million
% reduction	18.9%	24.7%	26.1%

7. HSE's previous Simplification Plans set out initiatives to help to achieve the target. Progress and delivery of these projects is outlined below:

Initiative title and description	Target reduction from ABME data	Impact on business	Delivery of initiative / timings
Sensible Risk Management – example risk assessments - increasing compliance, and encouraging proportionate risk management – and addressing risk assessment costs in the Management of Health and Safety at Work Regulations	£235 million gross savings plus £18.4 million reduction in risk assessment costs from requirements in other legislation	34 Example Risk Assessments help small businesses think through some of the hazards in their business and identify the steps they need to take to control the risks.	Completed. 33 published by November 2008. 34 th Example Risk Assessment delivered in September 2009.
Gas Safety (Installation and Use) Regulations – reviewing the requirement for a landlord to carry out a gas safety check	Up to £59 million gross savings	Landlords will be able to get appropriate gas safety guidance in a “one stop shop” on the HSE website.	Underway. New website to be implemented by May 2010.
Lifting Operations & Lifting Equipment Regulations – new guidance to clarify examination of equipment requirements	Up to £33 million gross savings	Businesses are clearer about when to examine lifting equipment and fork lift trucks.	Underway. New guidance on examination of lifting equipment was published in June 2008.

Control of Asbestos Regulations 2006 – consolidating three sets of regulations	£27.7 million gross savings	From November 2006, asbestos contractors no longer need to notify HSE when working with textured decorative coatings.	Completed in November 2006.
Manual Handling Operations Regulations – guidance on the labelling of loads	Up to £32.5 million gross savings	The new guidance published in May 2008 helps businesses decide when to label loads to avoid manual handling injuries to workers.	Completed. New guidance published in May 2008.
The written health and safety policy statement – an electronic template for the statement and Electronic risk assessment template – additional initiative linked to HSE’s work on Sensible Risk Management and to the written health and safety policy statement project	Up to £26.5 million gross savings Up to £27 million gross savings	From September 2009, businesses can now use one form to complete their risk assessment, health and safety policy and record of health and safety arrangements. This will help businesses get started on their risk assessments and will save them time.	Completed in September 2009 Integrated with the electronic risk assessment template. Evaluation to be carried out by May 2010
Forms project – including a separate project to amend legislation to remove 8 outdated forms.	£21.3 million gross savings	54% of HSE’s forms not required by law removed by April 2007 From 6 April 2009, most businesses will no longer have to notify HSE or local authorities when they start	Completed by April 2007. Completed in April 2009. 8 outdated business notification forms removed in April

		up or when they move.	2009.
Workplace (Health, Safety and Welfare) Regulations – guidance on labelling water	Up to £17 million gross savings	Following publication of the guidance in September 2007, businesses are clear that they only need to label water when the water should not be drunk.	Completed. New guidance published in September 2007.
RIDDOR¹ project – reducing the time taken to report incidents at work	£16.5 million gross savings	From March 2007, businesses are encouraged by HSE to “ring and report”, saving time in reporting incidents at work.	Completed in March 2007.
Control of Substances Hazardous to Health Regulations – rationalising and improving guidance and reducing risk assessment costs	Up to £11.1 million gross savings	From Summer 2009, the new COSHH website, guidance and example risk assessments make it easier for businesses to understand what they have to do to control the risks from chemicals.	Completed in Summer 2009
Health and Safety Information for Employees Regulations – amending regulations on the health and safety law poster	£10.7 million gross savings	From April 2009, businesses no longer have to write the name and address of their enforcing authority, and the address of the local Employment Medical Advisory Service (EMAS) directly onto their poster. If they already have a poster, this does not	Completed in April 2009.

¹ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

		<p>have to be replaced for 5 years.</p> <p>The new poster is also simpler and clearer than the old one.</p>	
<p>Business online project – making HSE’s forms available in an electronic and interactive format</p>	<p>Up to £10 million gross savings</p>	<p>Businesses will be able to use a range of electronic HSE licence application and notification forms.</p> <p>From June 2008, businesses can now notify HSE electronically about construction projects.</p>	<p>Underway but now being addressed by other, wider, customer support programme(s) on a longer timescale.</p> <p>F10 Construction Notification form launched in June 2008.</p>
<p>Offshore Installations (Safety Case) Regulations 2005 – revising the frequency for submitting a safety case from three years to five years</p>	<p>£3.8 million gross savings</p>	<p>From April 2006, offshore firms only have to submit a safety case every 5 years rather than every 3 years.</p>	<p>Completed in April 2006.</p>
<p>Construction (Design and Management) Regulations 2007 – clarifying and simplifying requirements for the notification of construction projects</p>	<p>£3.6 million gross savings</p>	<p>From April 2007, businesses have to complete less paperwork for construction projects.</p>	<p>Completed in April 2007.</p>
<p>ACoP² on Zoos – ACoP no longer in existence</p>	<p>£544,000 gross savings</p>	<p>Removal of the ACoP meant removing the administrative burdens connected to ACoP requirements.</p>	<p>Completed in December 2006.</p>
<p>Good practice guidance on worker involvement –</p>	<p>Up to £36.6 million gross</p>	<p>Businesses can find out more</p>	<p>Completed. New guidance</p>

² Approved Code of Practice

clarifying requirements on providing health and safety information to safety representatives	savings	easily what they have to do to improve dialogue and cooperation between employers and workers without having to pay for external services	published in October 2008.
Docks form – removal of an outdated form	£3.6 million gross savings	Businesses will not have to certify the safety of a boat that takes dock workers to other ships in the harbour to load and unload the cargo.	Underway. This form is now expected to be removed by May 2010
TOTAL GROSS SAVINGS (if all initiatives are delivered and savings validated)	£548.9 million gross savings		

8. **Since publication of the 2008 Plan, HSE has successfully delivered four simplification measures:**

- **Sensible Risk Management – example risk assessments** - addressing risk assessment costs in the Management of Health and Safety at Work Regulations 1999 through example risk assessments ;
- **Written health and safety policy statement and the electronic risk assessment template;**
- **Forms project** - removing 8 outdated business premises notification forms and registers; and
- **Health and Safety Information for Employees Regulations project** - amending the health and safety law poster.

9. Good progress is being made on the remaining projects. Savings resulting from these projects add to those already achieved from initiatives delivered previously.

10. Three of HSE's simplification measures were approved in June 2009 by an independent External Validation Panel, whose members include representatives from the Confederation of British Industry, Institute of Directors, British Chambers of Commerce, Federation of Small Businesses and Trades Union Congress. Approved projects were:

- **Manual Handling Operations Regulations** – guidance on the labelling of loads; £32.5m gross savings as at May 2009;

- **Removal of 8 forms required by Factories Act and Offices, Shops and Railway Premises Act;** £21m gross savings as at May 2009; and
 - **Health and Safety Information for Employees Regulations** – amending regulations on the health and safety law poster. £10.7m gross savings as at May 2009.
11. HSE, in partnership with local authorities as co-regulators, is committed to wider better regulation work in line with the HSE Strategy in addition to the administrative burden reduction programme. In the past year, the following key strands of work have taken place:
- making the content of HSE’s priced publications containing advice, guidance and regulations, freely available; and
 - continuing to improve policy development, information and guidance for small-and medium-sized enterprises (SMEs), in line with the Government’s “Think Small First” policy and drawing on advice from HSE’s own Small Business Trade Association Forum.
12. HSE and local authorities have continued to work closely with its stakeholders, such as representatives from businesses, trade unions, and trade associations, in the development of simplification projects as well as wider better regulation initiatives.
13. Over the next six months, HSE will continue to review its simplification initiatives, in the light of the Government’s Strengthening Regulatory Management proposals and the new HSE Strategy published this year. HSE will also carry out post-implementation reviews and evaluations, as appropriate, to determine whether projected savings have been delivered as well as examining their overall impact.
14. This report does not, however, include details of new HSE simplification initiatives being developed under the Government’s Strengthening Regulatory Management proposals.

INTRODUCTION

15. HSE, along with local authorities as co-regulators³, is responsible for the regulation of most risks to health and safety arising from work activity in Britain.

HSE's mission is the prevention of death, injury and ill health to those at work and those affected by work activities.

16. HSE and local authorities are constantly reviewing ways to improve levels of health and safety, and reduce workplace accidents and ill-health. The better regulation agenda is a key part of this.

Better, smarter legislation is easier to understand and can help secure a stronger commitment to compliance from business, resulting in improved levels of health and safety. Simplification should not reduce levels of protection for workers or the public.

17. The promotion of non-legislative methods, especially in lower risk areas, can play a vital role in improving health and safety, particularly by reaching small-and medium-sized enterprises (SMEs). Good guidance, campaigns and tailored advice are helping to build an understanding that well-managed health and safety leads to business benefits.

18. Following the merger with the Health and Safety Commission to create a single unitary body in 2008, HSE developed and launched a new strategy in June 2009, "*The Health and Safety of Great Britain\ Be part of the solution*" in consultation with its stakeholders. The HSE Strategy sets the overall direction for the health and safety system as a whole and includes recognition of the importance of the better regulation agenda.

19. Over-arching elements in this Plan link to HSE's Strategy and its strategic goals, in particular -

- focusing on the core aims of health and safety and, by doing so, helping risk makers and managers distinguish between real health and safety issues and trivial or ill-informed criticism;
- adapting and customising approaches to help the increasing numbers of SMEs in different sectors comply with their health and safety obligations; and
- taking account of wider issues that impact on health and safety as part of the continuing drive to improve GB's health and safety performance.

20. The HSE Simplification Plan 2009 contains:

- [A narrative section](#) outlining:
 - progress made towards the reduction target

³ Local authorities have responsibility for enforcing health and safety law in many business premises including: shops; retail and wholesale distribution; catering establishments; and residential care homes. References to local authorities in the Simplification Plan refer mainly to their role as co-regulators but as duty holders they are also important stakeholders.

- an overview and update of the key simplification initiatives
 - the small business approach
 - simplification for the public sector
 - simplification for the third sector
 - stakeholder simplification proposals
 - working in Europe to apply better regulation principles
 - links to the wider better regulation initiatives
- **Detailed tables**
 - Table A: simplification initiatives delivered since 2006
 - Table B: progress on the on-going simplification initiatives
 - Table C: recent simplification initiatives which do not principally address administrative burdens
 - **Annex 1**
 - Administrative burden of new regulations introduced since the start of the administrative burden reduction programme in May 2005
 - **Annex 2**
 - Background on the cross-government Administrative Burdens Measurement Exercise (ABME)

PROGRESS MADE TOWARDS THE REDUCTION TARGET

21. The table below provides an update on estimated savings delivered by May and December 2009. All estimated savings are based on the ABME figures and have been rounded up or down. These figures may change following evaluation of some projects over the next year. The evaluations will aim to establish from business the level of reduction of unnecessary administrative burdens as a result of the initiatives.

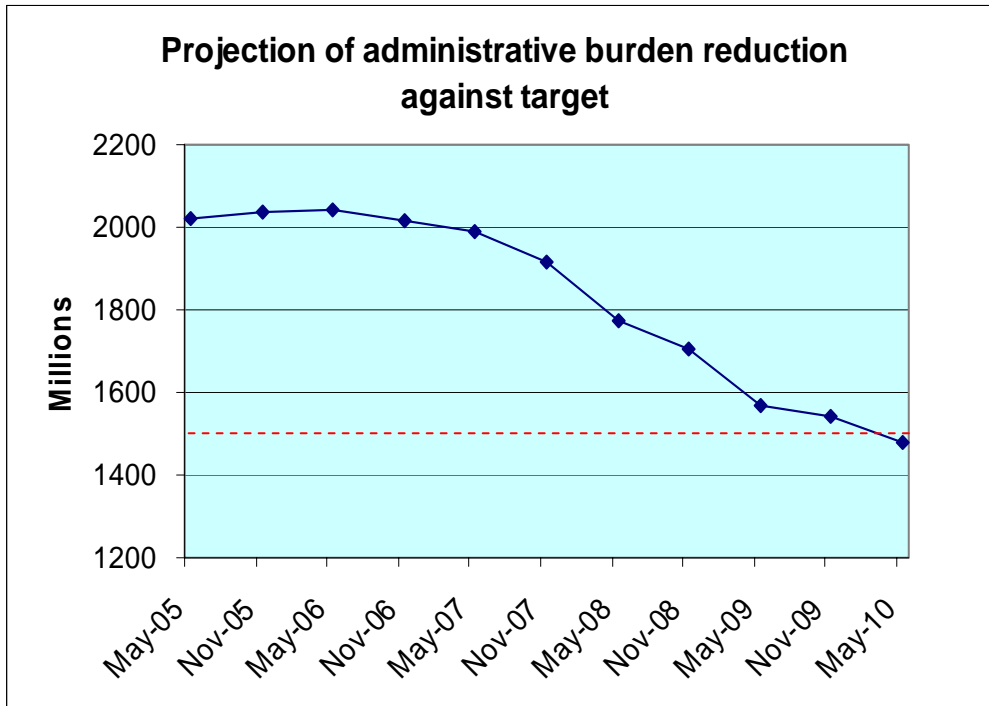
Simplification initiative	Estimated gross savings to May 2009	Estimated gross savings to December 2009	Estimated target reduction by May 2010
Ongoing initiatives			
Sensible Risk Management – example risk assessments	£182 million	£235 million	£235 million
Other risk assessment requirements ⁴	£18.4 million	£18.4 million	£18.4 million
Gas Safety (Installation and Use) Regulations	£0	£0	£27 million
Lifting Operations & Lifting Equipment Regulations	£33 million	£33 million	£33 million
The written health and safety policy statement and Electronic risk assessment template	£0	£26.5 million	£26.5 million
	£0	£27 million	£27 million
Control of Substances Hazardous to Health Regulations – rationalising and improving guidance and reducing risk assessment costs	£0	£11.1 million	£11.1 million
Business on-line project	£673,000	£673,000	£10 million
Good practice guidance on worker involvement	£36.6 million	£36.6 million	£36.6 million
Docks Form	£0	£0	£3.6 million
Completed initiatives			
Control of Asbestos Regulations 2006	£27.7 million	£27.7 million	£27.7 million
Manual Handling Operations Regulations	£32.5 million	£32.5 million	£32.5 million
Forms project – including	£21.3 million	£21.3 million	£21.3 million

⁴ Risk assessment requirements for manual handling, display screen equipment and noise were also measured by the ABME. The example risk assessments, as part of SRM, also tackle the costs of these requirements.

