

Incident Reporting Policy

SGE are committed to providing as safe a working environment for all as possible. The Management of Health & Safety At Work Regulations place a duty on employers to reduce the risks which arise from the work which we undertake. Reporting and recording are legal requirements and an important means by which we can identify where and how risks arise and whether they need to be further controlled.

SGE record all incidents (which we define as any 'unexpected' event which could have resulted in injury or damage) and use this information as part of the review process of work based risk assessment. All employees are encouraged to complete Incident Reports, in their own words, which are submitted to Senior Management for investigation.

Incidents causing injury or damage, however minor, or those deemed to have had the potential to cause serious injury or damage, are recorded in the SGE Incident Register and are discussed in the regular Management Meetings.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require that we report to the relevant enforcing authority and keep records of:

- work-related deaths
- work-related accidents which cause certain specified serious injuries to workers, or which result in a worker being incapacitated for more than seven consecutive days
- cases of those industrial diseases listed in RIDDOR
- certain 'dangerous occurrences' (near-miss accidents)
- injuries to a person who is not at work, such as a member of the public, which are caused by an accident at work and which result in the person being taken to hospital from the site for treatment

Reports to the enforcing authority of all of the above categories, except over-seven-day injuries, must be made immediately by the quickest practicable means and followed up by a written notification within 10 days. Reports of over-seven-day injuries must be sent to the enforcing authority within 15 days. RIDDOR reports are made by the HSEQ Manager, after investigation of the incident with all concerned.

In addition, records must be kept of all of 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority.

A person is incapacitated if they are unable to carry out the activities they would reasonably be expected to do as part of their normal work. The period of time for an over-three-day injury or an over-seven-day injury does not include the day of the accident, but it does include any weekends or rest days.

Signed:



William Silverstone (Managing Director)