MS SOCIETY HEALTH AND SAFETY EXECUTIVE (HSE) PROCESS

Should the HSE contact you following an accident, incident or a report from a member of the public please follow the enclosed course of action

Immediately contact Head of Health and Safety or if they are not available a Health and Safety Officer. They will become the main contact point for any correspondence with HSE. This is their area of expertise and will therefore reduce the pressure on volunteers or member of staff are involved.

The Head of Health and Safety/ Health and Safety Officer will ensure:

* The rules are followed and that the volunteers/ members or staff are protected.
* If volunteer/ member of staff is interviewed by the HSE, the Head of Health and Safety/ Health and Safety Officer, will sit in with them or arrange for someone else to do so if it is preferred.
* When HSE visit, they will want to review all risk assessments, checks, training records and any other supporting documents. They are entitled to see the documents that relate directly to the accident, incident or report from the member of the public.
* If they request any other information they should be provided with the details of the Head of Health and Safety/ Health and Safety Officer.
* The situation could feel overwhelming as inspectors will be professional throughout.

**Contact details:**

Head of Health and Safety can be contacted at:

Landline no: 0208 438 0882

Mobile no: 07919 698327

Email: jduffy@mssociety.org.uk

Health and safety officers can be contacted at:

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| Andy Grant: Health and Safety Officer for events and fitnessLandline no: 0208 827 0324Mobile no: 07287 281097Email: Andy.Grant@mssociety.org.uk | Nigel Billing: Health and Safety Officer for property and transportLandline no: 0203 872 8733Mobile no: 07780 142969Email: Nigel.Billing@mssociety.org.uk |