Simplification initiative	Estimated gross savings to May 2009	Estimated gross savings to December 2009	Estimated target reduction by May 2010
removal of 8 forms			
Workplace (Health, Safety & Welfare) Regulations	£17 million	£17 million	£17 million
RIDDOR project	£16.5 million	£16.5 million	£16.5 million
Health and Safety Information for Employees Regulations	£10.7 million	£10.7 million	£10.7 million
Offshore Installations (Safety Case) Regulations 2005	£3.8 million	£3.8 million	£3.8 million
Construction (Design and Management) Regulations 2007	£3.6 million	£3.6 million	£3.6 million
Removal of ACoP for Zoos	£544,000	£544,000	£544,000
Totals	£403.6 million	£520.7 million	£548.4 million

22. Up to and including May 2009, HSE reduced administrative burdens by an estimated £382 million net, equating to 18.9% net reduction, and by December will achieve an estimated £499 million reduction net, or 24.7% net reduction – but this figure includes estimated savings that have not been fully evaluated and may be subject to revision,
23. Many of HSE's initiatives **involve embedding a culture change within businesses, rather than regulatory changes**, for example the Sensible Risk Management campaign. Businesses may sometimes therefore not notice the impact of these initiatives immediately.
24. Work on these initiatives has also meant a greater emphasis on working in partnership, primarily with local authorities as co-regulators but also with other regulators and stakeholders.
25. HSE will continue to:
- **work on disseminating and communicating the sensible, proportionate messages** on complying with health and safety requirements that these initiatives contain.
 - **carry out evaluations of ongoing initiatives** over the next year, following a period of at least 6 months after their launch to ensure businesses have time to become aware and embed the change. The evaluations will follow a similar approach to the original ABME exercise, and will ask businesses, including small and medium sized businesses, **how much time or money they think they have saved as a result of the initiatives**. The results of the evaluations will be used to determine whether HSE has delivered the projected savings.

26. The graph below shows a trajectory of HSE’s projected savings, with increases at the beginning of the timeline due to new administrative burdens imposed by new or amending legislation introduced at that time. In the last year, HSE has not introduced any legislation that has added administrative burdens on businesses, and it is not anticipated at this stage that significant burdens will be introduced during the lifetime of the administrative burden reduction programme.



27. The red line in the graph shows the target figure following HSE’s 25% reduction in administrative burdens. At this stage, HSE is on course to reach this target. Savings may increase or decrease in light of the evaluations outlined above.

OVERVIEW AND PROGRESS OF THE KEY SIMPLIFICATION INITIATIVES

28. To address the administrative burden of health and safety legislation, and to make a significant difference to business, HSE has focused efforts on:

- the highest administrative burden requirements, shown by the ABME (see **Annex 2**);
- removing / reducing forms requirements;
- requirements affecting the largest numbers of businesses;
- stakeholder proposals, where appropriate; and
- simplifying HSE's stock of regulation and guidance, where this can be done quickly and easily

29. Ongoing initiatives, which are still underway or which have been completed but are yet to be fully validated prior to publication of this Plan, are:

Initiative Title	Summary description	Impact on business
Sensible Risk Management – example risk assessments	To develop the culture of health and safety at work – providing accessible advice and guidance and encouraging effective risk management through proportionate risk assessment	Example Risk Assessments help small businesses think through some of the hazards in their business and identify the steps they need to take to control the risks.
Gas Safety (Installation and Use) Regulations	Reviewing the landlords' gas safety check in line with risk based principles	Landlords will be able to get appropriate gas safety guidance in a "one stop shop" on the HSE website.
Lifting Operations and Lifting Equipment Regulations	Producing new guidance to clarify examination of equipment requirements	Businesses are clearer about when to examine lifting equipment and fork lift trucks.
The written health and safety policy statement Electronic risk assessment template	Producing an electronic template for the statement	Businesses can now use one electronic form to complete their risk assessment, health and safety policy and record of health and safety arrangements. This

		will help businesses get started on their risk assessments and will save them time.
Control of Substances Hazardous to Health Regulations	Rationalising and improving guidance, making it more accessible and reducing risk assessment costs	The new COSHH website, guidance and example risk assessments make it easier for businesses to understand what they have to do to control the risks from chemicals
Business online project	Making some key HSE forms available electronically and in an interactive format	Businesses will be able to use a range of electronic HSE licence application and notification forms.
Good practice guidance on worker involvement	Clarifying requirements on providing health and safety information to safety representatives	Businesses can find out easily what they have to do to improve dialogue and cooperation between employers and workers without having to pay for external services
Docks form	Removing an outdated form	Businesses will not have to certify the safety of a boat that takes dock workers to other ships in the harbour to load and unload the cargo.

Since 2005, HSE has used different methods to reduce the burdens affecting businesses by:

- developing example risk assessments for a range of businesses and work activities;
- providing online or other guidance; or
- removing outdated forms and requests for data.

30. Progress since the 2008 Plan is outlined in more detail below.

DEVELOPING EXAMPLE RISK ASSESSMENTS

Sensible Risk Management (SRM)

31. Since the introduction of the Health and Safety at Work etc Act 1974, risk assessment and risk management have been underpinning principles of the health and safety legislative regime. Risk assessment and management can be described as assessing and then managing the risks created by a work activity, so far as is reasonably practicable.
32. The significance of risk assessment and management was underlined in the ABME, which estimated that the requirement to carry out and record a risk assessment in the Management of Health and Safety at Work Regulations was HSE's highest single administrative burden: at £600 million, it makes up 29% of the estimated total baseline.
33. HSE's SRM campaign, which started in 2006, was designed to improve compliance with risk management by showing that risk assessment does not have to be complicated and bureaucratic. Through the SRM campaign, HSE aimed to reduce costs for compliance with risk assessment requirements by a third - £200 million.
34. In order to achieve this reduction, HSE focused on its 'Embedding Sensible Risk Management' project to make a significant difference to businesses by helping them comply with risk assessment requirements, including those risk assessment requirements arising from other legislation such as, the Manual Handling, Display Screen Equipment and Control of Noise Regulations,

Under this project HSE developed example risk assessments, aimed at helping mainly lower risk and small and medium sized enterprises (SMEs) see what a 'good enough' risk assessment for their sector looks like, and showing that risk assessment does not need to be complicated.

35. HSE worked closely in partnership with local authorities and a variety of stakeholders, including individual businesses, trade associations, and unions, in developing the example risk assessments. Since Summer 2008, 34 have now been published as example risk assessment case studies and are available on HSE's website at <http://www.hse.gov.uk/risk/casestudies/index.htm>. The full list is:

Shops	Motor Vehicles	Office	Other
Convenience store / newsagent	Motor vehicle repair shop	General office cleaning	Contract bricklayers
Hairdressing salon	Private hire	Estate agency	Warehouse
Cleaning large retail premises	Motor vehicle showroom	Office-based business	Cold storage and distribution
Butchers	Car parking service	Travel agent	Woodworking
Betting office	Road haulage	Call centre	Poultry farm
Dry cleaners	Motor vehicle repair body shop	Office work at a manufacturing company	Plastering company
Off licence			Village hall
Cleaning a shopping centre concourse			Chilled warehousing
Food preparation and service			Night club
Charity shop			Pub
			Factory maintenance
			Maintenance of flats

36. The example risk assessments have been well received by businesses of different sectors.

37. Over the last 12 months, HSE has further developed work carried out in 2008. Key elements have included:

- promotion of the example risk assessments by;
 - the Better Regulation Executive;
 - HSE's Small Business Trade Association Forum (SBTAF);
 - articles in trade publications;
 - HSE and local authority websites, including LACORS, and LACORS' specialist emails and newsletters;
 - example risk assessments flyers, for inclusion in all requested HSE publications and for distribution at Free Business Advice seminars and Safety in Health & Awareness days; and
 - advertising through HSE's e-bulletin newsletter, which has over 40,000 subscribers, including links to the relevant webpages;
- publication of an example risk assessment on the maintenance of flats (published on the HSE website in September 2009);
- continuing HSE's 'Myth of the Month' web pages – a campaign to tackle common myths around "bureaucratic" health and safety requirements which do not really exist; and

- extending the 'Sign up to Sensible Risk' campaign – encouraging local authorities to sign up to the principles of sensible risk.
38. HSE has also used the two year 2008-09 European Campaign on risk assessment as an opportunity to promote the example risk assessments and their low-bureaucracy approach (see paragraph 111 for further detail).
39. HSE's initial evaluation of the example risk assessments in 2008 took the form of a web-based questionnaire, to find out from businesses how much time they have saved in carrying out a risk assessment having seen an example for their particular sector.

Initial findings of the evaluation showed that 90% of businesses thought that the examples would save them time in carrying out and recording their own risk assessment – an average of 46% of the expected time had the example risk assessments not been available.

This equates to a reduction of the administrative burden by an estimated £235 million. HSE will carry out a further evaluation in 2010 in conjunction with evaluation of the electronic risk assessment template (see paragraphs 40-43 for further detail).

Written Health and Safety Policy Statement and electronic risk assessment template

40. The Health and Safety at Work etc Act 1974 requires employers of five or more employees to have a health and safety policy document in the workplace. This pre-dates a duty under the Management of Health and Safety at Work Regulations to have a written record of health and safety arrangements. HSE decided to tackle what appeared to be unnecessary duplication or confusion about the requirements by producing a more accessible, web-based guidance and simple electronic risk assessment template.
41. According to indicative figures from the ABME, the annual administrative cost to businesses for having a written policy statement is £53 million. In 2007, HSE initiated a project designed to reduce administrative costs by up to £26.5 million (half of the estimated cost).
42. On 1 September 2009, HSE introduced an electronic template for recording a risk assessment, to complement the example risk assessment work under HSE's Sensible Risk Management campaign. The new template covers the need to have a separate written health and safety policy statement and a record of arrangements. The aim is to save businesses further time in recording their risk assessment, encouraging compliance with the requirement.
43. The template was launched on HSE's website on 1 September 2009, for businesses to download and complete drawing on HSE website materials, such as the example risk assessments and other industry specific guidance. HSE's evaluation will also look at whether the electronic template provides additional savings to businesses in administrative burdens arising from risk assessment alone of up to £27 million.

PROVIDING ONLINE OR OTHER GUIDANCE

Gas Safety (Installation and Use) Regulations

44. As a result of a high estimated cost shown by the ABME of £236 million, HSE committed to undertake a review of the requirement for an annual check of gas appliances by residential landlords. The high cost is partly due to the large number of such appliances throughout the domestic rented accommodation sector and because this requirement is uniform across all appliances irrespective of age or type – i.e. it applies to all gas appliances in landlord's residential premises.
45. In 2006 HSE conducted research to consider whether a risk-based approach to these checks could be developed, but the results suggested a complicated picture and did not provide clear cut options for simplification.
46. To progress the identification of solutions HSE worked with partners such as local authorities and a range of stakeholders, including landlord associations to develop options for reducing administrative costs, without reducing levels of protection. It was established that the development of a 'one stop shop' web portal providing improved access to gas safety guidance and advice would help ease administrative burdens on landlords.
47. A web tool is currently under development with a trial scheduled for January 2010 with key stakeholders. Following evaluation of the trial full implementation is scheduled for April 2010 in line with the Simplification Plan. Awareness of the tool will be raised through targeted stakeholder communications.
48. Following implementation, HSE will review the option to develop a parallel web portal focused on providing gas safety guidance and advice for tenants. HSE will seek to engage with key stakeholders through the Office of the Third Sector during this review.
49. Preparatory work in partnership with Capita (who replaced CORGI on 1 April 2009) through the Gas Safe Register website has already begun in order to meet the timescale for delivery of the simplifications savings by May 2010.

Initial estimates of the potential administrative savings range between £27m and £59m. The estimates are based on the findings of the workshop of landlords' associations and the views of several landlords and a risk communication expert that we engaged to assist us with the project.

Lifting Operations and Lifting Equipment Regulations – new guidance

50. This project aims to reduce administrative costs of £144m for the requirement to examine and record the examinations of lifting equipment. In 2006, an investigation into stakeholders' views was undertaken looking at the complexity of having two sets of regulations (Lifting Operations & Lifting Equipment Regulations and Provision & Use of Work Equipment Regulations); and fitness for purpose.

51. HSE decided to develop two pieces of guidance designed to provide clarity in examining and recording lifting equipment:

- web-based and hard copy guidance on thorough examination of lifting equipment to clarify legal requirements (published June 2008 and available as a PDF⁵ at <http://www.hse.gov.uk/pubns/indg422.pdf> or from HSE Books); and
- web-based guidance on thorough examination of fork-lift trucks (to be published in December 2009).

