

Mr Gary Stringer
101 Kilpin Hill Lane
Dewsbury
West Yorkshire
WF13 4BS

David Welsh

Health and Safety Executive
Marshall's Mill
Marshall Street
Leeds
LS11 9YJ

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Date 30 November 2010

<http://www.hse.gov.uk/>

Reference (Ours) DWFMU77
Your tel. no.
01924409344/07789037612

HM Principal Inspector of Health
and Safety: David Powell

Dear Sir

HEALTH & SAFETY AT WORK ETC. ACT 1974

During an investigation into work done by you to survey premises for asbestos and report on the presence and condition of any asbestos containing materials at Gomersal St Mary's Primary School Shirley Avenue Gomersal West Yorkshire in June 2010 issues came to light that require your attention and it became necessary to serve two enforcement notices on you. Having declined to attend a tape recorded interview under caution on the subject of your asbestos survey work undertaken from 2006 to the present, and not offered any suitable explanation for the quality of the asbestos survey work done by you, it became unavoidable to take enforcement action against you.

Enclosed with the notices is a leaflet (which you are legally required to have) that provides information with respect to the appeals procedure to an Industrial Tribunal if you decide to appeal against the notices. Please note that if you wish to appeal against both notices you may copy the blank appeal form and submit separate appeals against each notice. The 'Notes' 'Time limit' and 'Public information' sections at the end of each notice should also be read as they contain important information.

Please note that failure to comply with an enforcement notice is an offence as provided by section 33(1)(g) of the *Health and Safety at Work Etc Act 1974* and usually leads to legal proceedings being taken by HSE. The penalty in a magistrates' court (summary conviction) for failure to comply with an enforcement notice is a fine not exceeding £20,000, imprisonment for a term not exceeding 6 months, or a combination of both.

Prohibition Notice PN/DRW301110/01 Prohibiting you Surveying for, and Reporting on, Asbestos in Premises

This notice takes effect **immediately** and prohibits you from surveying for, and reporting on, the presence of asbestos in **all premises in England, Scotland and Wales where the *Health and Safety at Work Etc Act 1974* applies**. Please be in no doubt that if you undertake any further work surveying on and reporting the presence of asbestos you will be in breach of this notice and liable to prosecution

by HSE. This applies to both management surveys and refurbishment and demolition surveys and if you are unclear as to what constitutes the two kinds of survey you are advised to consult the HSE publication *Asbestos: The survey guide*, HSG264 (ISBN 9780717663859). Further details about how to obtain HSE publications can be obtained from the website www.hse.gov.uk or from HSE Books on telephone number 01787 881165.

The Prohibition Notice is served on you because given the quality of the asbestos survey report you produced on Gomersal St Mary's Primary School you are likely to be unable to adequately identify the asbestos in premises and the omissions may lead to inadvertent exposure for other people to a hazardous substance, which can cause serious health effects (i.e. mesothelioma and lung cancer).

Improvement Notice IN/DRW301110/01 Providing Yourself with Sufficient Information, Instruction and Training to Survey on and Report the Presence and Condition of Asbestos

This notice requires you to provide yourself with sufficient information, instruction and training to survey and report on the presence and condition of asbestos. The notice includes a Schedule two pages long that explains what you must do to comply with the notice. Please note that you can comply with the notice by completing **either** 1(a) and (b) and (c) and (d) and 2 **or** 3 of the Schedule. If you require help and advice complying with the notice you may contact me and I also advise you to contact the United Kingdom Accreditation Service (UKAS, tel. no. 02089178400 www.ukas.com) and the British Occupational Hygiene Society (BOHS tel. no. 01332298101 www.bohs.org) for relevant information. See also HSG264 referred to above (including Appendix 6).

The date by which compliance with the Improvement Notice is to be achieved is **31 January 2011**. This date has been set in the first instance to review your progress towards complying with the notice. If more time is needed to secure compliance you may apply to HSE for an extension to the Improvement Notice, which HSE would consider granting at its discretion.

If you require any further explanation of the terms of the Prohibition and Improvement Notices please do not hesitate to contact me.

Investigation into Work Surveying and Reporting on the Presence and Condition of Asbestos from 2006 to the Present

My investigation into the above matter is continuing and I will write to you in due course to inform you of the outcome. While I note that you have declined to attend for a tape recorded interview under caution if you wish to contact me to provide me with a reasonable explanation for the quality of your work as an asbestos surveyor I should be more than willing to discuss this matter with you.

