



**POLICY STATEMENT**  
ON USE OF  
**CONTRACTORS**

# INTRODUCTION

**It is necessary for Flamingo Land Ltd and its operating locations including temporary sites to implement a Safety Policy for outside contractors and sub contractors.**

The Health and Safety at Work etc Act 1974 places duties upon a company in respect of its visitors, including those contractors which carry out work on company premises, including sites. The company has the same duty when engaged on clients' sites. The Health and Safety at Work etc Act 1974 places a duty on the employer to give persons, not in his employ, information about matters which may be prejudicial to them.

The following is for the guidance of management and contract initiators, together with the appointed responsible person(s), in the employment of outside contractors.

At all times during contracted work, on any company premises, there shall be full compliance with the Company Safety Policy for outside contractors and sub-contractors.

At each operating location the company shall appoint a suitable responsible person to ensure compliance with the requirements of the Safety Policy for outside contractors. This person will normally be a departmental manager engaging the services of the contractor.

## Preface

The object of this policy is to promote a uniform and satisfactory standard of safety throughout the entire organisation of all persons engaged on contract work. This can only be achieved if the company and outside contractors are working in harmony.

You will at all times comply with the requirements of this policy and of the Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations etc, The Construction Regulations and all other Statutory Regulations and appropriate Codes of Practice.

Observance of the rules does not, however, relieve contractors of their legal obligations under conditions of contract.

**The acknowledgement slip given in Appendix I must be completed by the contractor and returned to the Health and Safety Department.**

You will be expected to have Safe Systems of Work and comply with such Acts and Regulations as apply to your work within your company. This also applies where your work bounds upon, or overlaps, areas used by the public.

If you are in any doubt concerning statutory requirements or any part of this policy the representatives of the company will be pleased to assist, but it is entirely your responsibility to ensure you comply with all statutory requirements and regulations. Please take prompt and effective action on any occasion when it is necessary for any company representative to draw your attention to any breach of law of safety rules, to remedy the matter.

## Sub-Contracting

If the company has consented to the use of a sub-contractor, you will ensure that the sub-contractor fully understands the policy and shall comply with it. It will be necessary for prospective sub-contractors to pre-qualify by the completion of a Contractor Preliminary Health and Safety Assessment Questionnaire, which must be lodged with the company Health & Safety Department. Employment of a sub-contractor shall not relieve the contractor from his duties and obligations hereunder.

## Commencement of Contract

The contractor must give advance notice of the initial arrival on site of all contract personnel. All persons shall, on arrival at the company's premises immediately report to the responsible person appointed by the company where they will undergo an induction and be given a Permit to Work (if appropriate).

The name of the responsible person(s) appointed by the company in respect of contracted work will be obtained from the company.

**PERSONS WILL NOT BE ALLOWED TO ENTER ANY PART OF THE WORKS, SITES OR PREMISES WITHOUT PRIOR PERMISSION.**

Work on company premises or sites shall not commence without first discussing the nature and method of that work with the responsible person appointed by the company.

In many cases the contractor will be requested to submit to Flamingo Land Limited a detailed Safety Method Statement indicating how he proposes to execute the work with particular regard to all aspects of Health and Safety. The completed document will provide the basis for discussion and subsequent agreement of work method and include risk assessment.

If you are likely to be engaging upon building operations or work of any engineering construction involving more than 5 persons or 30 days then it is likely that HSE notification will be required.

## General Duties of the Contractor

Whilst engaged in work on any site owned or operated by Flamingo Land Limited, it is the responsibility of the contractor to:

- Enable them to carry out safely the work specified in the contract, all his employed and those of any sub-contractor have to provide sufficient information instruction, training and competence.
- Provide Flamingo Land Ltd with information of hazards that he may create which would affect the Health and Safety of Flamingo Land Ltd, employees or members of the public located in the vicinity so they are not placed at risk.
- Inform and instruct employees including those of sub-contractors of all known hazards associated with the work, and in consultation with Flamingo Land Limited management, be made aware of the location of all first aid facilities, fire extinguishers and fire assembly points etc in the vicinity of the work area.
- To ensure all necessary safety equipment as required by legislation and site rules be supplied by the contractor at his expense.
- To ensure, before work activity commences, that the information as requested has been supplied to the contract manager or supervisor employed by Flamingo land Ltd.
- To liaise with nominated site representative employed by Flamingo Land Ltd over the progress of the work and in particular to bring to his attention any uncertainty concerning the method of work or interference between the contractor and Flamingo Land Ltd activity.
- To inform the nominated representative of Flamingo Land Ltd of any defects arising from the use of any plant and equipment owned/leased by Flamingo Land Ltd.
- To comply with the requirements of Flamingo Land Ltd, Permits to Work issued for the work activity (where applicable).
- Ensure that the site is left in a safe and orderly condition on completion of the work activity. To co-operate with the site representatives employed by Flamingo Land Ltd in ensuring that a thorough and detailed inspection of the site takes place.
- Abide by the specific Flamingo Land Ltd site regulations as detailed in this document.