52. HSE will be evaluating the guidance on thorough examination of lifting equipment via a telephone survey of stakeholders in October/November 2009 and hopes to publish the results by December 2009. The guidance is designed to create a culture change within businesses.

Manual Handling Operations Regulations – additional guidance on labelling the weight of loads

53. The ABME estimated an annual cost to business of providing information to employees on the weight of a load to be £130 million. To address this high cost, and to help businesses comply with the requirement, HSE produced additional guidance in May 2008 on when it was appropriate to give precise information to employees on the weight of a load.

54. HSE disseminated the guidance through the Small Business Trade Association Forum, stakeholders' newsletters, including LACORS and the British Frozen Food Federation, and publicised it on HSE's home webpage. In Spring 2009, HSE ran an on-line questionnaire to evaluate the administrative savings for businesses that had followed the new advice.

“Additional clarity of best practice and regulation that is readily and easily accessible through electronic/internet access can only be a good thing and therefore a supportive tool to supply chain handlers promoting best practice with suppliers/manufacturers/importers of goods”.

Stuart Rainbow - Chairman - Parcel Carriers Safety Association – May 2009

Ninety-one percent of respondents answered that the guidance helped them understand when a load needed labelling. Just under a fifth of respondents reporting time savings reported time savings of between 2 and 10 hours per month. They expected to save between £262.80 and £1,314.00 annually from reduced labelling.

55. In addition, a quarter of respondents reported cost savings other than time savings. Of those, 9% found the guidance reduced machinery operation costs, 23% said it reduced materials use and 45% gained from increased efficiency.

Workplace (Health, Safety and Welfare) Regulations – guidance on labelling water

⁵ PDF = Portable Document Format – a universal format developed by Adobe® that preserves all the fonts, formatting, graphics, and colour of any source document, regardless of the application and platform used to create it.

56. According to ABME figures, labelling water under a requirement in the Workplace (Health, Safety and Welfare) Regulations 1992 cost businesses approximately £33.7 million in administrative costs.
57. HSE published revised guidance in 2007, outlining that, contrary to what some believed to be the case, only water *not* fit for drinking needs to be labelled. HSE also highlighted this misunderstanding as the 'myth of the month' for December 2007. Through clarifying this requirement on guidance, HSE aimed to reduce administrative burdens by £17 million.
58. The evaluation of HSE's guidance by HSE's Health and Safety Laboratory in 2008 showed that businesses did not unnecessarily label drinking water, and that there was little, if any, business concern or confusion over the requirement. Telephone contact was made with 28 businesses willing to participate in the evaluation, out of a sample of 251. The size of the businesses was mixed - 64% had 1-49 employees - and across a range of sectors. The initial results show that around 80% of businesses do not label drinking water, and those that do label do so for reasons such as putting up braille signs.
59. However, the evaluation showed good awareness of the guidance and key messages - 60% of those who responded had seen the guidance.

The evaluation suggests that businesses are probably no longer spending £800 on external goods per year to comply with this requirement, as had been previously estimated in the ABME.

Control of Substances Hazardous to Health (COSHH) Regulations

60. In order to address the high cost of risk assessment under COSHH (estimated by the ABME at £33.5m) and to help employers understand their duties under COSHH, HSE has focused its efforts on making guidance more accessible and easier to understand. This project was expected to produce an administrative burden saving of up to £11.1 million.
61. Although work slipped from the timetables outlined in previous Simplification Plans due to resource issues; most of the strands of this work have now been delivered:
- reducing the stock of COSHH guidance – **completed**;
 - revising HSE's COSHH webpages to make them more accessible and easier to use, focusing on key 'how to' information for employers undertaking risk assessments of substances at their workplaces - **completed in July 2009 with the publication of COSHH Example risk assessments and case studies on the HSE website**;
 - redesigning the COSHH Essentials website, an interactive tool which helps users do an in-depth risk assessment, to bring it up-to-date, integrate it within the COSHH webpages, and make it more user-friendly - **underway and HSE is currently considering options on how best to take this work forward**;

- rewriting the leaflet “*COSHH: A brief guide to the Regulations*”, which helps employers meet their specific duties under COSHH, to present the information in a clearer, more user-friendly format. – **completed: the new leaflet, “*COSHH - Working with substances hazardous to health*”, was published in July 2009. .**

Health and Safety Information for Employees Regulations

62. Following a stakeholder proposal, HSE reviewed the requirements in the Health and Safety Information for Employees Regulations for employers to purchase and display the HSE-approved law poster and / or distribute the HSE-approved leaflet.
63. HSE consulted on proposals in 2008 to amend the regulations to remove the requirement for businesses to write the name and address of their enforcing authority, and the address of the local Employment Medical Advisory Service (EMAS) directly onto the poster, or provide employees this information in writing along with the leaflet.
64. Additionally, the period of grace for businesses to purchase a new poster or distribute a new leaflet, following any revisions being made to these documents, was increased from nine months to five years.
65. HSE also took the opportunity to re-design the poster, to make it more visually appealing and useful to employees in knowing their health and safety rights, particularly ‘vulnerable’ workers whose level of reading English may be poor.
66. The consultation exercise in 2008 showed broad support for HSE’s proposed changes and HSE amended the legislation in April 2009.

Using ABME estimates, amending these requirements outlined above will save businesses £10.7 million annually through removing the requirement to complete the details as outlined above.

Good practice guidance on worker involvement

67. HSE produced new combined good practice guidance on the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations in October 2008. The objective was to facilitate better dialogue and co-operation between employers and employees on health and safety matters, and thereby improving health and safety standards at work.
68. The guidance also aimed to clarify employer requirements on the provision of information to their health and safety representatives: employers only have to provide health and safety information that they already have as part of their health and safety management system, and do not need to provide it in a different format or provide further information.
69. Clarifying this requirement aims to save businesses an estimated £36.6 million annually, according to the ABME figures. Following publication of the guidance and a high profile launch in October 2008, the guidance was promoted by HSE prior to an assessment of business take up of the guidance and whether the projected savings have been delivered.

70. HSE expect further promotion of the guidance via planned worker involvement campaigns and at events.
71. Recent HSE initiatives such as providing the guide "*Involving your workforce in health and safety: good practice for all workplaces*" (HSG263) as a free PDF file in September 2009 will also increase distribution of this material.

REMOVING OUTDATED FORMS AND REQUESTS FOR DATA

Forms project

72. This project implemented one of the recommendations of the Hampton report to remove unnecessary, outdated forms. HSE carried out a forms review and consequently 54% of existing forms were removed by April 2007, without the need to amend legislation, saving businesses £250,000 annually.
73. A further 9 forms were identified for removal through amending or repealing legislation. **In April 2009, HSE removed 8 of these forms** by amending the Factories Act 1961 and the Offices, Shops and Railway Premises Act 1963. These Acts included requirements on business to fill out a form to notify HSE or their local authority before employing staff in their premises and keeping registers. HSE considered these requirements to have little current relevance as there were other means of obtaining this information. HSE's public consultation in Autumn 2008 showed strong support to remove the requirements. This included support from local authorities. Amending legislation came into effect in April 2009, reducing the administrative burden on businesses by £21 million annually.
74. In April 2009, HSE launched a varied communications package, in order to cascade the changes as widely as possible. This included:
- press releases to highlight the legislative changes aimed at health and safety professionals, business and legal advisors;
 - a briefing to local authorities and news items on their web pages;
 - news items on the HSE website;
 - notification to key external stakeholders of the removal of forms, for example Trade Associations and key business intermediaries; and
 - briefing to HSE and LA inspectors who in turn provide verbal feedback to employers.

This initiative has helped reduce the administrative burden on business, by removing confusion over registration requirements for employers and by saving time, in preventing the duplication of information already available to HSE and LAs, through other sources

75. The remaining form required by the Docks Regulations 1988 to certify a dock transport vessel, will be removed after formal consultation with stakeholders with the intention of removing the requirement by April 2010 (see paragraphs 79-80 for details).

Business online project

76. As part of HSE's implementation of recommendations of the Hampton report, HSE considered making forms required from businesses available in an electronic and interactive format. This was to save businesses time in completing and submitting these forms to HSE or their local authority.

77. In order to maximise benefits to business, HSE prioritised work on the forms used most by businesses.

In June 2008, the first form to be made available in this format, a construction notification form used over 150,000 times by businesses annually, was launched. This form has been generally well-received by businesses, and has saved them approximately £673,000 according to ABME figures.

78. HSE was looking at delivering an asbestos notification form in 2009 (over 30,000 completed annually) but this work has been delayed to take into account HSE's ongoing EASe (Easier Access to Services) Programme. This Programme has been reviewing all of HSE's public-facing services, outside the areas of enforcement and permissioning, with the aim of improving ways in which customers and duty holders contact HSE.

Docks form

79. In addition to the 8 forms HSE removed as part of its forms project, HSE's review of forms (see paragraph 72), also recommended that a further form, required by the Docks Regulations 1988 to certify a dock transport vessel, should be removed.

80. Preliminary discussions suggested that the docks industry was content to remove this form, which will save businesses in this sector £3.4 million annually according to the ABME. HSE is working with the industry to produce comprehensive new industry guidance, and will then seek to remove the Docks Approved Code of Practice. HSE also plans to remove the legislative requirement for the docks form at the same time – prior to April 2010.

THE SMALL BUSINESS APPROACH

81. Small and medium sized enterprises (SMEs) make up the majority of businesses in the UK.⁶ Helping these businesses comply with the legislation is vital in improving health and safety outcomes as well as reducing unnecessary burdens placed on them. However, health and safety hazards in small businesses are not necessarily low risk hazards, and risks must still be managed whatever the size of the enterprise.
82. HSE recognises the importance of SMEs to Great Britain's economy and one of the goals of HSE's new strategy 'The Health and Safety of Great Britain\Be part of the solution' is:

To adapt and customise approaches to help the increasing numbers of SMEs in different sectors comply with their health and safety obligations

83. HSE working in partnership with local authorities now wants to find new ways to help SMEs understand how to comply with health and safety law in a manner proportionate to the risks posed by their work activities. To achieve this strategy goal, HSE has created a new Strategy Action Team (SAT) including representatives from LACORS⁷ to coordinate activity across HSE and local authorities. A range of work to influence SMEs, including SME-proofing existing HSE and local authority guidance, is already in hand for 2009/10, and the SAT has developed a framework for delivery that establishes a coordinated and prioritised long-term approach. Local authorities are particularly well-placed to help deliver initiatives because of their ability to reach small businesses in their local communities.

HSE simplification initiatives

84. HSE remains committed to the Government's "Think Small First" policy, ensuring that all guidance is written with small businesses in mind. HSE has targeted some publications specifically at SMEs to help them to comply with legislative requirements, such as the Example Risk Assessments. HSE also has additional sector specific short publications, designed to help employers working in these sectors manage specific health and safety risks as well as more general guidance.
85. **HSE's 'Easier Access to Services' (EASe) Programme** looks at how different audiences come into contact with HSE, such as via HSE's Infoline or the Incident Contact Centre for notification of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) incidents. The EASe Programme is focused around the recognition that government services should be designed around customer needs – including SMEs where needs can be different to those of large companies.

⁶ Currently there are around 4.7 million SMEs, with 1.3 million of them employing nearly half the workforce. SMEs are present in all industry sectors including those associated with the highest risk of injury/ill-health. Two-thirds of SMEs fall within the LA enforced sectors. Source – <http://stats.berr.gov.uk/ed/sme/smestats2007.xls>

⁷ Local Authorities Coordinators of Regulatory Services

The EASe Programme will improve the services themselves as well as the access and signposting to the relevant services. The project aims to re-design services to deliver the objectives in 2010.

86. Many of HSE's recent simplification measures particularly benefit SMEs. For example, many of the **example risk assessments** have been created with small businesses in mind and in partnership with industry representatives. (See paragraphs 31-39).

Title/Policy Initiative	Impact on small businesses
<p>Sensible Risk Management - example risk assessments</p> <p>Suite of 34 Example Risk Assessments aimed at low risk SMEs</p> <p>The most recently published was on 1 September 2009.</p>	<p>Introduced during the second half of 2008.</p> <p>Example Risk assessments act as a guide to help SMEs think through some of the hazards in their business and the steps they need to take to control the risks.</p> <p>Available on http://www.hse.gov.uk/risk/casestudies/index.htm</p>
<p>Health and Safety Policy Statement and Risk Assessment Template</p> <p>Electronic template combining two policy documents into one combined and simpler version.</p>	<p>Introduced on 1 September 2009.</p> <p>This template brings together the risk assessment, health and safety policy and record of health and safety arrangements into one document. This will help businesses get started and will save them time.</p> <p>Available on http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc</p>
<p>Removing the requirement for the majority of businesses to register with HSE</p>	<p>From 6 April 2009, most businesses will no longer have to register their premises with HSE or local authorities</p> <p>For more information, see http://www.hse.gov.uk/consult/condocs/cd219-notification.htm</p>

87. In order to ensure the correct approach for SMEs, HSE is committed to engaging with small businesses on a range of initiatives, including simplification projects. HSE has a **Small Business Trade Association Forum (SBTAF)**, which represents the interests of 52 different trade associations, and also includes the **Association of Charity Shops** representing the **Third Sector**. HSE engages with this forum through e-

consultation and meetings in the development of its simplification initiatives to ensure that they will make a difference to small businesses.