Yours faithfully



David Welsh
HM Inspector of Health and Safety

Health and Safety at Work etc Act 1974, Sections 22, 23 and 24

Serial Number

PN/DRW 301110/01

Prohibition NoticeName *Gary Stringer*Address *101 Kilpin Hill Lane Dewsbury West Yorkshire WF13 4BS*

Trading as*

I, (Inspector's full name) *DAVID ROY WELSH*one of Her Majesty's Inspectors of (Inspectors official designation) *Health and Safety*Being an Inspector appointed by an instrument in writing made pursuant to section 19 of the said Act and entitled to issue the notice of (Official address) *Health and Safety Executive Marshall's Mill**Marshall Street Leeds LS11 9YJ*Telephone number *0113 283 4200*

hereby give you notice that I am of the opinion that the following activities namely: *the surveying by you of premises for asbestos and reporting by you on the presence and condition of asbestos containing materials*

which are ~~being carried on~~* / likely to be carried on*

by you* / ~~under your control~~* at: (Location of premises or place of activity) *Gomersal St. Mary's Primary School Shirley Avenue Gomersal West Yorkshire AND all sites in England, Scotland and Wales where the Health and Safety at Work Etc Act 1974 applies*

~~involve~~* / or will involve*, a risk of serious personal injury, and that the matters which give rise* / will give rise* to the said risks are:

You are likely to be unable to adequately identify the asbestos in premises and the omissions may lead to inadvertent exposure for other people to a hazardous substance, namely asbestos, which can cause serious health effects (i.e. mesothelioma and lung cancer)

and that the said matters involve* / will involve* contravention of the following statutory provisions:

Health and Safety at Work Etc Act 1974 s3(1)(2)

because *you have not done all that is reasonably practicable to comply with the law and there is a risk of serious personal health effects for other people*

and I hereby direct that the said activities shall not be carried on by you or under your control immediately* / ~~after~~ unless the said contraventions and matters have been remedied.

~~I further direct that the measures specified in the schedule which forms part of this notice shall be taken to remedy the said contraventions or matters.*~~

Signature *D. R. Welsh*Date *30 November 2010*

A Prohibition Notice is also being served on*

~~of~~~~related to the matters contained in this notice.~~

This is a relevant notice for the purposes of the Environment and Safety Information Act 1988
This page only will form the register entry.*

Signature *D. R. Welsh*Date *30 November 2010*

1. Failure to comply with this Prohibition Notice is an offence as provided by section 33(1)(g) of the Health and Safety at Work etc Act 1974 and section 33(2) and Schedule 3A of this Act renders the offender liable on summary conviction to imprisonment for a term not exceeding 6 months in England and Wales and 12 months in Scotland, or to a fine not exceeding £20,000, or both, or, on conviction on indictment, to imprisonment for a term not exceeding 2 years, or a fine, or both.

2. Except for an immediate Prohibition Notice, an Inspector has power to withdraw a notice or extend the period specified in the notice, before the end of the period specified in it. If you wish this to be considered you should apply to the Inspector who issued the notice, but you must do so before the end of the period given in it. Such an application is not an appeal against this notice.

3. The issue of this notice does not relieve you of any legal liability for failing to comply with any statutory provisions referred to in the notice or to perform any other statutory or common law duty resting on you.

4. You can appeal against this notice to an Employment Tribunal. Details of the method of making an appeal, a form to use (ETS19) and information about where to send it are contained in booklet URN 09/891 which will be provided by the Inspector with this notice. Copies are also available from the Employment Tribunal Enquiry Line (Tel: 0845 795 9775).

Time limit for appeal

A notice of appeal must be sent to the Employment Tribunal within 21 days from the date of service on the appellant of the notice, or notices, appealed against, or within such further period as the tribunal considers reasonable in a case where it is satisfied that it is not reasonably practicable for the notice of appeal to be presented within the period of 21 days. If posted, the appeal should be sent by recorded delivery.

The entering of an appeal does not have the effect of suspending this notice. Application can be made for the suspension of this notice to the Employment Tribunal, but the notice continues in force until a tribunal otherwise directs.

An application for suspension of the notice must be in writing and must set out:

- (a) the case number of the appeal, if known, or particulars sufficient to identify it; and
- (b) the grounds on which the application is made. (It may accompany the appeal).

The rules for the hearing of an appeal are given in The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2004 (SI 2004 No 1861), and the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2001 (SI 2001 No 1171) for England and Wales and the Employment Tribunals (Constitution and Rules of Procedure) (Scotland) Regulations 2001 (SI 2001 1170) for Scotland to the extent those Regulations remain in force.

