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Target Audience:  
All HSE Inspectors

## **THE VICTIM PERSONAL STATEMENT (VPS) SCHEME**

This OC provides instruction and guidance to operational Inspectors working in England and Wales on how and when to take victim personal statements during criminal investigations. Inspectors working in Scotland should see para 3 below. This OC should be read in conjunction with OM 2003/106, which gives advice on taking account of the views of victims. Inspectors should refer to OM 2002/105 for advice on support available to staff who may be exposed to traumatising events, and on communicating with the bereaved.

### **BACKGROUND AND POLICY**

1 The VPS scheme was developed by the Home Office in consultation with Victim Support and reflects one of the key standards of the Victims Charter. It is intended to give victims of crime a formal opportunity to say how the crime has affected them and to express their interests in case progress. In court proceedings the VPS allows the court to take account of the consequences of the offence for the victim. The police have adopted the scheme generally and they apply it to many victims of crime, including some victims of road traffic crime. HSE is now adopting the scheme to give equal opportunity to victims of crime involving health and safety at work offences.

### **INSTRUCTIONS TO INSPECTORS**

2 Operational inspectors operating in England and Wales should follow the instructions contained in this OC from 30 May 2006 onwards. This means that victims giving witness statements from the above date will be offered a 'Stage 1' VPS, and that victims of prosecution cases approved from the above date will be offered a 'Stage 2' VPS. (These stages are described in para 14).

### **SCOTLAND**

3 At present there is no equivalent VPS scheme in Scotland. However, section 14 of the Criminal Justice (Scotland) Act 2003 makes provision for "victim statements" where proceedings are to be taken, or are likely to be taken, in prescribed courts. These 'victim statements' appear to be similar to those under the England and Wales VPS scheme, but will have a more limited application, e.g. they are likely to cover only the effect on the victim, and to be taken only in relation to possible prosecutions, i.e. as in Stage 2, but not

Stage 1, of the VPS. These provisions have not yet been brought into effect in Scotland. Inspectors will be advised of any developments in this area as they arise. In the meantime Inspectors in Scotland should continue to ensure that the views of victims are considered, as set down in the public interest considerations in the Crown Office and Procurator Fiscal Service 'Prosecution Code' (OM 2003/106 refers), and that this is included in the report to the Fiscal.

#### WHEN TO APPLY THE VPS SCHEME

4 The VPS scheme should be applied where an incident or occupational disease :

- (a) has been reported to HSE, or come to the attention of HSE through other means (including during preventative inspection), and
- (b) has resulted in one or more victims (as defined in para 8 of this OC), and
- (c) is selected for investigation by existing incident selection criteria, and
- (d) is subject to criminal investigation

5 An incident under criminal investigation is one that is being investigated to ascertain whether there was a possible contravention of the Health and Safety at Work etc Act 1974 or any of the relevant statutory provisions (HSW offences), for which a person should be prosecuted. This excludes conducting initial enquiries to inform the incident selection process. In essence a criminal investigation will have entered at least stage 4 of the 'Investigation Procedure'.

6 In some cases, e.g. some rail or large scale chemical incidents, the numbers of victims involved may mean it is not practicable to offer each and every victim the opportunity to make a VPS. In these circumstances Inspectors should nevertheless seek to ensure, where possible, that there is sufficient information by way of VPS to address the matters mentioned in paragraph 13 of this OC.

7 For example, this could mean using one or more spokesperson to represent some or all of the victims. Such a spokesperson could provide the VPS themselves (if they are able to give first hand evidence of the matters), or nominate other suitable individuals who are able to provide a fair representation of the matters in question. A spokesperson should generally be nominated by, or in any event by agreement with, the victims concerned. Where this is not possible a judgement will need to be taken by the investigating inspector on what is reasonable and practicable in the particular circumstances.

