



Policy – Rail

Title: Accidents and Incidents

All accidents or incidents, including near misses, must be reported immediately by telephone to the Rail Manager or Resourcing Solutions Limited on-call representative if out of office hours. Resourcing Solutions Limited on-call representative must then inform the Managing Director Rail (and Rail Manager) at the first possible opportunity. This must be followed up by the completion of an accident/incident form, which must be sent to and actioned by the Rail Manager.

This policy will also be adopted with the reporting of events resulting in pollution and or damage to the environment, property and or equipment in accordance with Resourcing Solutions Limited Environmental policy. Environmental accidents and incidents will be reported to Network Rail via arrangements detailed in the applicable method statement or Work Package Plan.

Resourcing Solutions Limited will ensure that all accidents and incidents affecting their staff working on Rail projects will be fully investigated in accordance with NR/L3/INV/3001. Resourcing Solutions Limited will exchange information and cooperate with clients to ensure accidents and incident investigations are comprehensive and produce practical recommendations.

The Rail Manager will report all accidents and incidents to the Client within 4 working days or to Network Rail within 5 working days for inclusion in the Network Rail SMIS (Safety Management Information Systems) database.

When applicable, the nominated responsible person will report any event / occurrence in accordance with the RIDDOR regulations and RIS-8047-TOM. All RIDDOR reports arising from work on the operational railway or on a tramway or other guided transport system, including occupational disease or diagnoses reportable under regulations 8 and 9, should be reported to ORR. All other reportable RIDDOR reports should be reported to the Health and Safety Executive (HSE).

Resourcing Solutions Limited will carry out our own investigation in accordance with Rail/PR/19 (or Bridgeway Consulting Ltd may be employed for this purpose) in accordance with NR/L3/INV/3001, and publish conclusions, observations and recommendations which will be notified to other staff to avoid similar events and learn from previous experiences.

Resourcing Solutions Limited will promote a no blame culture and promote the reporting of near misses or unsafe practices.

Accident books will be maintained at all sites and completed when an accident occurs. All staff working on client sites and offices will complete local accident books.

All records will be kept for 6 years

Accidents and incidents affecting Resourcing Solutions Limited staff are discussed at management meetings.



Resourcing Solutions Limited will cooperate with Network Rail's 'Close Call' system, close calls can be logged at www.closecallsystem.co.uk a 'Close Call' is defined as 'an event that had the potential to cause injury or damage' not to be confused with a 'near miss' involving trains or on track plant, for further help and information log onto www.help.closecallsystem.co.uk

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

(Kenny Burton)

Signed:

Position: Rail & Construction Director

Dated: 04th December 2021