**1. Purpose**

The purpose of this policy is to ensure that all accidents, incidents, near misses, and dangerous occurrences are reported, investigated, and acted upon appropriately to prevent recurrence. NWF Facilities Ltd is committed to protecting the health, safety, and wellbeing of all employees, contractors, and visitors and to contributing to climate-resilient and sustainable working environments.

**2. Scope**

This policy applies to all employees, contractors, agency workers, and visitors operating on or attending any site, office, or premises managed by NWF Facilities Ltd. It covers all types of incidents, including:

* Work-related injuries or ill health
* Near misses and unsafe conditions
* Environmental incidents
* Vehicle and equipment accidents
* Fire, spillages, and hazardous material releases
* Violence, threats, or aggressive behaviour

**3. Policy Statement**

NWF Facilities Ltd operates a proactive and legally compliant accident and incident reporting system that ensures:

* All incidents are reported and recorded promptly
* Root causes are identified and addressed
* Trends are analysed for improvement
* Statutory reporting duties (e.g. RIDDOR) are met
* The working environment is continuously improved in line with ISO 45001:2018
* Environmental impacts are minimised, and climate-related risks (e.g. extreme weather hazards) are considered

**4. Legal and Regulatory Framework**

This policy is guided by the following legislation and standards:

* **Health and Safety at Work Act 1974**
* **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
* **Management of Health and Safety at Work Regulations 1999**
* **ISO 45001:2018 Occupational Health & Safety Management System**
* **Environmental Protection Act 1990** (for environmentally harmful incidents)

**5. Responsibilities**

* **Directors & Senior Management:** Ensure adequate systems, resources, and leadership to support incident prevention and management
* **Managers & Supervisors:** Ensure incidents are reported, investigations are carried out, and corrective actions are implemented
* **Employees & Contractors:** Report all incidents, near misses, and hazards immediately to the relevant manager or safety contact
* **Health & Safety / Environmental Manager:** Maintain records, report under RIDDOR where required, and oversee trend analysis and policy review

**6. Reporting Procedure**

All incidents must be reported using the company’s standard **Accident/Incident Report Form** and the following steps:

1. **Ensure safety first** – Get medical attention and secure the area
2. **Report immediately** – Notify your manager or site supervisor
3. **Complete documentation** – Submit the report form within 24 hours
4. **Investigation** – The relevant manager investigates the root cause
5. **Corrective action** – Implement measures to prevent recurrence
6. **Review and file** – Records are stored securely for review and compliance

**RIDDOR incidents** must be reported to the HSE without delay by the appointed competent person.

**7. Environmental and Climate Change Considerations**

NWF Facilities Ltd recognises that climate change can increase the likelihood of certain incidents (e.g. extreme heat, storms, flooding). As part of our health and safety and environmental responsibilities, we will:

* Consider climate risks in site safety assessments and incident response plans
* Include environmental incidents in our reporting and corrective action process
* Promote climate resilience in workplace infrastructure and employee awareness

**8. Monitoring, Records and Trend Analysis**

* All reports are logged in the **Accident and Incident Register**
* Monthly and annual reviews are conducted to identify trends
* Findings are shared in Health and Safety Committee meetings
* Data is used to revise risk assessments and training programmes

Records will be kept for a minimum of **3 years** (or longer where required by law or insurance policies).

**9. Training and Awareness**

* All staff receive induction training on accident and incident reporting
* Refresher training is provided annually or when significant changes occur
* Toolbox talks are used to promote awareness of high-risk activities and lessons learned

**10. Review**

This policy will be reviewed annually or following:

* A serious incident or near miss
* Changes in legislation or guidance
* Updates to ISO or SSIP-related standards
* Introduction of new processes or environments

**Signed:**  
[Director’s Name]  
Managing Director  
NWF Facilities Ltd  
**Date: 01.02.2025**