#### DEFINITION OF 'VICTIM'

8 A victim can generally include anyone who has suffered as a result of a crime – including health and safety crime. This could be read very widely. In addition, in some cases there will not be a clear demonstrable causal link

between a specific offence and the harm suffered by a possible victim. Therefore we may not be able to show that the harm resulted from a crime. We also need to follow our incident selection criteria in deciding what cases we investigate and, therefore, which possible victims we engage with. For practical purposes, for adoption of the VPS scheme by HSE in relation to HSW offences, a victim is taken to include any person who:

- a. has suffered a major injury, as defined in RIDDOR Regulation 2, resulting from an incident arising out of, or in connection with, work<sup>\*</sup>, or
- b. has suffered, or is suffering from, an occupational disease that is reportable under RIDDOR Reg 5, or
- c. has suffered a major injury arising from a gas incident that is reportable under RIDDOR Reg 6(1), or
- d. has suffered injury, ill health or exposure, reportable under other health and safety legislation enforced by HSE, e.g. Ionising Radiations Regulations 1999, or
- e. is the partner (including same sex partner), carer, parent, child or other next of kin of a person killed in a work-related activity\* (see OM 2002/105), or
- f. is the partner (including same sex partner), carer, parent, child or other next of kin of a primary victim, where that victim is a child or vulnerable adult. This does not mean it should be assumed the primary victim is incapable of making a VPS, or
- g. has suffered a non-major injury or other harm and, at the investigation stage when the victim is giving a witness statement, prosecution appears to be likely, (Stage 1), or
- h. has suffered a non-major injury or other harm and the case has been approved for prosecution, (Stage 2).

9 Inspectors should not feel strictly bound by the above definition and can use their discretion to apply the VPS scheme in other cases, where they consider it appropriate or where there are specific directorate/divisional instructions. In addition, the 'Stage 1' procedure might also be carried out if the victim requests it. However, the scheme should not be extended to indirect victims, (such as those who have suffered trauma due to witnessing an incident), or to a corporate entity. (For our purposes, the victim must be an individual person).

#### FURTHER GUIDANCE AND INFORMATION

10 Due to the nature of HSW offences, any prosecution (or other enforcement action) that results from a criminal investigation by HSE will not require proof of a causal link between either the incident and the injury, or the injury/incident/occupational disease and the alleged offence. Inspectors do not need to collect evidence beyond that which they require for a full and

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proper criminal investigation, and for the purpose of taking appropriate enforcement action. In practice, this means the strength of evidence of any causal link between a victim and an HSW offence may be fortuitous and will vary on a case-by-case basis. It will be necessary to take due account of this in the way each VPS is processed. Where prosecution results, and existing evidence shows a significant link, this should normally be presented to the court as an aggravating feature. In any event, any relationship between a victim and an offence being prosecuted should be clearly and accurately presented to the court.

11 Doubt regarding the extent of any causal link between a victim and an HSW offence being investigated should not prevent Inspectors offering the victim an opportunity to make a VPS. At a later stage it will be necessary to decide the extent to which it is fair to take the VPS into account during the approval process and, if prosecution is approved, if and how it is fair to present the 'victim' to the court. To manage expectations, the victim should, from the outset, be made aware of the limitations of the scheme with respect to HSW offences. (para 10 refers).

#### HOW TO OPERATE THE VPS SCHEME

12 The HSE VPS leaflet, which explains the scheme, should be given to the victim at the earliest appropriate opportunity. The Inspector should ensure that the contact details (towards the back of the leaflet) are completed. **[ The leaflet is available as a stationery item and can be ordered under Form Code: MVPSC120, MAKING A VICTIM PERSONAL STATEMENT - LEAFLET. For information, English and Welsh versions are attached as PDF documents]**

13 The victim is invited to make a formal victim personal statement (VPS) that can, for example, :

- a. inform investigating authorities and the court how they have been affected by the crime, e.g. physically, emotionally, psychologically, financially
- b. make known their legitimate interests, such as their wish to be kept informed of case progress; concerns about intimidation; their wish to seek compensation, or to be given the contact details of Victim Support or other help agencies.