PUBLIC AVAILABILITY OF INFORMATION ON ALL ENFORCEMENT NOTICES

1. The Health and Safety Executive (HSE), for its own purposes, records and monitors trends in the enforcement action it takes, and in the convictions and penalties imposed by the Courts. It is HSE's policy that this information should be brought to the public's attention. HSE also has a statutory obligation under the Environment and Safety Information Act 1988 to maintain a public register of certain notices. Details from this notice will therefore be stored on an electronic database, which is available on HSE's Website (www.hse.gov.uk).

2. Information on a notice will not be entered onto the database until after the right of appeal against the notice has expired. Where a notice is withdrawn or cancelled on appeal no entry will be made. Entries relating to notices served on individuals will be kept on the register for a period of 5 years from the date of issue. Notices served on individuals under the age of 18 will be removed sooner.

3. Information will be withheld where, in HSE's belief, its disclosure would:

- cause harm or prejudice; or
- be in breach of the law.

4. Personal information is dealt with in accordance with the Data Protection Act 1998. Where disclosure of personal information would be incompatible with the Act it will not be included on the database.

5. If you are not satisfied with the information contained in the entry you have a further right to appeal to the HSE in the first instance.

Health and Safety at Work etc Act 1974, Sections 21, 23 and 24

Improvement Notice

Serial Number

IN/DRW 30 1110/01

Name *Gary Stringer*

Address *101 Kelpin Hill Lane Dewsbury West Yorkshire WF13 4BS*

Trading as*

I, (Inspector's full name) *DAVID ROY WELSH*

one of Her Majesty's Inspectors of (Inspectors official designation) *Health and Safety*
Being an Inspector appointed by an instrument in writing made pursuant to section 19 of the said Act and entitled to issue the notice

of (Official address) *Health and Safety Executive Marshall's Hill
Marshall Street Leeds LS11 9YJ*

Telephone number *0113 283 4200*

hereby give you notice that I am of the opinion that:

at (Location of premises or place of activity) *Gomersal St Mary's Primary School Shurley Avenue
Gomersal West Yorkshire AND all sites in England, Scotland and Wales
where the Health and Safety at Work etc Act 1974 applies*

you, as an ~~employer~~* & self employed person* / person wholly or partly in control of the premises* / other* (capacity of duty holder)

are ~~contravening~~* / have contravened in circumstances that make it likely that the contravention will continue or be repeated* the following statutory provisions:

*Control of Asbestos at Work Regulations 2006 reg 10(1)(a)(b)
2(a)(b)(c)
Health and Safety at Work etc Act 1974 s 3(1)(2)*

The reasons for my said opinion are: *you are unable to demonstrate that you have
provided yourself with sufficient information, instruction and
training to adequately and accurately survey premises for asbestos
and report on the presence and condition of asbestos containing
materials. You have not done all that is reasonably practicable
to comply with the law and there is a risk of serious personal injury
health effects for people who may be exposed to asbestos (ie mesothelioma
and lung cancer)*

and I hereby require you to remedy the said contraventions or, as the case may be, the matters occasioning them by
31 January 2011 (and I direct that the measures specified in the schedule which forms part of this notice
shall be taken to remedy the said contraventions or matters).*

Signature *D. R. Welsh*

Date *30 November 2010*

An Improvement Notice is also being served on*

of

related to the matters contained in this notice.

This is a relevant notice for the purposes of the Environment and Safety Information Act 1988
This page only will form the register entry.*

☒ Yes* / ☐ No

Signature *D. R. Welsh*

Date *30 November 2010*

1. Failure to comply with this Improvement Notice is an offence as provided by section 33(1)(g) of the Health and Safety at Work etc Act 1974 and section 33(2A) of this Act renders the offender liable on summary conviction to imprisonment for a term not exceeding 6 months, or to a fine not exceeding £20,000, or both, or, on conviction on indictment, to imprisonment for a term not exceeding 2 years, or a fine, or both.

2. An Inspector has power to withdraw an Improvement Notice, or extend the period specified in the notice, before the end of the period specified in it. If you wish this to be considered you should apply to the Inspector who issued the notice, but you must do so before the end of the period given in it. Such an application is not an appeal against this notice.

3. The issue of this notice does not relieve you of any legal liability for failing to comply with any statutory provisions referred to in the notice or to perform any other statutory or common law duty resting on you.

