

ACCIDENT AND INCIDENT REPORTING POLICY

Corporate Policy Document

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Policy owner	Shaye Grant, Managing Director
Approved by	Shaye Grant, Managing Director
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DOCUMENT CONTROL

Version History

Version	Date	Description of change	Author
1.0	22nd July 2026	First issue	S. Grant

Approval

Name	Position	Signature and date
Shaye Grant	Managing Director	<i>Shaye Grant</i> 22nd July 2026

Distribution

This policy is issued to all directors, employees, workers and sub-contractors of Grants Electrical Solutions Ltd, forms part of induction, and is available to clients and other interested parties on request.

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1 POLICY STATEMENT

- 1.1 Grants Electrical Solutions Ltd requires every accident, injury, case of ill health, dangerous occurrence, electric shock and near miss, however minor, to be reported and recorded, and complies with RIDDOR 2013.

2 ARRANGEMENTS

- 2.1 All incidents are reported to the Managing Director on the day they occur and recorded in the accident book. RIDDOR reportable events, including specified injuries, over 7 day incapacitation, occupational diseases and dangerous occurrences, are reported to the HSE within the statutory timescales by the Managing Director. Every incident is investigated proportionately to establish root cause, corrective actions are implemented and briefed to staff, and records are retained for a minimum of 3 years. First aid arrangements are set out in the First Aid Policy.

3 NON-COMPLIANCE

- 3.1 Breach of this policy by an employee is a disciplinary matter which may amount to gross misconduct. Breach by a sub-contractor is a breach of their terms of engagement.

4 REVIEW

- 4.1 This policy is reviewed at least annually by the Managing Director and following any incident or change in legislation or the business, with changes recorded in the version history.

Signed for and on behalf of Grants Electrical Solutions Ltd

Signed: *Shaye Grant*

Shaye Grant, Managing Director Date: 22nd July 2026