88. In addition, HSE disseminates completed simplification projects, such as example risk assessments and guidance, to the SBTAF members for them to pass on to their trade association members. This provides a communication channel to appropriate industries, helping to raise awareness and increase its impact.

89. Other recent HSE SME-related initiatives are listed below:

Title/Policy Initiative	Progress to date
<p>Workplace Health Connect and Healthy Workplaces Milton Keynes</p> <p>Two HSE SME-focussed pilot projects, providing a telephone advice line and free advisory visits on request from SMEs.</p>	<p>Evaluations for both projects due October/November 2009.</p>
<p>Scottish Healthy Working Lives</p> <p>The “<i>Health Risks at Work, do you know yours?</i>” toolkit funded by the Scottish Government and developed in conjunction with HSE</p>	<p>The toolkit was launched in September 2009. Consisting of a DVD and booklet, the toolkit is being delivered by face to face visits with SMEs</p>
<p>Small Sites Strategy (Construction)</p> <p>Developing simplified pictorial guidance on roof work, welfare, and manual handling. To be delivered by HSE Health and Safety Awareness Officers on visits to small sites</p>	<p>To be delivered during 2009/10,</p>

Wider Government initiatives

90. In March 2008, the Government published its Enterprise Strategy, *Unlocking the UK’s talent*, which sets out proposals designed to minimise the impact of regulations on small firms⁸. These proposals included exemptions for small businesses for new regulations. The Government is also committed to examining whether small firms can be exempted from new regulatory requirements or be subject to simplification of enforcement.

91. The scope to formally exempt small businesses from health and safety regulation may be limited. However, HSE will look at regulations that are due to be reviewed in the next few years, for example the Construction (Design and Management) Regulations, with a view to considering exemptions. Where this is not possible, HSE is fully committed to minimising the impact on small businesses by designing approaches that will clarify requirements and so make complying easier.

⁸ For the purposes of exemptions, small firms are defined as being those with fewer than 20 full time equivalent staff.

92. In August 2008, BRE published a report on *Improving Outcomes in Health and Safety*, which looked at the health and safety regulatory regime, particularly for lower risk small businesses. HSE carefully considered this report and recommendations, which recognised the impact that other players in the health and safety system, as well as HSE and its local authority partners, can have in realising improved health and safety outcomes for smaller and low risk businesses.
93. In response to some of the recommendations in this report HSE has already taken steps to improve its' web-based guidance for small businesses, for example, HSE guidance publications are now available in versions that can be easily downloaded from the Internet free of charge.
94. The Anderson Review, January 2009, recommended that Government should explore the possibility of **providing access for SMEs to a tailored, "insured advice" helpline** (for employment law and health and safety law). HSE, in partnership with local authorities, is currently involved with a Government pilot scheme to understand the barriers to take-up of insured advice and explore the effectiveness of different mechanisms for removing these barriers within the current market place.

SIMPLIFICATION FOR THE PUBLIC SECTOR

95. Health and safety legislation applies to all businesses, including major public sector employers such as the NHS, education sector, local authorities and central government. Most of HSE's simplification initiatives will benefit these employers as well as private sector enterprises. However, HSE has undertaken some specific initiatives.

Public Sector

96. As part of the Sensible Risk Management campaign, HSE has been working with the Department for Children, Schools and Families and the Implementation Review Unit on a package for schools which will help them to focus on the real health and safety risks, and not on unnecessary paperwork. The launch of this package, which includes example risk assessments, good practice examples, and updated web-based guidance was delayed because of the swine flu pandemic. The package is now expected to be published at the end of the year.

97. HSE and senior police managers have also been seeking to improve clarity and understanding around what the Health and Safety at Work etc Act does and does not require of police services. The aim is to prevent excessive risk aversion and bureaucratic approaches to risk assessment – in line with HSE's sensible risk approach. On 8 October 2009, HSE launched a policy statement entitled "*Striking the balance between operational and health and safety duties in the Police Service*".

98. This statement, a result of collaborative work between HSE and the Police Service, has been endorsed by the Association of Chief Police Officers (ACPO) and Association of Chief Police Officers in Scotland (ACPOS), the Police Superintendents' Association, the Association of Police Authorities and the Police Federation. HSE, ACPO and ACPOS will now work together, with other stakeholders including the National Policing Improvement Agency, to ensure that police operational guidance reflects the agreement outlined in the Striking the Balance statement.

99. Other initiatives include:

- HSE continues to work with other Hampton regulators to examine opportunities to reduce the burden on business by sharing data;
- the Chartered Institute of Public Finance and Accountancy (CIPFA) collects annual environmental health statistics. CIPFA has agreed to use HSE's health and safety data. This will save time in data collection and reporting time reducing burdens on front line local authorities;
- the South West Regulators' Forum (SWeRF), a regional group of regulators, has worked hard over the past 3 years to improve and maintain partnership working throughout the South West. This included setting up a project, Better Regulation in Food Industry (BReIF) scheme, to look at how regulators can work together to encourage and support compliance thus reducing regulatory burdens on food businesses. The project started in January 2009 and will report back to SWeRF in April 2010.

SIMPLIFICATION FOR THE THIRD SECTOR

100. Health and safety legislation applies to all businesses, including third sector employers such as voluntary organisations, charities, social enterprises and not for profit businesses. All these employers have the same health and safety duties as any private sector employer in the same circumstances. HSE has undertaken some specific initiatives aimed at the public and voluntary/charity sectors
101. HSE is committed to working with third sector organisations to promote and embed sensible risk management. This includes:
 - an Example Risk Assessment for Charity Shops which was developed jointly by that sector themselves and published by HSE in November 2008; and
 - involving the Association of Charity Shops in HSE's Small Business Trade Association Forum (SBTAF) - this ensures that charities are consulted as sensible risk initiatives develop.
102. HSE has held early discussions with the Association of British Insurers (ABI) about the impact of conditions of insurance on community events. These events are often organised by volunteers, who have difficulty differentiating between what is required by health and safety legislation and what may be identified as conditions of insurance. HSE is also supporting work being developed by a stakeholder for a 'one stop shop' for community event organisers which will provide straight forward guidance on relevant health and safety issues.
103. HSE has also worked closely with the Charities Safety Group (CSG) to enhance the availability of health and safety guidance within this sector. In the 2007 Plan, HSE committed to considering the value of revising its specific publication for charities and voluntary workers. Since this time HSE has worked closely with the CSG Secretariat to enhance the availability of relevant guidance to organisations within this sector.
104. HSE has, for example, provided the CSG Secretariat with a master copy of the HSE film called 'Health and safety for charities and voluntary organisations'. This will enable CSG to make the film available on the CSG website to visitors.
105. In 2008, HSE also provided CSG with 1000 complimentary copies of the priced publication called 'Charity and voluntary workers: a guide to health and safety at work'. A printer-friendly PDF version of the printed guidance which can be downloaded free of charge for viewing and local printing was also one of the first available on the new HSE Books commercial website launched in September 2009. HSE has agreed to consider CSG proposals to change the content of the publication at the next reprint of the document.
106. HSE has also developed and produced a CD Rom on the new health and safety law poster for voluntary organisations and charities and in a separate project has worked with Youthnet to promote a piece of work on the health and safety of young people at work that they had developed (using an HSE inspector).

WORKING IN EUROPE – HSE AND BETTER REGULATION

107. A large proportion of the UK's health and safety legislation, and therefore correspondingly the administrative burdens from this legislation, is derived from European legislation. While the European Union (EU) has launched a major administrative burdens reduction programme, HSE continues to work to influence the drive for better regulation within the EU, both as an individual organisation and as part of a central government drive, led by BRE. HSE ensures that the better regulation agenda is an integral part of its dealings with the EU.
108. In the 2008 Plan, HSE reported the delay in the implementation deadline of the Physical Agents (Electromagnetic Fields) Directive due to concerns about its impact on Magnetic Resonance Imaging (MRI) in healthcare and industrial activities such as welding and power generation. The Commission, in 2009, published a review that assessed the impact of the Directive on both medical procedures and industrial activities such as welding and power generation. HSE continues to work with the Commission and other stakeholders to resolve these issues in a way that will ensure the Directive is evidence-based and we strike the right balance between protection of workers and benefit to society, particularly patients.
109. During the early part of 2009, the Consortium working for the Commission on its Administrative Burden Reduction Programme came up with a number of recommendations to reduce administrative burdens associated with the Health and Safety Framework Directive (89/391/EEC) and the Seveso II Directive (96/82/EC). In July, the High Level Group of Independent Stakeholders on Administrative Burden Reduction adopted an opinion that set out proposals to reduce administrative burdens associated with the Health and Safety Framework Directive, the Temporary or Mobile Construction Sites Directive (92/57/EEC), the Biocidal Products Directive (98/8/EC) and Seveso II Directive. HSE worked closely with BRE to ensure that the Consortium was made aware of UK views. The UK also attended the meeting between the High Level Group and the Bureau of the European Commission's Advisory Committee on Safety and Health at Work, giving us an opportunity to present our views to inform the High Level Group's opinion.
110. The Commission also asked for Member States to submit their own practical ideas for reducing administrative burdens. HSE worked with the BRE to submit two proposals covering the Temporary or Mobile Construction Sites Directive and the Biocidal Products Directive.
111. HSE also successfully influenced the direction of a European Campaign on risk assessment, led by the European Agency for Safety and Health at Work. In line with HSE's Sensible Risk Management campaign, HSE proposed to the Agency that the European Campaign for 2008-09 should emphasise that good risk assessment is not about completing paperwork for its own sake but is about identifying and taking practical actions that manage hazards and risks so that workers are protected. The Agency agreed to this approach.

112. HSE has continued its regular internal “checkpoint” meetings involving the policy teams responsible for the negotiation of European legislation, the International Unit, the Better Regulation Team and lawyers. These meetings provide advice and guidance for the negotiating team whilst at the same time providing a challenge function and ensure the following of better regulation principles in negotiating strategies.

LINKS TO WIDER BETTER REGULATION INITIATIVES

113. In addition to the work on reducing administrative burdens, HSE is also committed to the wider better regulation agenda, for example, implementing the recommendations of the Hampton report⁹. Working to the Hampton agenda impacts positively on HSE's relationship with those it regulates and helps HSE to achieve its regulatory outcomes in a way that minimises burdens on businesses.

Hampton Implementation Review (HIR)

114. In 2007, HSE was reviewed on its implementation of the recommendations in the Hampton report. HSE's Hampton Implementation Review (HIR) was carried out by officials from BRE, the National Audit Office, the Office of Fair Trading and LACORS. HSE's HIR report, published in March 2008, commented positively on many aspects of HSE's performance as a regulator, recognising that HSE is transparent and accountable and that it aims to minimise the burden of regulation on business whilst maintaining health and safety standards.

115. The report also identified a few key issues for HSE to address, including:

- improving the use of intelligence;
- improving the focus on businesses less likely to comply with health and safety regulations;
- understanding and improving the 'reach' and influence of advice and guidance; and
- improving guidance to fully address the needs of the audience.

116. HSE's current approach to improving the influence of advice and guidance is set out in the new HSE Strategy, and is integral to the SME strategy goal to adapt and customise approaches to help the increasing numbers of SMEs in different sectors comply with their health and safety obligations.

Ongoing Hampton initiatives

117. In addition to addressing the key issues for improvement, HSE has continued to work on initiatives that support the recommendations of the Hampton report. HSE's work in these areas is outlined below.

Design of regulations

118. HSE has continued to use a range of internal and external tools to embed better regulation principles when developing policies and legislation. These include:

- HSE's Challenge Panel, made up of senior HSE managers responsible for policy delivery and a member of the HSE Executive Board to represent the interest of small firms. The Challenge Panel examines

⁹ Reducing administrative burdens: effective inspection and enforcement, Philip Hampton, March 2005 (see <http://www.berr.gov.uk/files/file22988.pdf>)

policy proposals, considers the best approach, i.e. regulatory or non-regulatory, to an intervention, and comments on Impact Assessments.

- Engaging with HSE's Small Business Trade Association Forum (SBTAF) on the development of new policies and tools. The SBTAF now has members from 51 trade associations, and provides a small business perspective on HSE's interventions; and
- Running internal "Better Policy Making" seminars to guide officials to consider the impact of their proposals at an early stage, and to embed central government Impact Assessment guidance throughout the organisation.

Advice and guidance

119. HSE's HIR noted that HSE puts a lot of emphasis on providing advice and guidance through a variety of methods. HSE remains committed to the Government's "Think Small First" policy, which aims to ensure that all guidance is written with small businesses in mind.

Inspections

120. Alongside local authorities, HSE is responsible for enforcing health and safety legislation in Great Britain. HSE continues to work to the regulatory principles set out in its Enforcement Policy Statement (EPS), which states that enforcement decisions must be targeted, transparent, proportionate, consistent and accountable, and the Regulators' Compliance Code. The Code applies when regulators determine their general policies or principles about how they exercise their regulatory functions, and when they set standards or give general guidance. HSE was already following best practice principles which were subsequently mirrored in the Code.

