Ref	PL/015
Version	5

Accident/Incident/Near Miss/Close Call Reporting Policy

All accidents or incidents, including near misses and close calls, must be reported immediately by telephone to the Rail Manager or the on-call Universal Group representative if out of office hours. The Universal Group representative must then inform the Rail Manager at the first possible opportunity. This must be followed up by the completion of an accident/incident form.

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 the Universal Group Environmental policy. Environmental accidents and incidents will be reported to Network Rail via arrangements detailed in the applicable method statement or Work Package Plan.

Universal Group 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. Universal Group 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 person nominated as responsible for RIDDOR reporting will report events/occurrences to the enforcing authorities (HSE, ORR) in accordance with the RIDDOR regulations and RIS-8047-TOM.

Universal Group will carry out its own investigation in line with NR/L3/INV/3001, according to the type of event and publish conclusions, observations and recommendations which will be notified to other staff to avoid similar events and learn from previous experiences.

Universal Group 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 5 years

Accidents and incidents affecting Universal Group staff are discussed at management meetings.

This policy will be reviewed annually, as a minimum.

Signed
Richard Lowe
Managing Director

Dated 01/11/2026