HSE IMPROVEMENT OR PROHIBITION NOTICE

Notice Response Tracker

Fill it in on the day the notice arrives. Copy each requirement from the notice's schedule into its own row, in the inspector's words, then give it an owner, an action and a date, and record the evidence when it is done.

Notice type	☐ Improvement ☐ Prohibition (takes effect: ☐ immediately ☐ on _____)
Notice number	
Date the notice was sent	
Inspector (name and contact)	
Legal provision(s) cited	
Area or activity covered	

People told	
☐	Director or senior manager responsible for H&S
☐	Managers and supervisors of the affected areas and shifts
☐	Safety representatives and the workforce in the area
☐	Others your arrangements name (group H&S, principal contractor, landlord, insurer if your policy asks)

Key dates		
Appeal deadline		21 days beginning with the date the notice was sent (ET Regulations 2013, reg 14A)
Compliance date in the notice		Cannot end before the appeal period does (HSWA 1974, s21)
Extension asked for (date, in writing)		New date agreed by the inspector: _____
Appeal decision (date, by whom)		☐ Not appealing ☐ Appeal sent (date received by tribunal)
Inspector told it is done (date, how)		Copy kept with the notice ☐

Requirements in the notice's schedule

#	Requirement (in the notice's words)	Owner	Action	Evidence (photos, documents, records)	Target date	Date done
1						
2						
3						
4						
5						
6						
7						

Interim controls while the work is under way

Control	Where	Briefed to (shifts)	Checked by / date