HSE has published a statement on its website outlining how it complies with the Code. See <http://www.hse.gov.uk/regulation/compliancecode/index.htm>

121. HSE has continued to develop its joint working with other regulators, especially local authorities, as part of its commitment to being a modern regulator. Working with other regulators can be highly beneficial for businesses, through saving time from duplication of efforts for inspections and experiencing a consistent, joined-up approach. Recent examples include:

- **Workwell Dorset** – a project in which all LAs in Dorset are working with Field Operations Directorate (FOD) to develop a joint model for the delivery of health and safety regulation across the whole county throughout 2009/10 and beyond. The model includes joint approaches to accident investigation and separate strategies for interventions with both large and small businesses; and
- **Estates Excellence** - in response to the challenges set by HSE's new strategy our Field Operations Directorate ran a stakeholder conference in February 2009 to engage large stakeholders from across the South East. Arising from that conference was the idea of a project, 'Estates Excellence' based on the simple idea of visiting all

premises on an industrial estate in a specific area and providing a range of support and guidance delivered by a team of partners working together to offer a service. All companies on the estate will receive a “benchmarking” visit that will identify where they are in relation to recognised standards of health, and safety, and a range of other business critical issues like security, and fire. This will be followed by the provision of risk based knowledge, guidance and support and the development of a health and safety network on site. The pilot starts in November 2009 in Medway, where a week of visits will be carried out by LA Environmental Health Officers and Technical Officers, HSE’s Inspectors and Health and Safety Awareness Officers, and partners such as County Councils H&S Advisors and Fire Authority Officers. Then from April 2010 five other local authorities will be involved in the trial. An evaluation will then consider further use of the approach.

122. Examples of joint initiatives with the Local Better Regulation Office (LBRO) and in partnership with local authorities include:

- **Ensuring Local Regulatory Services are delivered effectively and consistently** - LBRO are developing an Excellence Framework for local regulation. This aims to ensure that all regulatory services are subject to effective and consistent strategic direction and management. HSE has worked with LBRO to ensure that our Section 18 Standard supports this framework and ensures effective and consistent operational delivery of health and safety regulation. HSE will continue to work with LBRO to fine tune these systems in the light of experience.
- **Competence of inspectors to ensure inspectors (HSE and LA) are competent to deliver consistent regulation targeted at risk.** HSE has developed, as part of its Section 18 standard, a competence framework and tool to allow inspectors and managers to identify their development needs. HSE is working with LBRO to apply the principles of the tool to all areas of regulation covered by LBRO's Excellence Framework. This will contribute to more consistent and competent approaches to all areas of regulation.
- **Converting Local Authority Partnership Schemes (LAPS) to Primary Authority (PA) arrangements** - to assist the coordinated and consistent regulation of businesses that operate across a number of local authority areas HSE supported a series of LAPS in which one LA took the lead in coordinating approaches to the partnership business on health and safety issues. In April 2009, LBRO introduced PA arrangements; these are based on many of the LAPS principles, but can be applied to any of the fields of LBRO regulation. They have a statutory footing under the Regulatory Enforcement and Sanctions Act. To assist consistency and eliminate potential confusion for duty holders HSE and LBRO are working together to approach all LAPS partners inviting them to convert their LAPS to a PA arrangement.

Data requests

123. HSE is committed to reducing and simplifying the data it requires from business. This includes work such as HSE's forms project, which has already removed 54% of forms with work being taken forward to remove a further 9 forms.
124. HSE's Business On-line project also aims to make HSE's external forms electronic and interactive, savings businesses time in completing and submitting these forms.

Sanctions

125. HSE's HIR report noted that HSE has developed tools and policies that encourage a consistent approach to enforcement, as outlined above on the Enforcement Policy Statement. The report noted, however, that in terms of an effective sanctioning regime for health and safety, levels of fines for offences are low.
126. However, the Health and Safety (Offences) Act 2008¹⁰, which came into force on 16 January 2009, should lead to an increase in levels of fines in the courts. The new Act raises the maximum penalties for health and safety offences in the lower courts and broadens the range of offences for which an individual can be imprisoned in both the lower and higher courts. This should lead to a more effective sanctioning regime for health and safety, with tougher, more commensurate punishment of health and safety offences; more effective deterrents against regulatory non-compliance; and greater efficiency in the dispensation of justice contributing to the wider Government criminal justice agenda.
127. The Macrory review¹¹ examined ways to improve compliance among businesses. HSE and local authorities are continuing to explore the potential for using alternative penalties to deal with health and safety offences. Businesses who are already complying with health and safety regulation continue to be concerned about those 'rogue' businesses that appear to avoid proportionate sanctions from regulators.

Working with others, including other government departments

128. As well as working to the Hampton agenda, HSE is also working with other government departments to simplify requirements and produce a joined-up approach. Work in this area is outlined below:
 - HSE is working with the Department for Communities and Local Government (CLG) on identifying opportunities to minimise any detrimental impact of risk assessment on SMEs in relation to health and safety issues, including fire. HSE and CLG have worked together to investigate the scope of further supporting SMEs in complying with the relevant legislation and to streamline and, wherever possible, integrate the risk assessment process;

¹⁰ Health and Safety (Offences) Act 2008 c.20 (see http://www.opsi.gov.uk/acts/acts2008/pdf/ukpga_20080020_en.pdf)

¹¹ Improving Compliance among Businesses, Richard Macrory, November 2006 (see <http://www.berr.gov.uk/files/file44593.pdf>)

- HSE is also working with CLG on a long term aim of examining possibilities for better integration between the Construction (Design and Management) (CDM) regime and the Planning and Building Control regime. The intention is to reduce burdens on businesses, in particular SMEs or one-off / occasional construction clients, through a joined-up approach. This has included establishing links between the Building Control pages on the Portal and the HSE website;
 - HSE is also supporting and encouraging work in developing a standard process for assessing health and safety competence in the construction industry. The Safety Schemes in Procurement – Competence Forum (SSIP-C Forum), formed of a group of businesses involved in third party accreditation and supported by HSE, has established a "Forum Management Group".
129. This Group is progressing work on establishing the “Safety in Procurement Ltd” company, to provide the means for formally managing the aim of the Forum to "facilitate mutual recognition between health and safety prequalification schemes wherever it is practicable to do so". A staged launch took place in April 2009. The overall aim is to simplify the pre-qualification process for SMEs through reducing paperwork and duplication of efforts.

Risk assessment and older workers

130. HSE is working with DWP Extending Working Life Division and a number of stakeholders to produce good practice guidance on risk assessment and ageing. The objective is to help employers and employees understand what simple reasonable adjustments can be made to enable older workers to continue working, thereby improving health and safety standards at work. Following publication of the guidance in early 2010, the guidance will be jointly promoted by HSE and DWP at a number of events in addition to via the internet. A variety of formats will be published including hard copy guidance, desk cards and web pages. HSE will monitor to establish if businesses are aware of the guidance and have taken reasonable steps to implement reasonable adjustments.

STAKEHOLDER SIMPLIFICATION PROPOSALS

HSE welcomes simplification proposals from stakeholders, and although it may not be possible to accept all proposals, they are given serious consideration.

Stakeholders have the opportunity to submit proposals through various tools, for example, using *HSE Infoline*, contact and stakeholder groups, directly to HSE officials, or via BRE's simplification proposal website.¹²

131. Since publishing the 2008 Plan, HSE has received three simplification proposals:

- **a proposal addressing legislation overlap, where businesses could face enforcement action by two different organisations on the same issue. The proposer asked for more communication and cooperation between authorities.** HSE was unable to take this forward as the issue was in relation to fire safety and the two authorities involved HSE and Local Fire and Rescue Authorities (FRAs) have differing areas of responsibility. HSE's response explained that the concern for HSE was fire precautions in respect of the work process. Local Better Regulation Office (LBRO) is already addressing other more general concerns raised regarding legislation overlap. Further information was supplied, to the proposer, on two initiatives currently underway by LBRO, aimed at finding new ways of reducing inspection burdens on business. Contact details were provided.
- **consideration should be given to introducing fines for employees on health and safety offences in the same way that fines are issued to employees for underage sales offences.** HSE was able to advise that the law does allow the prosecution of individual employees who do something which creates a risk to themselves and/or to others and HSE's policy is to fully consider individual circumstances.
- **one proposal concerned a misunderstanding of the requirements for electrical safety checks and was not taken forward.**

132. In July, the Institute of Directors (IoD) submitted a dossier of 269 simplification proposals to government, thirteen of these proposals related to health and safety and the health and safety system. HSE contributed to a coordinated response led by the Better Regulation Executive (BRE) available on <http://www.berr.gov.uk/files/file53266.pdf>.

133. **Of the thirteen proposals for HSE, most reflected general concerns about health and safety regulation as a whole, rather than specific simplification proposals** to change existing health and safety legislation for which HSE has responsibility. Out of the remaining proposals:

¹² <http://www.betterregulation.gov.uk/>

- **four of the proposals were misunderstandings of the regulations.** In each case the regulations were explained and advice on where to find more information was provided where appropriate;
- **a further four proposals were in relation to controlling risks, considering risks in relation to different workplaces and having a sensible risk approach.** HSE's response referred to the work undertaken to produce over 30 example risk assessments, which have been developed with stakeholders and show what is required from a risk assessment, providing advice on finding out more; and
- **three more proposals questioned the amount of legislation in existence and the need for more, expressing concern at the amount of resource needed to comply.** HSE is already addressing this issue with its commitment to reduce unnecessary administrative burdens on business.

HSE'S SIMPLIFICATION WORK OVER THE NEXT SIX MONTHS

134. Over the next six months, HSE will continue to review its simplification initiatives, in the light of the Government's Strengthening Regulatory Management proposals and the HSE Strategy. This will include developing new initiatives to meet what are expected to be challenging simplification targets in the future.
135. HSE will also progress work on its current administrative burden reduction projects. This will involve a number of elements, for example:
- revising webpages to provide more accessible, simple guidance;
 - communicating initiatives to businesses to raise awareness and lead to culture changing behaviour; and
 - evaluating the impact of the simplification initiatives.
136. HSE will also seek to influence the better regulation agenda in Europe, through its negotiating strategies on individual dossiers and as part of the central government drive. HSE will also maintain its work on the Hampton agenda, including implementing the recommendations of its Hampton Implementation Review.
137. To help SMEs comply, HSE will continue to ensure that guidance is written with small businesses in mind and continue its participation in work arising from the Anderson Review. HSE will also look at whether it is possible to exempt small businesses from new or existing regulatory requirements in line with the Government's Enterprise Strategy, and if this is not possible, seek to minimise the impact on SMEs and third sector organisations.
138. HSE will continue to welcome suggestions from stakeholders for simplifications, which do not reduce levels of health and safety protection. These can be submitted to BRE's simplification website¹³ or to *HSE Infoline*¹⁴.
139. HSE's better regulation work will continue to be overseen internally by the HSE Challenge Panel and by HSE senior managers.
140. HSE's Policy Capability Team will continue to focus on working internally with colleagues across HSE to embed the principles of better regulation into how the organisation works.
141. HSE's Simplification Plan 2010 will provide a progress report on all of these areas, and will include any new initiatives or proposals from stakeholders.

¹³ <http://www.betterregulation.gov.uk/>

¹⁴ *HSE Infoline*: 0845 345 0055

Table A: Simplification initiatives completed to date, including projects that do not reduce administrative burdens

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Gross cost saving (administrative, policy or public sector)	Independent validation	Delivery
<p>Sensible Risk Management – Sensible Risk Campaign - a campaign tackling excessive reactions to risk assessment requirements.</p>	<p>Policy</p>	<p>Publication and wide promotion of a set of principles of sensible risk management particularly with Local Authorities.</p> <p>To emphasise what does not need to be done as well as what does.</p>	<p>A culture change, whereby dutyholders will feel risk assessment and management is proportionate and manageable.</p> <p>Benefits to all sectors, especially SMEs.</p>	<p>N/A</p>	<p>HSE has monitored the Sensible Risk Campaign and associated activities including media coverage. HSE has also contracted IPSOS MORI to conduct an annual ‘Attitudes to health and safety survey’, which asks a sample of 1,000 citizens, 2,000 employees, 500 managers and 200 chief executive officers about their views on a range of health and safety topics. Several of</p>	<p>July 2006: Revised ‘<i>5 steps to risk assessment</i>’ launched, emphasising a fit for purpose approach.</p> <p>August 2006: Launch of “<i>Principles of sensible risk management</i>”</p> <p>April 2007 onwards: ‘<i>Myth of the Month</i>’ appears on the HSE website.</p> <p>July 2007 onwards: ‘<i>Sign-up to Sensible Risk</i>’ launched to promote a unified</p>

					the questions are specifically relevant to sensible risk and help to inform HSE's approach.	<p>interpretation and approach to sensible risk by HSE and Local Authority (LA) Inspectors.</p> <p>Autumn 2007: <i>'HSE Statement to the external providers of health and safety assistance'</i> published.</p> <p>Summer 2008 onwards: <i>'Example risk assessments'</i></p> <p>December 2008: <i>'Great Health and Safety Myths Calendar 2009'</i></p>
Forms Project – removal of forms	Administrative	Removal of all forms that are no longer necessary, approximately 54% of HSE forms.	Although most of these forms were rarely used and so not costly to business, their removal provides clarity and reduces the risk of	According to ABME estimates, removing these forms has saved businesses £250,000 annually	Project completed April 2007. Forms discontinued and deleted from HSE website.	April 2007: all identified forms discontinued and/or deleted.

			error. Benefits to all sectors			
Offshore Installations (Safety Case) Regulations 2005	Administrative	The new regulations changed the frequency of resubmitting offshore safety cases from three years to five years,	Administrative costs reduced, and more efficient and less time-consuming reviews. Benefits to the offshore industry only.	Estimated administrative cost savings, calculated in the Regulatory Impact Assessment, are £3.8 million	Post-implementation review of the Regulations to begin in Autumn 2009.	April 2006: regulations in force. October 2009: HSE project to review whether the intended reductions in administrative costs have been achieved e.g. reduced time resubmitting safety cases and reviewing them. 10 November 2009: HSE is holding an industry workshop as part of the post-implementation review of the regulations.