4. You can appeal against this notice to an Employment Tribunal. Details of the method of making an appeal, a form to use (ETS19) and information about where to send it are contained in booklet URN 05/998 which will be provided by the Inspector with this notice. Copies are also available from the Employment Tribunal Enquiry Line (Tel: 0845 795 9775).

Time limit for appeal

A notice of appeal must be sent to the Employment Tribunal within 21 days from the date of service on the appellant of the notice, or notices, appealed against, or within such further period as the tribunal considers reasonable in a case where it is satisfied that it was not reasonably practicable for the notice of appeal to be presented within the period of 21 days. If posted the appeal should be sent by recorded delivery.

The entering of an appeal suspends the Improvement Notice until the appeal has been determined, but does not automatically alter the date given in this notice by which the matters contained in it must be remedied.

The rules for the hearing of an appeal are given in The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2004 (SI 2004 No 1861), and the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2001 (SI 2001 No 1171) for England and Wales and the Employment Tribunals (Constitution and Rules of Procedure) (Scotland) Regulations 2001 (SI 2001 1170) for Scotland to the extent those Regulations remain in force.

PUBLIC AVAILABILITY OF INFORMATION ON ALL ENFORCEMENT NOTICES

1. The Health and Safety Executive (HSE), for its own purposes, records and monitors trends in the enforcement action it takes, and in the convictions and penalties imposed by the Courts. It is HSE's policy that this information should be brought to the public's attention. HSE also has a statutory obligation under the Environment and Safety Information Act 1988 to maintain a public register of certain notices. Details from this notice will therefore be stored on an electronic database, which is available on HSE's Website (www.hse.gov.uk).

2. Information on a notice will not be entered onto the database until after the right of appeal against the notice has expired. Where a notice is withdrawn or cancelled on appeal no entry will be made. Entries will be kept on the database for a period of 5 years from the date of issue. Notices served on individuals under the age of 18 will be removed sooner.

3. Information will be withheld where, in HSE's belief, its disclosure would:

- cause harm or prejudice; or
- be in breach of the law.

4. Personal information is dealt with in accordance with the Data Protection Act 1998. Where disclosure of personal information would be incompatible with the Act it will not be included on the database.

5. If you are not satisfied with the information contained in the entry you have a further right to appeal to the HSE in the first instance.

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Serial No. ~~WA~~ IN/DRW301110/01

To comply with this Improvement Notice please complete
(1)(a) AND (b) AND (c) AND (d) ~~OR~~ AND (2) OR (3)

- (1) Produce an action plan which should indicate with a time-scale how you will achieve the necessary competence to comply with this notice, as follows:
 - (a) complete in full a formal training qualification in asbestos surveying such as the BOHS Proficiency Module P402 'Building Surveys and Bulk Sampling for Asbestos' and the two refresher modules, P402R, relating to management and refurbishment and demolition surveys respectively;
 - ~~(b)~~ AND
 - (b) demonstrate how you will keep yourself up to date with relevant health and safety legislation and guidance material AND
 - (c) identify organizations such as UKAS and BOHS, to whom you can refer customers to obtain health and safety assistance about asbestos surveying outside of your level of expertise; AND
 - (d) implement a formal quality management system, recorded in writing, for controlling and auditing your work as specified in HSE's publication Asbestos: The Survey Guide, HSG 264 (see Appendix 6), to include as follows
 - (i) self checking survey reports for quality assurance purposes, AND
 - (ii) engage an independent organization to conduct an annual audit of completed surveys
 AND
- (2) complete the actions set out in the action plan by the specified dates;

Health and Safety at Work etc Act 1974, sections 21, 22, 23, and 24

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OR

(3) if you choose not to complete 1(~~1a~~) AND (b) AND (c) AND (d) AND 2 then complete any other equally effective means of complying with this notice, recorded in writing, and acceptable to HSE.



Tribunals Service
Employment

**Making an appeal to an
Employment Tribunal against
an improvement, prohibition or
enforcement notice in Health and
Safety related matters**

**This booklet contains a form to make an appeal
to an Employment Tribunal**

Please read this booklet if you are considering making an appeal to an Employment Tribunal against an enforcement, improvement or prohibition notice related to health and safety.

You will find a form for making your appeal at the back of this booklet.

This booklet is also available in Braille, in large print or on disc.

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What do Employment Tribunals do?

Employment Tribunals are independent judicial bodies which hear claims and appeals.

An Employment Tribunal is like a court but it is not as formal. However, like a court it must act independently and cannot give legal advice. Almost all hearings are open to the public.