## Insurance

Before engaging in work on any site owned or operated by Flamingo Land Limited, it is the responsibility of the contractor to ensure that the following is provided:

- **PUBLIC LIABILITY**

Policy Number

Insurer

Limit of Indemnity

Expiry Dates

**Note** – The policy must carry a minimum indemnity limit of £2,000,000.00 (On occasions this may be insufficient dependent upon the scope of works)

- **EMPLOYERS LIABILITY**

Policy Number

Insurer

Limit of Indemnity

Expiry Dates

**Note** – The acknowledgement slip given in Appendix II must be completed by the contractor and returned to the Health and Safety Department. Flamingo Land Ltd reserve the right to request a duplicate copy of the original certificates to assist validation of the information supplied.

## Notification of Accidents and Dangerous Occurrences

### (Riddor 1995)

The company's Health and Safety Department shall be notified immediately of any person(s) suffering injury and details recorded on the company's Incident/Dangerous Occurrence/Near Miss form – see Appendix III.

The company's Health and Safety Department shall be notified immediately of any dangerous occurrence and details recorded on the company's Incident/Dangerous Occurrence/Near Miss form – see Appendix III.

Where required by the responsible person, the contractor shall leave the site of any accident or dangerous occurrence undisturbed until the company has carried out an investigation.

The contractor shall confirm he and his employees are aware of the arrangements for dealing with emergencies and first aid on site so that prompt action can be taken in an emergency.

Flamingo Land Ltd reserves the right to investigate accidents of a serious nature and hold a panel of inquiry.

## Work Rules

Whilst on the company's premises and/or site, there will be compliance with all Statutory Requirements applicable to your work and to your employees and if there are any requirements to safeguard the company's employees you will meet those requirements. There shall be compliance to company notices. All persons must keep to authorised working areas and access ways about the premises.

## Permit to Work (Flamingo Land Safety Policy Statement PS25 applies)

Flamingo Land Ltd operates a Permit to Work system. This permit system is designed to help ensure safety for more high risk activities such as confined space work, excavations, hot work etc. It is the contractor's joint responsibility to ensure they have the necessary permit in place prior to commencing work.

## Electricity (Flamingo Land Safety Policy Statement PS27 applies)

Live services (or services liable to become live) must not be opened or connected to, or interfered with in any manner except by the company's authorised electricians, or otherwise by arrangement with the company's responsible person. All electrical work will be carried out in accordance with the Control of Electricity at Work Regulations 1989 and other Statutory Regulations.

All electrical portable hand tools shall be rated at **110 volts** or below and supplied from a transformer, which will have a centre tap to earth. The transformer shall be supplied by the contractor. **NO SUCH TOOLS RATED IN EXCESS OF 110 VOLTS SHALL BE USED WITHOUT PERMISSION.** Mains leads on transformers may not exceed 2 metres in length unless protected by a Residual Current device (RCD). Current test certificates must be provided.

All electrical cables and distribution equipment shall conform to the current IEE Regulations in force.

All electrical cables and equipment being used by the contractor shall be periodically inspected to ensure that any defective or damaged equipment is taken out of service until repaired or replaced. Where any doubt exists regarding electrical matters, consult with the company's responsible person.

Employees of the contractor engaged in electrical activity should be a 'competent person(s)' as described in part 2, section 16 of the Electricity at Work Regulations 1989. No person shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or, where appropriate, injury, unless they possess such a knowledge or experience, or is under such a degree of supervision as may be appropriate having regard to the nature of work.

No contractor shall enter any sub-station, switch room or restricted access area without the previous permission of the appropriate Manager employed by Flamingo Land Ltd. Electrical portable tools or lighting equipment brought onto site may not be used until approved by the appropriate Manager employed by Flamingo Land Ltd and must be 110 volts or protected by residual current devices.



## Plant Isolation and Immobilisation

**(Flamingo Land Safety Policy Statement PS20 applies)**

When construction or service work is to be carried out on driven or moving machinery, the plant shall be immobilised, in line with Flamingo Land Ltd's Lock Off policy, to prevent inadvertent re-starting or the release of stored potential movement whilst others are at work. Before work commences the contractors shall consult with the appropriate Manager employed by Flamingo Land Ltd to assess the possible hazards due to potential energy or inertia.

The electrical power supply shall be isolated in line with Flamingo Land Ltd's Lock Off policy. Danger notices shall be placed on isolating units, all in accordance with requirements of the Electricity at Work Regulations and the appropriate Manager/Supervisor employed by Flamingo Land Ltd shall be consulted to obtain such local rules/procedures.

No work shall be started in the vicinity of overhead electrical wires or crane conductors, without prior consultation and permission of the appropriate Manager/Supervisor employed by Flamingo Land Ltd until suitable agreed precautions have been taken.

## Overhead Construction

Mobile cranes and vehicles with high loads must not travel under the cable car attraction, overhead mains etc. unless it has been ascertained that it is safe to do so.