<p>ACoP on Zoos – Safety, Health and Welfare for Employers and Persons at Work 1985</p>	<p>Administrative</p>	<p>The ACoP has been withdrawn and new guidance has been published.</p>	<p>Updated guidance to reflect current developments in the zoo industry, such as lay out of premises.</p> <p>Benefits limited to the services sector only</p>	<p>The ABME estimated the ACoP requirements cost businesses £544,000 in administrative burdens – these costs have now been removed.</p>	<p>ACoP withdrawn December 2006.</p>	<p>December 2006: ACoP withdrawn and replacement guidance introduced.</p>
<p>Construction (Design and Management) Regulations 2007</p>	<p>Administrative, policy and quantity of legislation</p>	<p>The Regulations simplify the process for checking contractor’s competence and consolidate four pieces of legislation into one.</p>	<p>To change attitudes and raise health and safety standards in the construction industry. The changes streamline regulatory requirements, eliminate unnecessary ones and simplify paperwork.</p> <p>This aims to significantly reduce bureaucracy to the construction sector, particularly</p>	<p>Annual policy cost savings (from simplified competence checking) are calculated in the RIA to be between £106 million and £226 million.</p> <p>Estimated administrative savings from April 2007 according to the ABME data is £3.6 million per year from clarifying and simplifying requirements relating</p>	<p>The Regulations will be evaluated in Q3 of 2009/10 against baseline research already carried out (see “<i>Improving the effectiveness of the Construction (Design and Management) Regulations 1994: Establishing views from construction stakeholders on the current effectiveness of CDM</i>”; and “<i>Construction (Design and Management)</i>”</p>	<p>April 2007: regulations in force.</p> <p>Q4 of 2008/09: phase 1 of the evaluation of regulations.</p> <p>Q3 of 2009/10: full evaluation of the regulations starts and will seek to verify (or otherwise) the assumptions made in the RIA.</p>

			SMEs.	to notification of construction projects.	<i>Regulations 2007: Baseline Study</i> ” available on the HSE website. This will include an evaluation of the estimated administrative savings.	
Control of Asbestos Regulations 2006	Administrative	Consolidation of three regulations and rationalisation of guidance relating to asbestos. The new regulations have removed the requirement for companies working with textured decorative coatings - common in domestic premises - to have an asbestos licence, and to notify HSE/ their LA.	Making it easier to find what requirements apply to a business and so make compliance easier. Removing the licensing requirement from work with textured decorative coatings significantly reduces the cost of doing this work for the contractor and so for the clients owning the building. Benefits limited to	According to the ABME estimates, the revised regulations reduce administrative burdens on businesses by £27.7million per year	£27.7 million savings validated by the External Validation Panel 2008.	November 2006: introduction of new regulations.

			asbestos contractors only.			
RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	Administrative requirement to report and keep records of certain work-related harm to employees and the public.	Streamlining the communication of the RIDDOR reporting process to raise awareness, and influence attitudes to reporting, with the message that compliance need not be complex and burdensome. Promoting the ease of reporting through the Incident Contact Centre (ICC) telephone/web reporting service.	Businesses easily understand the 'ring and report' message to comply with RIDDOR and save time in reporting. Benefits to all sectors, especially SMEs.	The ABME estimated the recording and reporting requirements to take over 2.5hrs and cost £21 million gross costs. Reporting via the call centre now takes an average of 30 minutes. Thus, the estimated annual cost to business is now £4.4 million, a reduction of £16.5 million in administrative burden gross costs.	Project completed July 2007 HSE evaluation in November 2007.	March 2007: Launch of new user-friendly HSE RIDDOR website July 2007: Introduction of a single page flyer with the 'ring and report' message.
'Core criteria' for electrical contractors Proposed by Electrical	Policy	With HSE support, ECA and Heating and Ventilating Contractors' Association (HVCA)	This will reduce the variation in standards required of contractors and	The estimated policy cost savings, from RIA calculations, is £40,000 to	Project completed September 2006	September 2006: ECA/HVCA leaflet launched February 2007: Publication of

<p>Contractors Association (ECA) to address the problem of a proliferation of contractor health and safety pre-qualification schemes that currently work to different standards.</p>		<p>launched health and safety core-criteria to their members.</p> <p>Health and safety core-criteria, developed for inclusion in the Construction (Design and Management) (CDM) Approved Code of Practice (ACoP), create a common standard and aid recognition between various pre-qualification schemes.</p>	<p>so help them comply with legislation, and improve the cost effectiveness of assessing and delivering a good health and safety performance.</p> <p>Benefits to electrical contractors working in the construction sector, especially SMEs.</p>	<p>£300,000 over first six months after launch, although these are policy not administrative savings.</p> <p>Further savings will continue to be achieved across the electrical contracting industry following publication of the ACoP.</p>		<p>CDM ACoP</p>
<p>List of all Health and Safety Regulations published on the internet</p> <p>Suggested by Federation of Small Businesses to allow businesses to find easily what health and safety</p>	<p>Wider better regulation initiative</p>	<p>A full list of HSE-owned regulations has been created on the HSE website, linked where possible to electronic copies of the regulations themselves and relevant guidance.</p>	<p>A quick, simple route to locating health and safety regulations and requirements for businesses.</p> <p>Benefits to all sectors.</p>	<p>In its first month the legislation webpages received nearly 24,000 hits.</p> <p>Since then the pages have had an average of around 25,000 visitors per month.</p>	<p>Project completed October 2006</p>	<p>October 2006: Legislation webpages went live.</p>

regulations are in force.						
Workplace (Health, Safety and Welfare) Regulations - guidance on labelling of drinking water	Administrative	Amending and promoting guidance to make it clear that businesses only need to label water when it should not be drunk.	Substantial reduction in labelling water supplies, saving businesses time and money. Benefits to all sectors, especially SMEs.	£17 million savings in administrative burdens costs.	£17 million savings validated by the External Validation Panel 2008, pending additional ongoing work	September 2007: leaflet published. December 2007: other guidance corrected and myth of the month produced. August 2008: evaluation carried out.
Manual Handling Operations Regulations – guidance on labelling the weight of loads	Policy and administrative	HSE has produced additional web-based guidance clarifying the requirement to provide information on the weight of a load to employees, in particular when it is and is not appropriate to give precise information.	To reduce the cost of labelling where appropriate and increase compliance through a clearer understanding of the requirement. Benefits to all sectors, especially SMEs involved in transport of goods	A £32.5 million savings reduction target was set by HSE, a quarter of the estimated ABME cost for this requirement.	£32.5 million savings validated by the External Validation Panel 2009	May 2008: Guidance published. Early 2009: Evaluation on the effectiveness of the guidance.
Forms project - removal of 8 forms required by Factories Act and	Administrative	HSE removed the 8 notification and record keeping forms required by the	If the forms are removed, employers will no longer be required	Removal of 8 forms will achieve a £21 million reduction using	£21 million savings validated by the External Validation Panel	Summer 2008 – consultation on proposed changes

Offices, Shops and Railway Premises Act (OSR Act)		Factories Act and the OSR Act through repealing the legal requirement for these forms.	to notify new premises to HSE or local authorities, nor keep certain redundant records at factory premises. Benefits to all sectors, especially SMEs.	ABME figures	2009	April 2009 – Amending regulations in force.
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Table B: Ongoing simplification initiatives – progress and timescales

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Gross cost saving (administrative, policy or public sector)	Independent validation	Progress and timescales
<p>Sensible Risk Management – example risk assessments (ExRAs)</p>	<p>Policy and administrative</p>	<p>Providing sector-specific example risk assessment to show businesses what a ‘good enough’ record looks like.</p> <p>These are mainly aimed at low risk, small and medium sized businesses.</p>	<p>To reduce the time businesses spend on carrying out and recording a risk assessment.</p> <p>Benefits to all sectors, especially SMEs.</p>	<p>HSE originally set a target reduction of £200 million from the £600 million costs on risk assessment estimated by the ABME</p> <p>An initial evaluation in Summer 2008 showed an average saving of 46% of time taken to carry out a risk assessment for sectors covered by the 34 examples – reducing costs by an estimated £235 million.</p>	<p>Administrative burden savings of £182 million, associated with this measure validated by the External Validation Panel 2008</p>	<p>By April 2008, HSE had published 29 ExRAs.</p> <p>A further 4 were published in November 2008.</p> <p>Summer 2008 – start of the initial evaluation</p> <p>Autumn 2008 – increased activity to promote the ExRAs.</p> <p>September 2009 - publication of an additional ExRA for maintenance of flats – 34 ExRAs now published.</p> <p>Early 2010 – further evaluation in conjunction with evaluation of the electronic risk</p>

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Gross cost saving (administrative, policy or public sector)	Independent validation	Progress and timescales
				A further estimated £18.4 million has also been saved by this measure through addressing risk assessment requirements for noise, display screen equipment and manual handling, which were measured separately in the ABME.		assessment published in September 2009.
Gas Safety (Installation and Use) Regulations	Policy and administrative	A project to review the requirement on landlords to arrange an annual safety check of gas appliances and relevant flues by a competent gas installer.	To reduce burdens on landlords whilst not compromising on consumer gas safety. Benefits to the services sector,	The ABME estimated the landlords' gas safety check to cost £236 million. A target reduction of up to £59 million was originally –	Not yet validated	This project has been delayed from dates in the 2007 Plan. A revised timetable is set out below: Summer/Autumn 2008: HSE examined impact of

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Gross cost saving (administrative, policy or public sector)	Independent validation	Progress and timescales
			especially SMEs.	a quarter of the estimated cost. Initial estimates of the potential savings range between £27m and £59m with the higher figure based on 100% of the projected time saving being realised and the lower a reasonable worst case with about 50% being realised		options. Early 2009: Way forward agreed with stakeholders. April 2009: HSE Board endorsement of plans. December 2009: First stage development of web tool completed. January 2010: Stakeholder trial of web tool February 2010: Evaluation and refinement of web tool. April 2010: Launch of web tool
Lifting Operations & Lifting	Policy and administrative	Stage 1: Preliminary investigation into stakeholder views on	To clarify requirements on how often and	The overall target reduction from work to	Administrative burden savings claimed subject to	Stage 1: Completed September 2006 Stage 3: Guidance

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Gross cost saving (administrative, policy or public sector)	Independent validation	Progress and timescales
Equipment Regulations (LOLER) and Provision & Use of Work Equipment Regulations (PUWER)		<p>having two sets of regulations, complexity, fitness for purpose.</p> <p>Stage 2: Web-based guidance on examination of fork lift trucks.</p> <p>Stage 3: New guidance on thorough examination of lifting equipment.</p> <p>Stage 4: Review of position following guidance</p>	<p>how to carry out examinations of lifting equipment.</p> <p>Benefits to all sectors.</p>	<p>clarify requirements from these pieces of legislation has been set by HSE at £33 million, bringing costs for complying with LOLER down from £144 million to £111 million.</p> <p>To be quantified following evaluation in 2009.</p>	<p>evaluation.</p> <p>Called to the External Validation Panel 2009.</p> <p>Not yet validated.</p>	<p>published June 2008</p> <p>Stage 2: Guidance yet to be published. This has been delayed and will now be published in December 2009</p> <p>Stage 4: Evaluation of the guidance on thorough examination of lifting equipment will be undertaken by December 2009 to establish the effect of the new guidance.</p>
The written health and safety policy statement - an electronic template to help complete the statement, combined with	Policy and administrative	<p>HSE planned originally to publish web-based guidance to clarify requirements on completing a policy statement.</p> <p>However, HSE decided to combine the need to</p>	<p>To reduce duplication of efforts with the written record of health and safety arrangements.</p> <p>Benefits to all</p>	<p>Reducing duplicated paperwork could achieve an estimated £26.5 million saving according to the ABME data.</p>	<p>£26.5 million administrative burden savings claimed but not yet validated.</p>	<p>This work was delayed in order to tie it in with the electronic risk assessment template.</p> <p>September 2009: Publication of the</p>

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Gross cost saving (administrative, policy or public sector)	Independent validation	Progress and timescales
an electronic risk assessment template		have a written policy statement and the need to record a risk assessment by producing one electronic template.	sectors, especially SMEs.			electronic risk assessment template combined with the written health and safety policy statement. April 2010: Formal evaluation report expected.
Electronic risk assessment template – published in combination with the written health and safety policy statement	Policy and administrative	An electronic template for recording a risk assessment in a combined template for completing a written health and safety policy statement, complementing the example risk assessments.	To save businesses time in recording their risk assessment and thereby encouraging compliance with the requirement. Benefits to all sectors, especially SMEs.	Up to £27 million	Not yet validated.	September 2009. Publication of the electronic risk assessment template combined with the written health and safety policy statement.