14 The opportunity to give a VPS is operated as a two-stage process. Guidance on how to operate these stages is given at Appendix 1 and Appendix 2 respectively.

- a. **Stage one – Investigation Stage (Appendix 1)** – when the victim is providing a witness statement they are, at the same time, given the opportunity to make a VPS. Victims who are not asked to make a witness statement will not generally be able to participate in the stage one process.

- b. **Stage two – Prosecution Stage (Appendix 2)** - allows the victim to provide a further statement, or first statement if they have not participated in stage one, at any time prior to the defendant appearing in court. All victims of cases that have been approved for prosecution should have the option to make a stage two statement, whether or not they had the opportunity to participate in stage one. Where a case is referred for ILO (OC 168/11 refers), Stage 2 of VPS will come into effect only after the ILO process has been completed and the case is confirmed as approved.

#### Special categories of victim

15 Where the victim is vulnerable the VPS should be taken under the same conditions as the witness statement. (the 'Investigation' section of the Enforcement Guide refers).

16 An interpreter should be used where the victim has difficulty understanding English. The HSE VPS leaflet is being printed in English, and subsequently also in Welsh, and can be translated into a different language on request. (See the 'Translating and Interpreting' section of the 'Information' website on the Intranet).

#### Work related deaths

17 Where the police, or other enforcing authority, has primacy for an investigation under the Work-Related Deaths Protocol it will be necessary to liaise with them, and where appropriate the police 'Family Liaison Officer', to agree a strategy for applying the VPS scheme. It should not be necessary for the police and HSE to operate the VPS scheme twice in relation to the same victim. However, if the CPS don't take forward a case and it's subsequently referred back to HSE under the Work-Related Deaths Protocol, and HSE continues with the investigation and/or prosecution in relation to health and safety offences, then the VPS scheme should be followed as set down in this OC.

#### HOW TO PROCESS THE VPS

18 The VPS becomes part of the prosecution case papers, is disclosable to the defence and is made available to the court for consideration after conviction.

#### Keeping the victim informed of case progress

19 Inspectors should explain the limitations with respect to disclosing information prior to the conclusion of any legal proceedings, and seek to agree reasonable arrangements for keeping the victim informed of case progress. Where the VPS contains information on how the victim wishes to be kept informed of case progress this should be taken account of, but this does not mean that Inspectors are expected to adhere to unrealistic demands that the victim may choose to include in the VPS.

#### Assessing risk to the victim

20 Although the primary purpose of the VPS scheme is to give victims an opportunity to formally provide information to the criminal justice system, it is also intended to raise the profile of victims and victim care.

21 The VPS may assist in assessing risk to the victim, including risk arising from the criminal investigation process, e.g. risk of intimidation, and risk to the victim's personal health. Where risk is identified the VPS scheme encourages the investigator to consider ways in which they may be able to help alleviate the distress or suffering of the victim. Whilst we are keen to do what we reasonably can it has to be accepted that there are limits on what we can do. Therefore, in addition to paragraphs 22 and 23 below, Inspectors are only expected to consider this in the context of the way they go about conducting their investigation and the way the victim is kept informed of case progress.

22 In relation to personal health issues it is not intended that Inspectors will do anything other than inform victims of some support groups that the victim may wish to contact. For example, Victim Support has specially trained volunteers who can provide practical and emotional support to victims of crime and to court witnesses. Contact details for Victim Support, and for other support groups, can be found in HSE's VPS leaflet and in HSE's leaflet for the bereaved.

23 Inspectors should discuss cases of possible witness intimidation with their line manager before deciding what action to take. Reliable evidence of witness intimidation may be referred to the police. (Guidance is in the Enforcement Guide). Victims of crime can also be given the contact details of Victim Support.

