



# HELA PROCEDURES

- 1.1. To ensure that:
  - 1.1.1. Information obtained by inspectors and/or handled by the Council in the exercise of powers under the Health and Safety at Work etc. Act 1974 (" the 1974 Act") is obtained and handled lawfully,
  - 1.1.2. Is only disclosed under specific circumstances and when there is a lawful reason to do so.
  - 1.1.3. A common procedure is applied in cases where requests for information are received in respect of information obtai

Document Reference	HELA-P10
Version Date	2nd July 2013
Review Date	31st May 2015
	Page 1 of 3



# HELA PROCEDURES

- 4.1. Section 28(7) applies to authorised inspectors and to persons authorised to accompany inspectors. This procedure hereby extends that restriction on disclosure of such information to all officers of Argyll and Bute Council.

Document Reference	HELA-P10
Version Date	2nd July 2013
Review Date	31st May 2015
	Page 2 of 3



# HELA PROCEDURES

- 7.1. Rules on disclosure in prosecution proceedings are dealt with in HSE's
- 8.1. The procedure identifies in what circumstances and to whom information received in the incident report may be disclosed in the course of investigation.
- 9.1. The person making a report using the RIDDOR website will have received, and be able to obtain further copies of, the original report. It is reasonable to provide further copies of the submitted report, without the allocation information, to be provided to the reporter. A request for a copy of the report shall be made in writing and the inspector dealing with the request shall satisfy themselves as to the identity of the requester.
- 9.2. The injured person, or a solicitor acting on their behalf, may request a copy of the RIDDOR report and any associated inspection reports sent by the inspector. In such cases, the request shall be a written mandate from the injured person (or a solicitor in cases where the injured person is unable to provide a written mandate) and the inspector shall satisfy themselves as to the identity of the requester before responding.
- 9.3. Upon receipt of a satisfactory written mandate, the inspector shall redact all personal information other than that of the requester and provide the redacted copy/ies only.
- 10.1. The Health and Safety at Work etc. Act 1974
- 10.2.

Document Reference	HELA-P10
Version Date	2nd July 2013
Review Date	31st May 2015
	Page 3 of 3