

Hamilton Energi Ltd
Accident and incident reporting and investigation policy
September 2026



Accident incident reporting Procedure

A handwritten signature in black ink, appearing to read 'Paul Hamilton'.

Paul Hamilton, Director

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REPORTING AND INVESTIGATION PROCEDURES

The purpose of these procedures is to ensure compliance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013.

The procedure is to be used whenever an incident occurs and/or is associated with the companies' activities/premises, irrespective of whether it occurs to an employee, contractor's employee, self-employed contractor, or a member of the public.

The procedures identify the required actions and responsibilities of individuals involved in reporting and/or investigating incidents. They will assist management in identifying areas of concern by identifying trends in the failure of working methods/operations etc. which are a major contribution to accidents, diseases, and dangerous occurrences.

The information obtained will have the objective of enabling the company to target resources to areas identified as unacceptable resulting in improved Health and Safety standards.

PROCEDURES TO BE FOLLOWED

If medical interaction is required, then call the local hospital number provided within the office. In the event of a serious injury then call the Ambulance by means of the 999 system.

In the event of an incident, as soon as is safe to do so, report the incident by telephone to the Managing Director and the injured persons manager.

In all cases the Accident must be reported, Complete an Accident – Incident Record Form

- **Accident report**
- **Induction record**
- **Training records**
- **Certificates of competence**
- **Risk Assessments**
- **Any relevant Equipment Inspection and Maintenance Records**
- **Witness Statements**
- **Photographs**

The above documents where applicable are to be scanned and E mailed to Hamilton Energi Ltd MD within 24 hours of the incident.

NOTE! Where an accident involves a blow to the head or other injuries requiring professional examination/treatment, but not necessitating the use of an ambulance, it shall be the policy of the company that the injured person is taken to hospital by a colleague. The injured person should be discouraged from driving themselves to hospital. A refusal to attend hospital or the insistence of the injured person driving themselves to hospital/home should be recorded on the Access accident record.

MINOR INJURY

Injured person carries on working after first aid treatment and/or returns to work after hospital treatment and any period of absence less than 7 days. All minor injuries are to be reported to the Managing Director, regardless of time taken off.

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THE WORKPLACE MANAGER/SUPERVISOR WILL

Complete and forward an Accident – Incident Record on Access immediately or as soon as practicable and inform the Managing Director

Monitor the injured person's attendance in case of later absence because of their injury.

OVER 3 BUT LESS THAN 7 DAY INJURY

If the injured person is absent from work because of their injury or are at work but cannot perform their normal duties for more than 3 days, then the accident is not reportable under RIDDOR to the HSE but MUST be recorded internally. If the period exceeds 7 days, then injury is reportable. The period of 7 days does not include the day of the accident but includes non-workdays i.e., Saturday and Sunday and Bank Holidays.

THE WORKPLACE MANAGER/SUPERVISOR WILL:

Call an ambulance if required.

Contact the Managing Director immediately with details if they are aware or suspect that the injured person will be absent for more than 7 days (not including the day of injury) or cannot perform their normal duties.

Complete an Accident – Incident Record Form

Co-operate with the company Managing Director in any investigation considered necessary.

SPECIFIED INJURY

Definitions of Reportable Specified Injuries are listed within the HSE website. The Group Managing Director should be contacted for further advice and guidance.

THE WORKPLACE MANAGER/SUPERVISOR WILL:

Call an ambulance if required.

Immediately contact the Managing Director with details and then inform their manager and injured persons manager with brief details of the incident.

Await contact from the Managing Director.

Ensure the scene of the accident is not disturbed. (Except in the case of rescue of trapped persons or emergency repairs to utility services).

FATALITY

Contact the Managing Director immediately

THE WORKPLACE MANAGER/SUPERVISOR WILL:

Phone the Emergency Services and the Police.

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Phone your director.

Cease all operations involved in the incident area, other than those required to make safe the area associated with the incident.

Prevent the disturbance of the incident area and the removal of items/equipment involved in the incident.

Await arrival of a member of the company H&S representative and or the HSE/Police who will then take primacy over the site.

You MUST co-operate with the HSE/Police.

DO NOT allow the press on site or make comments to any reporter without authority from a senior Director.

Identify and document names and contact details of all witnesses to the incident.

DANGEROUS OCCURRENCES

Definitions of Reportable Dangerous Occurrences are listed on the HSE website. Further advice and guidance can be sought from the HSE Website.

THE WORKPLACE MANAGER/SUPERVISOR WILL:

Immediately inform the Managing Director, give details of the event and await confirmation that the incident is reportable.

Inform their managers.

Not allow disturbance or removal of equipment etc. (Except in the case of rescue of trapped persons).

Cease operations in the incident area and cordon off the affected area.

Await instructions from the Managing Director as to the type of investigation e.g., HSE and/or Internal.

Complete an Accident – Incident Record Form

Do not resume works or allow recovery of vehicles, equipment etc. until authorised by the HSE Inspector/SHEQ Director.

REPORTING OF NOTIFIABLE DISEASES

The industry at the present time has not been greatly involved with many instances of Notifiable Diseases. It is anticipated that this may change due to greater awareness of industrial related health problems.

Should any employee report that they are suffering from a notifiable disease, then the Workplace Manager/Supervisor must immediately contact the Managing Director for advice and complete an Accident - Incident Record Form giving all information available.

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Before any official notification is made, the Managing Director will:

Make all necessary enquiries to confirm that the sufferer has a notifiable disease.

If notifiable, contact the Incident Control Centre, Caerphilly with details for them to complete the F2508A form.

Inform the Director/Manager of the person with the potential notifiable disease.

Where necessary and if practicable, investigate to establish the causation and produce a report.

NEAR MISS INCIDENTS

Should a serious incident occur that does not cause an injury to persons and is not classified as a dangerous occurrence, the employees must report the incident to the managing Director and ensure details are recorded.

All managers should encourage the workforce in the benefits of reporting Near Miss incidents with the purpose of reducing accidents.

ENVIRONMENTAL INCIDENTS

Any incident involving the contamination of the ground, air or water supply caused by the company activities they must be notified to the Managing Director immediately by phone and all details recorded on an Accident - Incident Record Form.

ACCIDENT / INCIDENT RATES

It is the manager of the premises' responsibility to ensure monthly attendance figures are correct, as these will be used to calculate the business Accident, Incident and Injury rate.

REFERENCE

General Data Protection Regulations – no personal information in relation to accidents should be retained at any premises any information is to be sent to the Managing Director.

The Managing Director are solely responsible for reporting any reportable accident, incident or dangerous occurrence to the HSE.