#### Case preparation and approval

24 Any 'Stage 1' VPSs should be added to the case papers to be considered during the assessment of the evidence and the prosecution approval process. It may help to inform decisions about the strength and credibility of evidence, the suitability of charge, and public interest factors.

#### Interface with the Code for Crown Prosecutors

25 Para 5.12 of the CPS code says that, *when considering the public interest test Crown Prosecutors should always take into account the consequences for the victim of the decision whether or not to prosecute and any views expressed by the victim or the victim's family.* A 'Stage 1' VPS' if there is one, may provide information that assists in meeting the requirements of para 5.12. However, whether or not the victim chooses to participate in the VPS scheme, the approval officer should still apply the Code for Crown Prosecutors, as set down in OM 2003/106, and take account of any significant views expressed by the victim.

#### DISCLOSURE TO THE DEFENCE, AND HOW THE VPS IS USED IN COURT PROCEEDINGS

26 In court proceedings the VPS allows the judge/magistrates to take account of, so far as the court considers it appropriate, the consequences of the offence to the victim. This does not include any opinions of the victim as to

what the sentence should be, which, if they are contained in the VPS, should be ignored. If the victim does not wish to make a VPS, no inference should be drawn from this.

27 The Lord Chief Justice has issued a practice direction to guide judges and magistrates how to use the VPS, available on the Court Service website ([www.courtservice.gov.uk](http://www.courtservice.gov.uk)).

28 Advice on the disclosure of material, both used and unused, to the defence and the court is given in the Enforcement Guide. The facts of each case need to be considered, and the procedure can become complex, particularly in relation to unused material. Case-specific advice may be obtained from the lawyer dealing with the case (in Legal Adviser's Office or the Solicitor Agent or counsel), or where there is no lawyer dealing with the case, from Legal Adviser's Office via your directorate legal liaison point. (It should be noted that even if a Solicitor Agent, or other legal adviser, is employed to advise and assist, responsibility for all aspects of disclosure remains with those appointed to fulfil the appropriate roles, e.g. disclosure officer).

29 The VPS should be provided to the defence before the hearing, and brought to the attention of the Court following conviction. Where appropriate the contents of the VPS should be referred to when opening the facts of the case.

30 Before forwarding to the defence, a check should be made to ensure that the VPS doesn't contain any "sensitive material", as defined in the CPIA Code of Practice. It is extremely unlikely that the VPS will contain any such sensitive material, however, if it does, then it should be edited before sending to the defence.

#### Compensation orders

31 The VPS scheme does not alter the procedure by which the Court can make an order for the convicted defendant to pay compensation for any personal injury, loss or damage resulting from the offence. The VPS may, however, provide additional information that is relevant to the Court's considerations on this matter. (Guidance is in the 'Compensation Orders' section of the Enforcement Guide).

Date issued: 30 May 2006

## APPENDIX 1

### GUIDANCE TO INSPECTORS ON TAKING VPS STAGE ONE

#### **At the investigation stage – when the victim is giving a witness statement**

1 Before a statement is taken the following points should be emphasised:

- making a VPS is entirely voluntary and no implications will be drawn from whether or not a VPS is made;
- it is a means by which the victim can tell the enforcing authority and the courts how the incident has affected them. It can say as much or as little as the victim wishes to say;
- a VPS will be subject to a declaration of truth and once completed and signed it cannot be altered or withdrawn. It is possible for a further VPS to be submitted offering clarification or correction of anything said (e.g. a stage two statement);
- a VPS will form part of the investigation papers and will be disclosable to the defence if an offender is prosecuted;
- a VPS will be available to all within the criminal justice system who subsequently deal with the case. It will be taken account of where it is considered in the public interest to do so, however it may not be acted upon at all, or any action that is taken may not be obvious;
- while the court can take into account the effect a crime has had on the victim, it will not take into account any opinion the victim expresses as to how the offender, if convicted, should be punished. Sentencing is a matter of public policy and remains the prerogative of judges and magistrates;