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Gross cost saving (administrative, policy or public sector)	Independent validation	Progress and timescales
<p>Control of Substances Hazardous to Health (COSHH) Regulations - rationalising and improving guidance and reducing risk assessment costs.</p>	<p>Policy and administrative</p>	<p>This initiative has various components:</p> <p>1) Rationalising the stock of guidance</p> <p>=====</p> <p>2) Revising HSE's COSHH webpages to make them more accessible and easier to use.</p> <p>=====</p> <p>3) Redesigning the E-COSHH Essentials website, an interactive tool which helps users to do an in-depth risk assessment.</p>	<p>To reduce the number of pieces of guidance to avoid confusion.</p> <p>To help employers understand their duties under COSHH by making guidance more accessible and easier to understand and reduce the cost for undertaking a risk assessment.</p> <p>Benefits to all sectors, especially SMEs.</p>	<p>The initiatives aim to reduce risk assessment costs from COSHH by £11.1 million – a third of the ABME estimated cost.</p>	<p>£11.1 million administrative burden savings claimed but not yet validated.</p>	<p>Work on the website initiatives has been delayed from the 2007 Plan timetables.</p> <p>1) April 2007: Guidance reduced from 130 items to 30.</p> <p>Dec 2008: 5 pieces of guidance were reviewed to see if they were still required.</p> <p>=====</p> <p>2) By March 2009: the revised COSHH website was completed.</p> <p>=====</p> <p>3) By Dec 2008: review of E-COSHH carried out.</p>

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Gross cost saving (administrative, policy or public sector)	Independent validation	Progress and timescales
		<p>=====</p> <p>4) Rewriting the leaflet "COSHH: A brief guide to the Regulations" now "COSHH - Working with substances hazardous to health"</p> <p>=====</p> <p>5) Publication of COSHH Example Risk Assessments</p>				<p>Mid 2009 Launch of revised E-COSHH delayed.</p> <p>Evaluation of site to be completed 6 months after launch.</p> <p>=====</p> <p>4) 24 July 2009: Publication of the revised guidance.</p> <p>=====</p> <p>5) 30 June 2009: Publication of the COSHH ExRAs.</p>
<p>Health and Safety Information for Employees Regulations – the HSE law poster / approved leaflet</p>	<p>Administrative</p>	<p>HSE amended requirements so that businesses no longer needed to update the poster and / or leaflet following changes to these documents. HSE also redesigned the poster to make it more visually appealing.</p>	<p>To reduce the costs on businesses in updating their poster / distributing leaflets to employees.</p> <p>To make the poster more</p>	<p>The Impact Assessment shows administrative savings of £10.7 million for the proposed option, using data from the ABME.</p>	<p>£10.7m savings approved by External Validation Panel 2009</p>	<p>May – August 2008 – consultation period.</p> <p>April 2009 – amending regulations came into force, alongside the new poster.</p>

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Gross cost saving (administrative, policy or public sector)	Independent validation	Progress and timescales
			visually appealing and useful to employees, eg vulnerable workers. Benefits to all sectors, especially SMEs.			
Business on-line project – transferring HSE forms to electronic and interactive format	Administrative	To make all of HSE's forms available in an electronic and interactive format, including pre-populating forms where possible. The forms with the highest usage will be completed first – beginning with a construction notification form (F10), followed by an asbestos notification form.	To save businesses time in completing and submitting forms to HSE. Benefits to some sectors e.g. construction.	Up to £10 million – 25% of the ABME estimated costs of completing all forms in this project. £673.000 savings claimed following the launch of the F10 form in June 2008.	Not yet validated.	The project has suffered some slippage. Now being addressed by other, wider, customer support programme(s) on a longer timescale June 2008: Successful launch of the F10 form.
Good practice	Policy and	The good practice	The overall	Using the ABME	Savings claimed	October 2008 –

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Gross cost saving (administrative, policy or public sector)	Independent validation	Progress and timescales
<p>guidance on worker involvement – new combined good practice guidance on the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations.</p>	<p>administrative</p>	<p>guidance aims to clarify employer requirements on the provision of information to safety representatives.</p>	<p>objective of the guidance is to facilitate better dialogue and co-operation between employers and employees.</p> <p>Clarifying the provision of information requirement aims to reduce costs of buying in external services to fulfil the requirement.</p> <p>Benefits to all sectors, especially SMEs.</p>	<p>figures, the guidance could save businesses up to £36.6 million.</p>	<p>subject to analysis of results from the evaluation (survey).</p> <p>To be presented for scrutiny to External Validation Panel 2010.</p>	<p>publication of guidance</p> <p>Q3 of 2009/10 - Evaluation – independent web survey to help with evaluation planned to run throughout November/December 2009. Survey will be used to determine if businesses find the guidance useful and still require external support to implement worker involvement practices</p>
<p>Removal of docks form required by</p>	<p>Administrative</p>	<p>Removal of a form to certify a dock transport vessel required by the</p>	<p>If the form is removed, businesses will</p>	<p>The form was estimated in the ABME to cost</p>	<p>Not yet validated.</p>	<p>The form will be removed in parallel with removing the</p>

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Gross cost saving (administrative, policy or public sector)	Independent validation	Progress and timescales
Docks Regulations		Docks Regulations.	save time and money. Benefits limited to docks in the transport sector.	businesses £3.4 million.		ACoP on Docks. This work is due to be carried out by April 2010. October 2009: a Consultation Document is due to be published. April 2010: is the intended implementation but there is a possibility that this may be delayed to October 2010.

Table C: Recent Simplification initiatives that do not principally address administrative burdens

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
<p>Making the content of HSE’s priced publications containing advice, guidance and regulations, freely available - HSE Board initiative following consultation on the HSE Strategy.</p>	<p>Policy</p>	<p>HSE has a series of some 250 priced publications that contain health and safety advice and guidance, as well as guidance on regulations and approved codes of practice.</p> <p>As part of HSE’s Strategy launch, the HSE Board decided from 1 September 2009 to make the content of all these publications freely available online, through the HSE website. Details of this announcement are on HSE’s website http://www.hse.gov.uk/news/2009/free-guidance.htm</p> <p>At 1 September, around</p>	<p>By taking this step, information will be available to help employers better understand their legal duties and what health and safety precautions they need to take. This information will also help safety representatives in maintaining and improving health and safety in the workplace.</p> <p>HSE will continue to make our advice, guidance and regulations available in professionally produced hard copy format, on a priced</p>	<p>It is difficult to gauge the likely impact. For the purposes of financial planning, HSE has assumed that making the content of our advice, guidance and regulation freely available will reduce hard copy sales by some 75%. This could result in an annual reduction in income of some £1.25m per year. i.e. a direct gross saving to business as a whole of £1.25m</p> <p>There will also be an as yet unquantified administrative burden saving as businesses</p>	<p>1 September 2009 – Launch of 100 of HSE’s most popular titles.</p> <p>31 March 2010 – deadline for remaining publications to be converted to accessible web-lite format</p>

¹⁵ “Web-lite” - ie unnecessary tints and colours removed from publications to make them easier for businesses to download.

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
		<p>100 of the most popular titles were made available in a fully accessible web-lite format¹⁵ to download, view and/or print. The remaining publications were made available on HSE's site in PDF format and will be converted to fully accessible web-lite versions converted to this format by 31 March 2010.</p> <p>These arrangements exclude HSE's films and posters which will remain available only as priced products.</p>	<p>basis, for those who prefer, or who need access, to a full printed version.</p> <p>A 'save' facility is not being provided, as guidance and regulation changes from time to time, so HSE would prefer that businesses access the online publication when it is needed, rather than relying on what might become a dated saved version of the publication.</p> <p>Benefits to all sectors, especially SMEs.</p>	<p>will now be able to access HSE guidance without having to make external arrangements to get hold of hard copies. This will require additional work but HSE is hoping to identify any savings by May 2010.</p>	
<p>First Aid Guidance</p> <p>Changes to First Aid at Work Regulations Guidance following</p>	<p>Policy</p>	<p>Currently, HSE guidance indicates that where employers need first aiders in their workplace, those first aiders must</p>	<p>The changes will allow employers to choose from two training courses in the future for their</p>	<p>The intervention will yield significant savings to industry. It will be of particular benefit to small</p>	<p>1 October 2009 – New guidance applies. For details, see http://www.hse.gov.u</p>

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
consultation.		have a valid certificate in First Aid at Work (FAW – a four day course) issued by an HSE approved training organisation.	<p>first aiders - a one day course in emergency first aid at work (EFAW) or a three day course in FAW. The choice of course should be based on a 'first aid needs assessment' which enables the employer to match their first aid provision to the circumstances of their workplace.</p> <p>Benefits to all sectors, especially SMEs.</p>	<p>organisations, allowing a more proportionate approach to be used by employers in defining their first aid needs.</p> <p>In the first year of implementation, it is estimated that there will be <u>policy cost savings of around £52 million</u>, largely due to a reduction in the cost of training new first aiders. It is estimated that <u>this will fall to policy cost savings of £8 million after three years</u>, due to greater assumed participation in short training courses.</p>	k/firstaid/newsletters/fawnewsletter0609.pdf
Sensible Risk Management –	Policy and administrative	A web-based campaign, using cartoons, to tackle common myths	To contribute to the culture changing aim of the overall	Visits to the myth of the month webpages have remained fairly	April 2007 – ‘Myth of the month’ launched

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
'Myth of the month'		surrounding "bureaucratic" requirements that do not actually exist. One of the first myths was "risk assessments are long and complex".	sensible risk management campaign and to demystify some requirements. Benefits to all sectors, especially SMEs.	constant at around 36,000. The 'Great health and safety myths calendar' contains a cartoon featured in the Myth of the Month. The calendar aims to show how misleading stories can distract people from the serious business of managing real health and safety risks sensibly. The calendar also highlights how ridiculous most of the so-called 'elf 'n safety' tabloid tales are, and gives details of the reality for each situation portrayed	December 2007 – <i>'Great health and safety myths calendar 2008'</i> distributed to stakeholders and made available for purchase December 2008 – <i>'Great health and safety myths calendar 2009'</i> distributed to stakeholders and made available for purchase. Its sales are approximately 9000 compared to 2000 in 2008. To December 2009: The myth website is attracting approximately 36,000 visitors per month.
Construction – aligning between the CDM, planning and	Policy	HSE is working with CLG to examine ways of reducing burdens on	To make information about CDM easier to find through the use	N/A	December 2008 – Links established between the building

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
building control regimes		construction clients. HSE is initially looking to introduce clearer signposting about CDM through links on CLG's Planning Portal	of existing electronic channels, and therefore reduce time for construction clients in finding out what they are required to do under CDM. Benefits to the construction sector, especially SMEs.		control pages on CLG's Portal and the HSE website – see http://www.planningportal.gov.uk/england/public/ December 2009: National framework agreement for closer local working between Building Control and HSE. This will make the sharing of intelligence about building projects between two regulators of the construction process much easier.
Pre-qualification schemes in construction	Administrative	HSE is supporting and encouraging work led by the Safety Schemes in Procurement Competence Forum (SSIP) in developing a standard process for	The aim is to simplify the pre-qualification process for SMEs through reducing paperwork and duplication of efforts. Benefits to the	N/A	The work will continue during 2009. 20 May 2009 – launch of the SSIP Forum on 20 May 2009 as a

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
		assessing health and safety competence	construction sector.		<p>freestanding association of businesses, rather than as a limited company. It represents an attempt to facilitate mutual recognition between different health and safety competence accreditation schemes in the construction industry.</p> <p>5 August 2009 - HSE published a research report - RR723 Safety Schemes in Procurement Competence Forum (SSIP-C Forum). See http://news.hse.gov.uk/2009/08/05/safety-schemes-in-procurement-competence-forum/</p>

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
Easier Access to Services programme (EASe)	Administrative	The EASe Programme is designed to ensure that all of HSE's public contact arrangements (other than enforcement of permissioning) are better tuned to customer needs, available via a range of channels.	Better access to information, guidance and advice by building on success of existing services ensuring all channels are mutually supportive and consistent. Benefits to all sectors, especially SMEs.	The Programme has yet to develop the full business case of benefits.	July 2008 – programme approved by HSE Board. Q3 of 2009 – Retendering of existing contact centre contracts deferred until 2010.
Asbestos - Managing my Asbestos: A step by step guide to the Duty to Manage E-tool: help for small businesses	Policy and Administrative	HSE has developed an interactive web based guide for small businesses to help them protect their workers from breathing in asbestos fibres.	The step by step guide takes duty holders through a set of questions to enable small businesses to identify whether they are a duty holder and to decide if there is asbestos present and if so, how to manage it.	Estimated first year cost savings will of between £118,000 and £236,000 with a 10-year present value of between £681,000 and £1.36 million.	3 July 2009 – published on the HSE website,

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
			Benefits to asbestos contractors, especially SMEs.		
HSE's Property Developer Campaign	Policy and Administrative	Anyone having construction or building work carried out, including those who are developing property, has legal duties as a 'client' under the Construction (Design and Management) Regulations 2007 (CDM 2007), unless they are a domestic client. This campaign will provide guidance.	To raise the awareness of those developing property as part of their business of these legal responsibilities and provide advice on how to plan a successful refurbishment, Benefits to the construction sector.	N/A	February - March 2009. See the HSE web pages explaining the campaign at http://www.hse.gov.uk/construction/property-developer/index.htm and http://www.hse.gov.uk/construction/ebulletins/mar09.htm
Ladder Exchange Initiative 2009	Policy	Ladder Exchange is designed to help prevent ladder accidents by encouraging businesses to remove 'dodgy' ladders from the workplace and part exchanging them for a new one at one of HSE's partner outlets	Removal of dangerous ladders from the workplace. Benefits to all sectors including the construction and services sector, especially SMEs.	The previous Ladder Exchange Initiatives in 2007 and 2008 resulted in the removal of over 5,500 'dodgy' ladders from Britain's workplaces.	1 September 2009 – end of December 2009 and annually thereafter. See the HSE Ladder Exchange Initiative web page at http://www.hse.gov.uk

