HSV: 5001 - MS SOCIETY HEALTH AND SAFETY EXECUTIVE (HSE) PROCESS

**Revision 4 – February 2024**

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 the volunteers or members of staff involved.

Any action from the HSE will usually follow an accident, incident or complaint from a member of the public:

* When HSE visit, they will want to review all risk assessments, guidance notes, training records and any other supporting documents. They are entitled to see the documents that are related directly to the accident, incident or report from the member of the public.
* If the HSE request any other information they should be provided with the details of the Head of Health and Safety/ Health and Safety Officer – they will be able to provide them with all relevant information.
* If volunteer/ member of community networks or member of staff are to be interviewed by the HSE, they are entitled to have someone sit in with them. This can be the Head of Health and Safety/ Health and Safety Officer, or another person if time critical or it is preferred.
* If at any point you are unsure what to do, provide the HSE with the details of the Head of Health and Safety/ Health and Safety Officer and request they contact them directly.

**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](mailto: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 fitness  Landline no: 0208 827 0324  Mobile no: 07287 281097  Email: [Andy.Grant@mssociety.org.uk](mailto:Andy.Grant@mssociety.org.uk) |  |