2 If the victim chooses not to make a stage-one VPS this should be recorded in the Inspector's notebook.

3 At Stage 1 where the victim is making a witness statement and wishes to make a VPS, the VPS should be taken on a separate statement form (LP70). This applies whether or not the witness statement is voluntary (LP70), or taken using our s20 powers (LP7). The VPS will normally be recorded by the inspector and should start with the following words or similar:

*4 I have been given HSE's victim personal statement (VPS) leaflet and the VPS scheme has been explained to me. What follows is what I wish to say in connection with ..... [Note : see para 5 below]. I understand what I say may be used in various ways and may be disclosed to the defence, if this investigation leads to a prosecution.*

5 It should be possible for anyone reading a stage-one statement in isolation to understand exactly which event or offence is being referred to. The statement should therefore contain the necessary details to ensure this is the case, e.g. relevant dates, times, locations.

6 It is important that the VPS is recorded in the victim's own words and that ultimately the victim decides what information to include. The inspector can give general advice but should take care not to lead the victim in a way that might subsequently prejudice the integrity of the statement. The Home Office has formulated the following prompts to suggest what information the victim might wish to include:

- any medical, physical or psychological damage, if then known, and any social effects, and effects on ability to work, with appropriate supporting evidence if available. (advise that evidence may be required if such information is to be given in court);
- what further information they want about the progress of the case;
- has the victim any special communications needs, e.g. due to language/reading difficulties, hearing/visual impairment etc?
- details about vulnerability as a victim, or any concerns about being a witness (consider reminding the victim about the help that Victim Support can offer);
- the feelings and effects of any racial element to the crime, beyond the evidential aspects already covered in the main witness statement;
- the feeling and effects of victimisation due to gender, sexuality, faith, cultural background or disability, beyond the evidential aspects already covered in the main witness statement;
- whether compensation might be sought;
- which parent or carer should be used for future contact if the victim is a child or vulnerable adult;
- anything else the victim wishes to add.

7 The inspector should take care not to raise hopes that the scheme will deliver any more than is promised in the leaflet.

8 If it becomes clear that the victim's primary purpose for making the statement is to try to influence sentence the victim should be reminded that sentencing is a matter of public policy and, in deciding upon sentence, the court may take into account the effect of the crime upon the victim, but will not take account of the victim's opinion as to sentence.

9 When a witness statement is being taken, the victim may indicate that they do, or may, wish to make a VPS, but wish for time to consider it. In such a case the Inspector should be helpful and should accommodate the wishes of the victim.

## APPENDIX 2

### GUIDANCE TO INSPECTORS ON TAKING VPS STAGE TWO

#### **At the prosecution stage – after approval, and before the first hearing**

1 The stage two VPS allows the victim to:

- a. describe the longer-term effects the crime may have had;
- b. add to or update anything in a previous VPS;
- c. make a first VPS if they have not had an earlier opportunity.

2 When a case has been approved for prosecution (see para 14 of OC), the victim should be contacted and offered the opportunity of a stage 2 VPS – whether or not they have made a stage 1 VPS. If the victim says that they do want to make a stage two VPS, then the Inspector should make the necessary arrangements as soon as possible.

3 As with the stage-one statement, before the statement is taken the points in paragraph 1 of Appendix 1 should be emphasised/restated.

4 The statement should be taken on form LP70. Where there was no stage 1 VPS, the stage 2 VPS should begin with words similar to those used for the stage one statement (see para 4 appendix 1). If the victim has previously made a stage one statement a suitable form of wording might be:

*5 I have been given HSE's victim personal statement (VPS) leaflet and the VPS scheme has been explained to me. What follows is what I wish to say in connection with ..... [Note : see para 6 below] , in addition to what I said in my previous victim personal statement dated ..... I understand what I say may be used in various ways and may be disclosed to the defence, if this investigation leads to a prosecution.*

6 It should be possible for anyone reading a stage-two statement in isolation to understand exactly which event or offence is being referred to. The statement should therefore contain the necessary details to ensure this is the case, e.g. relevant dates, times, locations.

