



<b>Health and Safety Executive</b>		<b>Operational Minute</b>	
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To  
All FOD Staff

### RESPONDING TO REQUESTS FOR INFORMATION MADE BY THE CENTRE FOR CORPORATE ACCOUNTABILITY

This OM provides details of the arrangements for responding to requests for information made by the Centre for Corporate Accountability (CCA). These have been agreed by Dr Ellis and should be followed by all FOD staff.

#### BACKGROUND

1 HSE receives many requests for information from the Centre for Corporate Accountability (CCA: Executive Director David Bergman). In order to deal with these requests consistently and efficiently, the following arrangements have been agreed with CCA. It has been made clear to CCA that if it contacts HSE staff directly, they will simply refer to these arrangements and will not enter further discussions.

#### GENERAL INFORMATION

2 Requests for general information (eg statistics, information about particular companies) are to be made through a single HSE contact. Currently this is Paul Baldwin in HSE Secretariat (9NW Rose Court, Tel: 020 7717 6065).

3 Paul will ask the appropriate part(s) of HSE to provide him with the information and will arrange for the final response to be sent to CCA.

#### SPECIFIC INCIDENTS

4 Requests to discuss specific incidents in FOD-enforced premises are to be made through the appropriate band 1 Operations Manager. If more than one Division has been involved in any incident, all the relevant band 1s should liaise and agree the most appropriate way to handle the request.

5 This is an exception to the general principle in OM 2002/105 that band 2s should take the lead in contact with relatives of people killed through work activities. It is possible, however, that band 2 or other staff may encounter CCA unexpectedly, eg if they are present unannounced at a meeting with the family. If this happens the primary concern must be to deal sensitively with the family and the discussions should go ahead without

band 1 involvement if this cannot be arranged quickly.

6 As with all incidents, it is important to balance our responsibility to keep the injured person or family informed with the need to avoid disclosing anything that might prejudice possible legal proceedings. Guidance on what information can be disclosed in particular circumstances can be obtained from nominated open government inspectors (NOGIs) or divisional disclosure officers: a list of current contacts is available on the FOD Legal Bulletin Board

#### ACTION REQUIRED

7 In the event of any contact by CCA, FOD staff should refer to the above arrangements and decline to enter into any further discussion.

#### FURTHER INFORMATION

8 Further advice on disclosure issues can be obtained from your NOGIs or Disclosure Officers. FOD FSU is also happy to discuss or advise if requested: the initial contacts are Jon Buckle (VPN: 523 3367) or Helen McGlown (VPN: 523 3371).

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