Further information

The Employment Tribunals Service has a public enquiry line with staff who can answer general queries, give information about tribunal publications and explain how the tribunal system works. They may be able to help you fill in the form but they cannot give legal advice, such as advising you whether your appeal is likely to be successful.

The enquiry line number is: 0845 795 9775

Minicom: 08457 573 722

You can also get more information from our website at www.employmenttribunals.gov.uk

You do not have to take advice before making an appeal to an Employment Tribunal. However, you may feel it is helpful to do so.

You can get more help and advice from:

- Free advice services such as a law centre or Citizens Advice. Their website is www.citizensadvice.org.uk
- The Employment Tribunals website, at www.employmenttribunals.gov.uk

Solicitors and other professional advisers. (Solicitors' firms and advice agencies paid for by the Community Legal Service (0845 345 4345) or, in Scotland, under the legal aid scheme, may be able to help you prepare your case).

Notices under REACH

Under the REACH Enforcement Regulations 2008, HSE inspectors are able to issue three kinds of Notice, namely an improvement notice, a prohibition notice and an enforcement notice. All three are legally distinct from notices served under the Health and Safety at Work etc Act 1974 ("the 1974 Act") but the improvement notice and prohibition notice operate in a similar way to those served under the 1974 Act, and the method of appeal is the same. Therefore, all references in this

booklet to 'improvement' or 'prohibition' notices should be treated as referring to the REACH versions as well. There is no equivalent to the 'enforcement notice' in the 1974 Act and therefore all references in this booklet to an 'enforcement' notice should be treated as referring to REACH only. The method of appeal for an enforcement notice is the same as for a prohibition notice.

How to appeal to an Employment Tribunal against an improvement, prohibition or enforcement notice in health and safety related matters

The easiest way to make an appeal is to complete the form at the back of this booklet. The completed Notice of Appeal should be sent to the appropriate tribunal office - see 'Where to send your appeal' below. The Notice of Appeal should include (a) the name and address of the appellant (you) and if different, an address to which you require notices and documents relating to the appeal to be sent, (b) the date of the improvement notice, prohibition notice or enforcement notice appealed against and the address of the premises or the place concerned, (c) the name and address of the respondent (that is, the inspector who served the notice against you), (d) details of the requirements or directions which are being appealed; and (e) the grounds for appeal.

When you have completed the form, detach and post, fax or hand deliver it to the relevant tribunal office and keep a copy for your records. If you fax your appeal do not post a copy as well. Do not send other documentation to the tribunal at this stage.

In the case of a prohibition or an enforcement notice, where an appeal has been lodged, it does not have the effect of suspending the notice. An application can be made for the suspension of the notice by writing to the tribunal office dealing with your appeal, but the notice remains in force until the tribunal directs otherwise. An application for the prohibition or enforcement notice to be suspended must:

- be in writing and include the case number if known, or details sufficient to identify it; and
- the grounds on which the application is made.

Such an application may accompany your appeal.

How soon must I make my appeal to the Employment Tribunal?

It is important for you to ensure that your appeal is received within the relevant time limit, which is within 21 days from the date of service of the notice against which you are appealing. If your appeal is submitted outside the time limit, you should also send written reasons as to why the appeal is late. The tribunal will decide whether the appeal can proceed further.

Where to send your appeal?

You should use the postcode for the registered office of your organisation or premises to which the appeal relates to identify the tribunal office to which you should send your appeal. In Scotland, all appeals are initially processed by the Glasgow tribunal office and you should send your claim to that office. However, you may take your claim to the Aberdeen, Dundee or Edinburgh office if that is more convenient and they will forward it for you.

In England and Wales, please refer to the list on page 7 and send or take your appeal to the tribunal office listed against the postcode. For example, PE10, 11, 12 should go to the Nottingham office (the full address of each office is on the back of the cover booklet). Sending your appeal to the wrong office may cause a delay. If you don't know where to send it, or do not know the relevant postcode, call our public enquiry line on 0845 795 9775.

It is your responsibility to ensure that the tribunal office receives your appeal within the relevant time limit.

What happens when I send in my appeal?

When the Employment Tribunal receives your appeal it is given a case number and is acknowledged. You should quote your case number when you contact the tribunal office by phone or in writing. We will send a copy of your appeal to the respondent against whose notice you are appealing.

Can I withdraw my appeal?

