

Build It Balance
Sole Proprietors - Robert Sean Champion
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Enforcement Action Policy

R S Champion trading as: Build it Balance
Sole trader
Policy owner: R S Champion
Date: 08/10/2026
Review date: [12 months from issue]

Purpose

This policy sets out how I will respond if an enforcing authority (for example the Health and Safety at Work Inspectorate in the Isle of Man) takes, or proposes, enforcement action relating to my work.

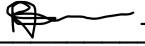
Commitments:

- I will cooperate fully with inspectors and provide information they are legally entitled to request.
- I will not obstruct an inspection or interfere with any notice or evidence.
- Any improvement notice, prohibition notice or equivalent will be complied with within the timescale set, or I will appeal only where I have proper grounds and advice.
- I will treat enforcement correspondence as a priority and keep copies of all notices, letters and my responses.
- Where a notice requires changes to plant, methods or competence, I will stop the affected work until the requirement is met.

- I will review the relevant risk assessment and this set of policies after any notice or prosecution outcome, and record the changes made.
- I will inform any principal contractor or client promptly if enforcement action affects their site.

Arrangements:

- All visits, verbal advice, letters and notices are logged with the date, inspector's name (if given), and action taken.
- If I do not understand a notice, I will seek clarification from the inspector and, where needed, competent advice before the compliance date.
- Fees for intervention or similar charges, where they apply, will be treated as a business cost and the underlying failing will be corrected.
- This policy does not replace my duty to manage risks day to day. Prevention remains the primary control.

Signed:  Robert Sean Champion

Date: 08/10/2026