7 The statement should be in the victim's own words although relevant prompts may be given to suggest the type of information the victim may wish to include (see para 6, appendix 1).

8 Where the victim has made a previous VPS the stage-two statement should normally include explanation of why they are making a second statement, for example because longer term health problems have only become apparent since making the stage one statement, the victim has suffered greater financial loss or been harassed or threatened by the offender.

9 If it becomes clear that the victim's primary purpose for making the statement is to try to influence sentence the victim should be reminded that

sentencing is a matter of public policy and, in deciding upon sentence, the court may take into account the effect of the crime upon the victim, but will not take account of the victim's opinion as to sentence.

*\* This includes incidents arising out of or in connection with work that are non-reportable under RIDDOR yet are subject to criminal investigation by HSE.*



# MAKING A VICTIM PERSONAL STATEMENT



## **MAKING A VICTIM PERSONAL STATEMENT TO THE HEALTH AND SAFETY EXECUTIVE (HSE)**

### *HSE's role*

HSE is a government department which, along with local authorities, enforces health and safety law at work. This role includes the investigation of certain types of incidents, arising out of, or in connection with work activities. These may include some accidents, dangerous occurrences or cases of ill health.

HSE's role in an investigation is to find out what happened, and whether any health and safety law has been broken. We have powers to prosecute under these laws, and to require action to make sure employers and other duty holders comply with the law. HSE can prosecute organisations (e.g. companies), individuals, or both.

### *Making a victim personal statement*

This leaflet explains how you can make a victim personal statement. It tells you what sort of information you might want to include in your statement, and what we will do with that information.

### *What is a victim personal statement?*

A victim personal statement gives you the chance to tell us about how the incident has affected you (for example, you could have been affected physically, emotionally or financially). You can also use your victim

personal statement to tell about things such as any support you might need, and how you wish to be kept informed about the progress of the case. If you have already given HSE a witness statement about the incident, then your victim personal statement will add to the information that you have given in your witness statement.

*Do I have to make a victim personal statement?*

You should only make a victim personal statement if you want to. If you do not want to make a personal statement straight away, you can always ask HSE to help you make one later on.

*What happens if I don't make a victim personal statement?*

We will follow up the investigation whether or not you choose to make a victim personal statement.

*What happens to my victim personal statement?*

If you make a victim personal statement, it will become part of the investigation papers, and the prosecution case papers if legal proceedings are taken. This means it will be seen by everybody involved with the case (for example, HSE, the police, the Crown Prosecution Service (CPS), the defence, and the magistrates and judges at the courts).

*How does HSE decide whether to prosecute somebody or not?*

First HSE has to be satisfied that there is enough evidence. If there is, HSE will consider whether it is in the public interest to prosecute, and if it is in accordance with the Health and Safety Commission's Enforcement

Policy Statement. (Broadly speaking, the more serious the alleged offence, the more likely it will be that a prosecution will be taken in the public interest.) When deciding whether it is in the public interest to prosecute an offender, HSE will take into account the consequences for the victim, or the victim's family, and also their views.

#### *Who decides how the offender is punished?*

The judges and magistrates decide how an offender is punished when they pass sentence. You should not offer any opinion as to how the court should punish the offender. The court will not consider your opinion when they make a decision, but it will take account of how the offence has affected you.

#### *How can I make a victim personal statement?*

During an HSE investigation, you can make a victim personal statement if you have made a witness statement to HSE. A witness statement (also called 'an evidential statement') is taken from a witness who can give information to HSE that might help their investigation. HSE will ask you if you want to make a victim personal statement when you have finished making the witness statement.

If you have given your witness statement in a different way (for example, on a video recording), you may also be able to give your victim personal statement in the same way.

You may also be able to make a victim personal statement if you have not made a witness statement.

