



Subject: HSE Notices & Fees

Tool Box Talk No.: 003

Health and safety laws applying to our business are enforced by HSE inspectors or by officers from the local authority.

An inspector's role is to:

- investigate (when accidents have happened or a complaint is made) whether people are at risk, to find out if something has gone wrong
- require you to take action to control risks properly if you are not already complying with the law
- take appropriate enforcement action in relation to any non-compliance, ranging from advice on stopping dangerous work activities to potentially taking prosecutions where people are put at serious risk
- provide advice and guidance to help you comply with the law and avoid injuries and ill health at work

Inspectors have the right of entry to your premises as well as the right to talk to employees and safety representatives, and exercise powers to help them fulfil their role.

An inspector may serve:

- A prohibition notice tells the duty holder to stop an activity immediately.
- An improvement notice specifies remedial action and gives the duty holder a date by which they must complete the action.

HSE operates a Fee for Intervention (FFI) cost recovery scheme. If you are breaking health and safety laws, HSE may recover its costs from you by charging a fee for the time and effort it spends on helping you to put the matter right, such as investigating and taking enforcement action. The Fee for Intervention hourly rate is currently £124.



If an HSE inspector visits your premises and you want to confirm their identity, they all carry identification and you can ask to see this.

Inspectors and local authority officers prioritise the highest risks and those businesses which fail to manage health and safety properly.

TOOL BOX TALK RECORD SHEET

COMPANY: _____

SUBJECT OF TOOLBOX TALK: _____

NAME OF PERSON DELIVERING TOOLBOX TALK: _____

TIME: _____ DATE: _____ LOCATION: _____

NOTE ANY QUESTIONS ASKED BY STAFF DURING TOOL BOX TALK:

YOU SHOULD ONLY SIGN THIS SHEET IF YOU HAVE UNDERSTOOD THE INFORMATION PROVIDED. IF YOU ARE IN ANY DOUBT OR UNSURE ABOUT ANYTHING COVERED BY THIS TOOL BOX TALK PLEASE ASKED THE PERSON DELIVERING THE TALK TO EXPLAIN MORE FULLY.

PLEASE PRINT YOUR NAME	JOB DESCRIPTION	SIGNATURE

SIGNATURE OF PERSON DELIVERING TOOL BOX TALK: _____

