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| **Logo of Health and Safety Executive** | Primary Authority Support Request Template |

## Guidance Notes

1. As a Supporting Regulator, HSE can help primary authorities to produce Primary Authority Advice and to develop and manage inspection plans.
2. Our remit is limited to how businesses can comply with the Health and Safety at Work Act 1974 and associated legislation, and our involvement will be consistent with our [National Local Authority Enforcement Code](http://www.hse.gov.uk/lau/la-enforcement-code.htm) and [Enforcement Policy Statement](http://www.hse.gov.uk/enforce/enforcepolicy.htm).
3. Since our work as a Supporting Regulator is cost-recoverable, before contacting us you should check whether the issue you wish to raise is already resolved in the guidance published on our website or available via one of our advisory committees and groups.
4. Any Primary Authority Advice developed in partnership with us, which we have consented to as a Supporting Regulator, will be assured by HSE.
5. As a Supporting Regulator, we can provide detailed technical comment on inspection plans or direct assistance with their development. This is distinct from and additional to the limited input on inspection plans we supply to the Office for Product Safety and Standards.
6. HSE will consider all requests for support from primary authorities received using this template and provide an initial response within 10 working days.
7. The decision on whether it is appropriate for us to engage as a Supporting Regulator will be made on the basis of:
   * + our strategies and policies as a national regulator of workplace health and safety;
     + our existing guidance for the type of business;
     + our scope to augment the expertise the primary authority could normally deliver;
     + the potential impact on our resources and capability to support other primary authorities; and
     + the relative benefits we can bring by engaging with the business or business sector, with reference to the degree or risk of harm posed.
8. Where the business or co-ordinator agrees in writing to HSE assisting the primary authority as a Supporting Regulator, HSE will charge the business or co-ordinator for the costs incurred.
9. Given our role to promote and support business compliance with acceptable standards of work-related health, safety and welfare, we may consider it necessary to publish advice or guidance we have developed while acting as a Supporting Regulator, with due regard to commercial confidentiality, medical confidentiality and such issues.
10. When acting as a Supporting Regulator, we will consider any relevant new guidance on Primary Authority published by the Office for Product Safety and Standards and will update this document at the earliest opportunity.

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| Request Template | | |
| **Name of primary authority** |  | |
| **Contact details of primary authority**  **(name / telephone number / email address)** |  | |
| **Name of partner business or co-ordinator** |  | |
| **Business sector or main business activity**  **(eg retail / hospitality / warehousing)** |  | |
| **Contact details of partner business or co-ordinator** |  | |
| **Details of scope of support requested (please be as specific as possible)** | | |
|  | | |
| **Is there existing HSE guidance in relation to this request?** | | Yes / No |
| **If ‘yes’, please give details** | | |
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| **Is this request compatible with the National Local Authority Enforcement Code?** | | Yes / No |
| **Is there existing Primary Authority Advice in relation to this request?** | | Yes / No |
| **If ‘yes’, please give details** | | |
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| **Has the business or co-ordinator agreed to this request?** | | Yes / No |
| **Has the business or co-ordinator previously sought advice from the HSE or other body in relation to this request?** | | Yes / No |
| **Please send this completed form to** [**pa.supporting.regulator.requests@hse.gov.uk**](mailto:pa.supporting.regulator.requests@hse.gov.uk) | | |

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| Process Flowchart |
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| Primary authority reviews existing HSE guidance to check  whether Supporting Regulator input is required. |
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| Primary authority contacts HSE using the template form, clarifying the scope of  the support requested, and why any existing guidance is insufficient. |
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| HSE considers the request on the basis of the criteria in the above  Guidance Notes, giving an initial response within 10 working days. |
| ▼ |
| Primary authority and HSE have an initial conversation to ensure the request is  correctly scoped, confirm it is not addressed in another forum, and  estimate the resources and time it requires. |
| ▼ |
| Primary authority clarifies the nature of the support it is seeking:  advice, guidance, inspection plan input, etc. |
| ▼ |
| Primary authority writes to HSE on behalf of its partner business or co-ordinator to  formally seek its assistance as a Supporting Regulator, detailing what is wanted. |
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| HSE writes to primary authority to confirm it is willing to act as a Supporting Regulator. |
| ▼ |
| Primary authority and HSE meet to agree how best to proceed, covering issues such as how the support will be provided, the timeframe, cost recovery and confidentiality. |
| ▼ |
| Primary authority issues the Primary Authority Advice produced or inspection plan developed with the HSE, filing it on the Primary Authority Register. |