In addition, if a prosecution is subsequently taken in relation to your case, then you will be asked if you wish to make a victim personal statement. This will be after the prosecution decision has been made, and before the case comes to court. You will be given the opportunity to make a victim

personal statement at this prosecution stage, whether or not you have already made a victim personal statement during the investigation.

If you are a child or a vulnerable adult, your parent or carer can make the victim personal statement on your behalf if you wish.

*What sort of information can I give?*

You can use the victim personal statement to give HSE any information you did not include in the witness statement. You can say whatever, and as much, or as little, as you like in your personal statement. Your statement may consist of a simple request to be kept informed of case developments, or you may want to describe in some detail how the incident has affected your life. For example, you may want to tell us:

- how it has affected you and your family if the incident has left you physically unable to do the same work as before;
- if the accident has caused, or made worse, any medical or social problems (such as marital problems);
- how the incident has affected your feelings about work (do you feel able to do a job confidently and safely);
- if you want to be told about the progress of your case;
- if you would like extra support (particularly if you are appearing as a witness at a trial);
- if you feel vulnerable or intimidated;
- how it has affected you if you feel racial hostility was part of the accident;
- how it has affected you if you feel that you were victimised because of your faith, cultural background or disability;

- if you think you will try to claim compensation from the offender for any injury, loss or damage you have suffered;  
or
- anything you think might be helpful or relevant.

*Is there anything else I should know about when I make a victim personal statement?*

When you have made a victim personal statement, it becomes part of the case papers. If the offender is charged, the case papers have to be shown to the defendant and his or her lawyer. The defendant will see what you have said and, if the case goes to trial, you could be asked questions about the statement in court.

As a result, you should be ready to answer any questions about your statement. You could be asked about how the incident has affected you, or about any loss, injury or damage you have suffered. Once you have made a statement, you can't withdraw it or change it. However, you can always make another statement that clears up or changes something you said in an earlier statement.

If you want to seek compensation from the offender, you should take legal advice. This may be available from your own solicitor, from a Citizens' Advice Bureau, or legal centre. In addition, some Trade Unions will give their members and members' families legal help.

*How can I update my statement?*

If you did not make a victim personal statement when you made a witness statement and would now like to, or if you want to make a second statement describing the long-term effects of the incident, please contact the person named at the back of this leaflet. They will arrange to take your personal statement.

You can update your personal statement at any point before the case gets to court.

The HSE inspector who takes your personal statement will make sure it becomes part of the case papers. This means it will be available to everybody who is involved with your case.

*Will I get any feedback about my personal statement?*

You will not get any direct feedback. However, your statement will be added to the case papers and read by all the criminal justice agencies involved with your case.

*Who should I contact if I want any more information?*

If you need any more information about a victim personal statement you have made, or a victim personal statement you would like to make, you should get in touch with the HSE contact shown on the last page of this leaflet.

Organisations such as Victim Support provide free and confidential support, and can provide practical help and emotional support to victims of crime and witnesses in court.

Your local Victim Support service is listed in the local phone book.

Details can be obtained from their website on

<http://www.victimsupport.org/>

You can contact the national Victim Support line on 0845 30 30 900, or by e-mail to [supportline@victimsupport.org.uk](mailto:supportline@victimsupport.org.uk)

## HSE CONTACT

If you want to contact HSE about a victim personal statement, you should get in touch with: -

Name:

.....

Phone:

.....

Fax:

.....

E-mail:

.....

Reference:

.....

*The above should be filled in by the Inspector who is handing over the leaflet.*

### **Further information**

For information about health and safety you can contact HSE's Infoline by

Telephone: 0845 345 0055 or

Fax: 0845 408 9566 or

e-mail : [hseinfoline@natbrit.com](mailto:hseinfoline@natbrit.com) or

Letter to: HSE Infoline, Caerphilly Business Park, Caerphilly CF83 3GG.

Health and safety information is also available on HSE's website:

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

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