You may withdraw your appeal at any time before or during the hearing. If you want to withdraw your appeal, you must do so in writing to us. You should also tell the respondent that you are withdrawing your appeal. You must do this as soon as possible.

Correspondence

In future correspondence we will refer to you, the person making the appeal, as the "appellant" and to the inspector who served the notice against you as the "respondent". We will send documents and letters you send us to the other party. We will also send to both parties any judgment the tribunal makes.

You must let us know immediately if your contact details change.

If you have a representative (a person you ask to act on your behalf), we will send all correspondence about the appeal to them and not to you. And, you must pass any further requests for information through them and not straight to us.

Can I correspond with the tribunal by e-mail?

Yes – a full list of Employment Tribunal e-mail addresses can be found on the back page of this booklet. You should make sure you quote the case number in any correspondence and in the title bar of the e-mail and send it to the tribunal office dealing with your appeal.

Documents sent to the tribunal must be in a "Word" compatible format. We will not accept documents in other formats. When we receive your e-mail, we will send you an electronic acknowledgement. Do not send further e-mails or phone the tribunal office unless you have not received an acknowledgement within two working days of sending your e-mail.

You are responsible for making sure that the tribunal receives any correspondence sent by e-mail within the relevant time limit.

If you want us to communicate with you by e-mail whenever possible, you will need to supply a valid e-mail address. When you ask us to communicate with you by e-mail, you are agreeing that you check for incoming e-mail at least once every day and that we may pass your e-mail address to other people involved in your appeal.

If we send any documents by e-mail we will use enclosures using the software "Word XP" currently used by our offices. We will send copies of non-electronic documents and documents which need a chairman's signature, for example a judgment, by post.

When will the appeal be heard?

We will write to both parties at least 14 days before the day of the hearing to tell you when the hearing will take place. With this letter, we will send you a booklet called "The hearing" which will help you prepare for the hearing. You should read all references to 'claimant' as references to you the appellant.

Appointment of an assessor

If necessary, the tribunal will appoint a person (or persons) with special knowledge or experience in relation to the subject matter of the appeal, to sit with the tribunal as an assessor (or assessors).

Disability or special needs

If you or anyone coming to a tribunal with you has a disability or a particular need, you should contact the tribunal office dealing with your case to discuss the matter. Examples of the help we can provide include converting documents to Braille or larger print, providing information on audio tape and paying for sign or foreign language interpreters. We can also provide hearing induction loops in the room where the hearing is held if you need them. Please contact us as soon as possible, so we can help you.

Standards of service

If you want to make a comment or complaint, our complaints procedure is outlined in our booklet **"A positive step forward"**. You can also get this from the enquiry line or any tribunal office.

Access to information

You can request information from us, or ask for any information held electronically about you by writing to:

**Data Access and Compliance Unit
Information Directorate
Ministry of Justice
1st Floor, Zone C
102 Petty France
London
SW1H 9AJ**

There may be a charge for responding to any requests for information.

Welsh Language Act

If you are making a claim in Wales you can ask that correspondence and phone calls are in Welsh. If both sides agree, the hearings may be carried out just in Welsh. If both English and Welsh are used at a hearing, we can provide translation facilities if you ask.