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
		<p>who are offering discounts at competitive rates. It also provides duty holders with an opportunity to review pre-use checks, training, supervision and other arrangements for ladder work.</p>			<p>k/falls/ladderexchange.htm</p>
<p>Estates Excellence Project</p>	<p>Policy and administrative</p>	<p>Developing a health and safety benchmarking scheme for commercial landlords</p> <p>HSE working with partners such as Local Authorities and stakeholders such as business organisations, trades unions, insurance companies and others to improve health and safety performance in small and medium sized businesses, large business and commercial landlords, by providing risk based support,</p>	<p>The project will help small and medium sized businesses (SMEs) sign up to sensible risk, reduce the financial consequences of insufficient health and safety practices, and identify and manage risks.</p> <p>Businesses will identify and gain financial benefits such as reduced absenteeism and the associated costs.</p>	<p>N/A</p>	<p>November 2009: Project trial in specific industrial estates in the Medway area (200 premises)</p> <p>April 2010: Start of pilot in five other Local Authority areas</p>

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
		guidance and tools, through a range of partner led interventions.	Benefits to all sectors, especially SMEs.		
Sensible Risk Management – health and safety in the education sector	Policy	<p>HSE is working with the Department for Children, Schools and Families and other stakeholders, including the schools Implementation Review Unit to promote sensible risk management in schools. The emphasis is on reducing unnecessary risk assessment paperwork.</p> <p>A package will be launched in the form of example risk assessments, sharing good practice and revised and updated web-based guidance.</p>	<p>To reduce unnecessary risk assessment paperwork in schools.</p> <p>Benefits limited to the education sector.</p>	N/A	<p>May 2007 – Article in Governors' Agenda magazine, putting straight misconceptions about health and safety requirements for school trips.</p> <p>Delayed until end of 2009 – launch of package</p>
Police and Fire and Rescue Services – striking the balance between operational and health and safety	Policy	A high level statement of principles HSE and senior police managers underpinned by detailed guidance.	Improve clarity and understanding around what the Health and Safety at Work etc. Act 1974	N/A	Completed

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
duties:			<p>does and does not require of the police and fire rescue services and so prevent excessive risk aversion and bureaucratic approaches to risk assessment.</p> <p>Benefits limited to the police and related activities.</p>		
Gas Safe Register	Policy and administrative	A project to review statutory gas engineer registration scheme.	<p>To renew focus on consumer gas safety and reduce burdens on gas engineers whilst not compromising safety.</p> <p>Benefits limited to domestic gas sector and consumers.</p>	<p>Fees for engineers retained at affordable levels and reduced in real terms during the period of the agreement (10 years) Introduction of more flexible payment and registration options.</p> <p>Gas work that was notifiable under the Building Regulations can now be reported through the Gas Safe</p>	<p>The Gas Safe Register launched on 1 April 2009.</p> <p>Monthly Direct Debit payment option from April 2010</p> <p>New gas installation work notification scheme implemented from May 2009</p>

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales
				<p>Register.</p> <p>New approaches to inspection which will aim to target unsafe and unregistered gas work, not engineers who are working safely and competently.</p> <p>Review of the competence requirements for registration with a view to simplifying them whilst not compromising safety.</p> <p>Review of current enforcement regime with a view to identifying any improvements to the current regime which may be developed and implemented for the improvement of gas safety</p>	<p>New inspection system implemented from end 2009.</p> <p>Competency review scheduled for completion by October 2011.</p> <p>Enforcement review scheduled for completion by July 2010</p>

Title/Policy Initiative	Nature of burden	Description of simplification measure	Desired outcome (incl. sectors to benefit)	Quantification where appropriate	Progress and timescales

ADMINISTRATIVE BURDENS OF REGULATIONS INTRODUCED SINCE MAY 2005

The ABME measured the cost of all health and safety legislation in force up to May 2005. The table below provides details of all new or amending legislation introduced since this date, including the estimated administrative cost that has been added or removed from HSE's baseline. These costs have been refined from earlier estimates in previous Simplification Plans.

New / amending regulations and date in force	Source of legislation	Summary	Estimated administrative burden increase (gross)
Control of Major Accident Hazards (Amendment) Regulations In force: June 2005	European Implementation of a new EU Directive on the control of major accident hazards involving dangerous substances	Amendments to change the lists of named dangerous substances or generic categories of substances that are used to determine whether the regulations apply and to what extent. Amended regulations also broaden the application of COMAH at mines, quarries, boreholes and waste landfill sites, and clarify some requirements in the original regulations.	Increase of £1.79 million per year.
Control of Vibration at Work Regulations In force: July 2005	European Implementing the Physical Agents (Vibration) Directive	Regulations impose duties on employers to protect employees who may be exposed to vibration at work, and other persons who might be affected by the work, whether they are at work or not.	Increase of £11.75 million per year.
Chemicals (Hazard Information and Packaging for Supply) (Amendment) Regulations In force: October 2005	European Implementing the changes set out in the 29 th Adaptation to Technical Progress to the Dangerous Substances Directive.	Regulations bring into UK law all the new entries, revisions, deletions and amendments to the classification and labelling requirements of hazardous substances.	No administrative cost change.
Nuclear Reactors Decommissioning (Amendment) Regulations In force: April 2006	European Implementing changes made by Directive 2003/35/EC to the Environmental Impact Assessment for Decommissioning Parent Directive.	Amendments will take a more proportionate and flexible approach to the approval of changes to decommissioning projects.	No administrative cost change.
Management of Health and Safety at Work (Amendment)	Domestic	Amendment to extend third party liability protection to employees that already applies to employers	No administrative cost change.

Regulations In force: April 2006			
Control of Noise Regulations In force: April 2006, and April 2008 for the music and entertainment industry	European Implementing the Physical Agents (Noise) Directive	Regulations tightening the legal requirement in relation to noise by lowering the exposure action levels.	Increase of £7.9 million per year.
Silica Occupational Exposure Limit In force: October 2006	Domestic	Proposal to lower the exposure limit for crystalline Silica. The change would be implemented through an amendment to the COSHH Regulations.	Increase of £160,000 per year
Work at Height (Amendment) Regulations In force: April 2007	European Implementing the Work Equipment Directive	This amendment broadens the scope of the regulations to work concerning the provision of instruction or leadership to one or more person regarding caving or climbing by way of sport, recreation, team building or similar activities.	No administrative change.
Biocidal Products (Amendment) Regulations In force: April 2007	European Implementing parts of the Biocidal Products Directive making adjustments to the parent regulations as requested by three EC review regulations.	Regulations designate Rapporteur Member States for the 3rd and 4th lists of active substances to be reviewed; and implement Article 26 (Advertising) of the Biocidal Products Directive.	No administrative cost change.
Coal Mines (Inhalable Dust) Regulations In force: October 2007	Domestic Also takes into account the Chemical Agents Directive and maintains implementation of the Extractive Industries (Mines and Quarries) Directive	Regulations to control the level of respirable dust in coal mines. They replace previous regulations on respirable dust in coal mines.	No administrative cost change. All the changes are currently required by the Control of Substances Hazardous to Health Regulations (COSHH), so there is no new burden.
Workplace Exposure Limits In force: October 2007	European Implements the 2 nd Indicative Occupational Exposure Limit Values Directive into UK legislation.	Establishment of workplace exposure limits for 33 substances.	No administrative cost change.
Chemicals (Hazard Information and Packaging for Supply) (Amendment) Regulations In force: October	European Implementing the 2 nd Adaptation to Technical Progress to the Dangerous Preparations Directive	The amending regulations will, <i>inter alia</i> , adjust the rules and procedures for classifying and labelling a chemical preparation containing certain substances.	No administrative cost change.

2008			
Regulation on the classification, labelling and packaging of substances and mixtures (Regulation (EC) No. 1272/2008) In force: January 2009	European Implements the UN's Globally Harmonized System of Classification and Labelling of Chemicals (GHS).	The aim of the GHS is to have, worldwide, the same criteria for classifying chemicals according to their health, environmental and physical hazards; and hazard communication requirements for labelling and safety data sheets.	No administrative cost change.
Chemical (Hazard Information and Packaging for Supply) Regulations - to be known as CHIP 4 In force: April 2009	European Implementing the European Regulation on the Classification, Labelling and Packaging of Substances and Mixtures, known as the CLP Regulation	The amendments allowed CHIP to be aligned with the transitional period of the CLP Regulation and to ensure that the provisions of the CLP Regulation could be enforced in Great Britain, both throughout the transitional period and beyond.	No administrative cost change.
The Health and Safety at Work etc. Act 1974 (Application outside Great Britain) (Variation) Order In force: August 2009	Domestic	This variation to the Order enables HSE to fill two legislative gaps by making provisions for: the use of offshore installations for other purposes than initially intended and the construction of wind farms and related structures beyond our territorial seas. This action will allow HSE to have the jurisdiction to enforce standards, investigate incidents and administer justice in these areas.	No administrative cost change.
1st 'adaptation to technical progress' (ATP) of the EU Classification, Labelling and Packaging of substances and mixtures (CLP) Regulation. In force: September 2009	European Implementing the European Regulation on the Classification, Labelling and Packaging of Substances and Mixtures, known as the CLP Regulation	Makes sure that chemicals supplied in Europe are labelled consistently with international standards, so helping businesses to maximise the benefits of free trade and to better protect human health and the environment.	No administrative cost change.

THE ADMINISTRATIVE BURDEN MEASUREMENT EXERCISE (ABME)

1. The ABME was a cross-government exercise, carried out in 2005, and was designed to provide an indicative cost of the administrative burden placed on industry through regulations. It estimated the cost to business associated with complying with administrative tasks (form filling, record keeping etc) to calculate an estimated total annual administrative cost of all legislation in force in May 2005.
2. The ABME estimated the total annual administrative cost of health and safety legislation to be £2.032 billion¹⁶, which was accepted as HSE’s baseline figure. Since 2005, HSE’s baseline has been adjusted to take into account discrepancies in the data and the transfer of responsibility for health and safety regulations concerning railways to the Office of Rail Regulation¹⁷. In addition, following a merger with the Adventure Activities Licensing Authority, administrative costs stemming from legislation in this area have also been added to HSE’s baseline¹⁸.
3. HSE’s revised baseline has been reduced from £2.032 billion to £2.022 billion. HSE’s target reduction of 25% now equates to £505 million from the revised baseline figure.
4. However, when meeting its reduction target, HSE is taking into account any new administrative costs imposed by new or amending legislation coming into force since May 2005. Any costs from these regulations are to be added to HSE’s reduction target, ensuring that HSE achieves a reduction that is net of new administrative burdens¹⁹. A list of these regulations is found at Annex 1 (pages 75-77).
5. HSE is committed to working towards reducing administrative burdens by 25%, and therefore is aiming to make a reduction of £505 million from the revised 2005 baseline figure.
6. The ABME identified ten regulations that account for 77% of HSE’s total annual costs. These are:

Regulation	Top costing administrative elements
Management of Health and Safety at Work Regulations 1999	Risk management and risk assessment
Gas Safety (Installation and Use) Regulations 1998	Landlords’ gas safety check

¹⁶ This figure takes into account the removal of “business as usual” costs – costs for activities that businesses would do anyway regardless of legislation.

¹⁷ £13.1 million of administrative burdens measured by the ABME for the ACoP on Confined Spaces have been removed due to duplication of costs.

£1.6 million of administrative burdens have been transferred to ORR following the transfer of responsibility for health and safety concerning railways.

¹⁸ £5.2 million of administrative burdens have been added to HSE’s baseline following the merger with the Adventure Activities Licensing Authority.

¹⁹ By May 2009, approximately £21.6 million of administrative burdens has been added from new legislation.

Lifting Operations and Lifting Equipment Regulations 1998	Checking and recording examinations of equipment
Control of Substances Hazardous to Health Regulations 2002	Risk assessment Employee training and maintaining records of training
Manual Handling Operations Regulations 1992	Risk assessment Information to employees
Health and Safety at Work etc Act 1974	Health and safety policy statement Health and safety information to employees
Control of Asbestos at Work Regulations 2002	Compiling information on emergency arrangements for the emergency services ²⁰
Safety Representatives and Safety Committees Regulations 1977	Providing information to safety representatives to enable them to fulfil their functions
Construction (Design and Management) Regulations 1994	Preparing rules for the management of health and safety. Updating the health and safety file and delivering it to the client on completion of the job
Provision and Use of Work Equipment Regulations 1998	Checking and recording examinations of equipment

7. Many of the largest administrative burdens arise because the requirement applying to all businesses, and the actual cost to an individual business is quite small. Other high cost administrative burdens are requirements to provide information to third parties, such as employees. Giving sufficient information to others to help them look after their own health and safety is fundamental to health and safety policy in Great Britain.
8. On the whole, health and safety regulations are goal-setting, and do not specify a required method for carrying out legal requirements, for example, how to provide information to others, or how and in what format to keep records. The interpretation of the legal requirements (by businesses, advisors, insurers, or others) can sometimes account for high administrative costs in complying, rather than the law itself. Therefore, many of HSE's initiatives to reduce administrative burdens concern clarifying requirements through guidance, rather than changes to legislation.
9. HSE is focusing efforts on making a significant difference to business to help them comply with legislation, as well as reducing administrative costs. This includes addressing business irritants, and work on this does not necessarily feed through to a reduction in the administrative burden measured by the ABME. An example of this is joint inspections with other regulators, helping to reduce the time and effort involved for a business.

²⁰ HSE has not directly addressed the high costs of compiling information on emergency arrangements, but has reduced the costs for complying with this regulation for businesses working with textured decorative coatings, as a licence is no longer required.