Postcode	Tribunal office	Postcode	Tribunal office	Postcode	Tribunal office
AL1-10	Watford	FIX	Leeds	SG8-14	Bury St Edmunds
BA1-16	Bristol	IG	East London	SG15-19	Bedford
BA20-22	Exeter	JP	Bury St Edmunds	SK	Manchester
B	Birmingham	KT	London South	SL	Reading
BB	Manchester	L	Liverpool	SM	London South
BD	Leeds	LA1-6	Manchester	SN1-6	Bristol
BH	Southampton	LA7-23	Newcastle	SN7	Reading
BL	Manchester	LD	Cardiff	SN8-26	Bristol
BN	Southampton	LE	Leicester	SO	Southampton
BR	Ashford	LL	Cardiff	SP	Southampton
BS	Bristol	LN	Nottingham	SR	Newcastle
CA	Newcastle	LS	Leeds	SS	East London
CB	Bury St Edmunds	LU	Bedford	ST1-21	Birmingham
CF	Cardiff	M	Manchester	SW1	London Central
CH1-3	Liverpool	ME	Ashford	SW2	London South
CH4-8	Cardiff	MK	Bedford	SW3	London Central
CH41-66	Liverpool	NI	London Central	SW4	London South
CM	East London	N2-14	Watford	SW5-7	London Central
CO	Bury St Edmunds	NI5-17	Watford	SW8-9	London South
CR	London South	NI8-22	Watford	SW10	London Central
CT	Ashford	NE	Newcastle	SW11-20	London South
CV	Birmingham	NG	Nottingham	SY1-14	Birmingham
CW1-5	Birmingham	NN1-13	Bedford	SY15-25	Cardiff
CW6-10	Liverpool	NN14-18	Leicester	TA1-5	Exeter
CW11-12	Birmingham	NN29	Bedford	TA6-9	Bristol
DA	Ashford	NP	Cardiff	TA10-24	Exeter
DE1-7	Nottingham	NR	Bury St Edmunds	TD****	Newcastle
DE11-15	Leicester	NW1	London Central	TF	Birmingham
DE21-75	Nottingham	NW2	Watford	TN1-4	Ashford
DE99	Nottingham	NW3	London Central	TN5-7	London South
DH	Newcastle	NW4	Watford	TN8-21	Ashford
DL	Newcastle	NW5	London Central	TN22	London South
DN1-12	Sheffield	NW6-7	Watford	TN23-40	Ashford
DN14-20	Leeds	NW8	London Central	TQ	Exeter
DN21	Nottingham	NW9-11	Watford	TR	Exeter
DN22	Sheffield	OLI-13	Manchester	TS	Newcastle
DN31-41	Leeds	OLI4	Leeds	TW1-3	London South
DT1-5	Southampton	OLI5-16	Manchester	TW4-6	Reading
DT6-8	Exeter	OX	Reading	TW7-12	London South
DT9-11	Southampton	PE1-6	Leicester	TW13-20	Reading
DY	Birmingham	PE7	Bury St Edmunds	UB	Watford
E	East London	PE8	Bedford	W1-2	London Central
EC1-EC4	London Central	PE9	Leicester	W3-7	Watford
EN	Watford	PE10-12	Nottingham	W8-11	London Central
EX	Exeter	PE13-19	Bury St Edmunds	W12-14	Watford
FY	Manchester	PE20-25	Nottingham	W1-2	Liverpool
GL	Bristol	PE26-38	Bury St Edmunds	WA3	Manchester
GU1-10	London South	PL	Exeter	WA4-13	Liverpool
GU11-14	Southampton	PO	Southampton	WA14-16	Manchester
GU15-16	London South	PR1-7	Manchester	WC	London Central
GU17	Reading	PR8-9	Liverpool	WD	Watford
GU18-25	London South	PR 25-26	Manchester	WF	Leeds
GU26-35	Southampton	RG1-20	Reading	WN1-7	Manchester
GU46-52	Southampton	RG21-28	Southampton	WN8	Liverpool
HA	Watford	RG29-45	Reading	WR	Birmingham
HD	Leeds	RH1-14	London South	WS	Birmingham
HG	Leeds	RH15-17	London South	WV	Birmingham
HP1-5	Watford	RH18-20	London South	YO1-19	Leeds
HP6-22	Reading	RM	East London	YO21-22	Newcastle
HP23	Watford	S	Sheffield	YO23-62	Leeds
HP27	Reading	SA	Cardiff	TD**** postcode area - English locations only. Scotland has its own tribunals.	
HR	Birmingham	SE	London South		
HU	Leeds	SG1-7	Bedford		

Notes

For office use only

Received at ET

Case Number

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Code

--

Initials

--

Appeal to an Employment Tribunal on Health and Safety and related matters

1. Please give your details

Name

--

Address

--

Postcode

Telephone

--

2. If a representative is acting for you please give details

(all correspondence will be sent to your representative)

Name

--

Address

--

Postcode

Telephone

--

Fax

--

Reference

--

3. Information about the Notice

Case Reference Number

--

What type of Notice is it? (tick appropriate box)

Prohibition ☐

Improvement ☐

Enforcement ☐

Please give the address and postcode of the premises or place concerned to which the Notice applies

Address

--

Postcode

Telephone

--

Date of the Notice

--

What is the Serial Number?

--

4. Please give the details of the Inspector who served the Notice

Name

Address

Postcode

5. Which requirement(s) or direction(s) in the Notice do you want to appeal against?

6. Please give full details of your grounds for this appeal

7. Please sign and date, then send it to the Employment Tribunals office that covers the postcode for the registered office of your organisation or premises to which the appeal relates. These are listed on page 5 of this booklet.

Signed

Name

Date

Telephone

Position

(if in a company organisation)

Email

Note: *Take a copy of the form for your records

Employment tribunal offices

Aberdeen	Mezzanine Floor, Atholl House, 84-88 Guild Street, Aberdeen AB11 6LT	☎01224 593137	aberdeen@tribunals.gsi.gov.uk
Ashford	1st Floor, Ashford House, County Square Shopping Centre, Ashford, Kent TN23 1YB	☎01233 621346	ashford@tribunals.gsi.gov.uk
Bedford	8-10 Howard Street, Bedford MK40 3HS	☎01234 351306	bedford@tribunals.gsi.gov.uk
Birmingham	Phoenix House, 1-3 Newhall Street, Birmingham B3 3NH	☎0121 236 6051	birmingham@tribunals.gsi.gov.uk
Bristol	The Crescent Centre, Ground Floor, Temple Back, Bristol BS1 6EZ	☎0117 929 8261	bristol@tribunals.gsi.gov.uk
Bury St Edmunds	100 Southgate Street, Bury St Edmunds, Suffolk IP33 2AQ	☎01284 762171	bury@tribunals.gsi.gov.uk
Cardiff	2nd Floor, Caradog House, 1-6 St Andrews Place, Cardiff CF10 3BE	☎029 2067 8100	cardiff@tribunals.gsi.gov.uk
Dundee	Ground Floor, Block C, Caledonian House, Greenmarket, Dundee DD1 4QX	☎01382 221578	dundee@tribunals.gsi.gov.uk
East London	2nd Floor, Anchorage House, 2 Clove Crescent, London E14 2BE	☎020 7538 6161	eastlondon@tribunals.gsi.gov.uk
Edinburgh	54-56 Melville Street, Edinburgh EH3 7HF	☎0131 226 5584	edinburgh@tribunals.gsi.gov.uk
Exeter	2nd Floor, Keble House, Southernhay Gardens, Exeter EX1 1NT	☎01392 279665	exeter@tribunals.gsi.gov.uk
Glasgow	Eagle Building, 215 Bothwell Street, Glasgow G2 7TS	☎0141 204 0730	glasgow@tribunals.gsi.gov.uk
Leeds	4th Floor, City Exchange, 11 Albion Street, Leeds LS1 5ES	☎0113 245 9741	leeds@tribunals.gsi.gov.uk
Leicester	5a New Walk, Leicester LE1 6TE	☎0116 255 0099	leicester@tribunals.gsi.gov.uk
Liverpool	1st Floor, Cunard Building, Pier Head, Liverpool L3 1TS	☎0151 236 9397	liverpool@tribunals.gsi.gov.uk
London Central	Victory House, 30-34 Kingsway, London WC2B 6EX	☎020 7273 8603	londoncentral@tribunals.gsi.gov.uk
London South	Montague Court, 101 London Road, West Croydon CR0 2RF	☎020 8667 9131	londonsouth@tribunals.gsi.gov.uk
Manchester	Alexandra House, 14-22 The Parsonage, Manchester M3 2JA	☎0161 833 6100	manchester@tribunals.gsi.gov.uk
Newcastle	Quayside House, 110 Quayside, Newcastle Upon Tyne NE1 3DX	☎0191 260 6900	nottingham@tribunals.gsi.gov.uk
Nottingham	3rd Floor, Byron House, 2a Maid Marian Way, Nottingham NG1 6HS	☎0115 947 5701	newcastle@tribunals.gsi.gov.uk
Reading	4th Floor, 30-31 Friar Street (entrance in Merchant's Place), Reading RG1 1DX	☎0118 959 4917	reading@tribunals.gsi.gov.uk
Sheffield	14 East Parade, Sheffield S1 2ET	☎0114 276 0348	sheffield@tribunals.gsi.gov.uk
Shrewsbury	Suite 7, 2nd Floor, Prospect House, Belle Vue Road, Shrewsbury SY3 7NR	☎01743 358341	shrewsbury@tribunals.gsi.gov.uk
Southampton	3rd Floor, Duke's Keep, Marsh Lane, Southampton SO14 3EX	☎023 8071 6400	southampton@tribunals.gsi.gov.uk
Watford	3rd Floor, Radius House, 51 Clarendon Rd, Watford, WD17 1HP	☎01923 281 750	watford@tribunals.gsi.gov.uk

Our offices are open from 9.00am to 5.00pm Monday to Friday. We will send a map showing the location of the office where the hearing has been arranged and giving details of local car parking and facilities for refreshments and phones.

Enquiry Line: 0845 7959775

Minicom: 0845 7573722