Special loads and vehicles with high loads must be arranged beforehand with the company's Responsible person. Care must be taken to verify that roadways, platforms etc on route inside the works are, in fact, capable of carrying the vehicles and their loads adequately.

## Movement on Sites

Contractors shall not go into any part of the Day Visitor Areas except as may be necessary for the purpose of carrying out their work. In such events only recognised routes shall be used. Vehicles must be escorted by a banksman at all times, and only when authorized by a member of Flamingo Land management.

## Demolition Work

All demolition work must be planned ahead in consultation with the company's appropriate manager. A Risk Assessment is to be carried out and a written Method Statement is to be drawn up and submitted in advance to the company. No demolition work may proceed until all services have been adequately protected and written approval has been obtained by a Permit to Work.

Demolition areas must be clearly demarcated and barriers erected as substantial as circumstances require, and such barriers adequately maintained. Conspicuous notices warning persons of danger shall be posted at several points.

All demolition work must be personally supervised by a competent person thoroughly experienced in this type of operation.

## Confined Spaces

No work shall be carried out on/in any tank or vessel or any other confined spaces unless it is safe to do so. The company shall render all practical assistance and divulge such information as is available to it to assist the contractor to comply with this obligation. Any work in confined spaces must be noted on the Method Statement and a Permit to Work obtained. A copy of the Permit to Work must be displayed and a sentry posted whilst men are in the confined space. The use of gas detection may be required and will be dictated via risk assessment.

## Excavations (Flamingo Land Safety Policy Statement PS14 applies)

No excavation work is to commence until permission has been received from the company's responsible person by the issuing of a Permit to Work. The company shall notify the contractor of any underground services i.e. electricity, gas, water or sewer pipes within the area, and the appropriate position thereof. At all times during excavation work the contractor shall take due care not to damage any underground services.

Excavations shall be adequately timbered or otherwise supported where necessary to prevent falls of earth or other materials in accordance with current legislation.

In the absence of any company advice or information the contractor must ascertain if the area is safe to be worked upon, normally by excavating trial holes by hand.

Safety precautions to prevent people falling into the excavation shall be taken at all times. Opening must not be left unguarded in any roadway, footpath, gangway or working area. Warning lights must be used during the hours of darkness and poor visibility when necessary.

## Work at Height (Flamingo Land Safety Policy Statement PS18 applies)

No person is permitted to go on any company roof, ceiling or into any roof void without permission from the company's responsible person.

No person may access any roof without first taking appropriate precautions against falls. The wearing of safety harness is mandatory whenever fall arrest or fall restraint precautions are used.

You will be expected to comply with the appropriate regulations affecting construction and the safe use of scaffolding and ladders. This requirement includes the construction of the guarding of gangways and working platforms.

The contractor shall provide and ensure the proper guard-rails and toe-boards are used on scaffold structures.

Incomplete scaffolding must be roped off and warning notices must be affixed at all approaches.

Scaffold trestles shall not be used in place of ladders.

The contractor shall take full and sole responsibility for any risk arising from using this equipment.

The contractor's name and the ladder identification shall be marked on ladders. The contractors shall carry out weekly inspections and record this in a register. Damaged or unsafe ladders shall be destroyed or removed from the site.

## **Contractors Plant Machinery Equipment Apparatus**

All persons using Plant machinery must prove competence in the category of plant being used, and a copy of the certificate made available to the appropriate Manager employed by Flamingo Land Ltd if requested.

All mechanical plant etc. shall be in good working order and comply with all requirements by law, and shall be properly maintained and free from defects.

The contractor shall provide evidence of compliance with statutory requirements relating to the periodic testing and examinations of the contractors cranes, lifting machines, other lifting appliances, equipment and scaffolding.

No man-lift equipment shall be brought onto the site or used until approved by the appropriate Manager or Supervisor employed by Flamingo Land Ltd.

Flamingo Land Limited will examine all equipment and any registers, certificates and method of application prior to equipment being used on any site and at any stage of the contract.

## **Company Plant**

No plant, equipment or apparatus belonging to the company shall be hired or borrowed and only senior management employed by the company have the authority to offer, loan or permit the use of any such plant, equipment or apparatus.

It shall be the responsibility of the contractor to ensure that any plant, equipment or apparatus obtained from the company is in good condition and suitable for the purpose for which it is required. The contractor shall be responsible for any loss or damage to such plant equipment or apparatus.

## **Building and Construction**

All building operations and other constructional work shall be carried out in accordance with all current legislation, the Health and Safety at Work etc Act 1974, and all other relevant regulations. These currently include in particular, but are not limited to:

The Asbestos at Work Regulations 1987/2002

The Construction (Design Management) Regulations 1994

The Construction (Health and Welfare) Regulations 1996

Management of Health and Safety at Work Regulations 1999

Personal Protective Equipment Regulations 1992

Workplace Health, Safety and Welfare Regulations 1992

Manual Handling Regulations 1992/2002

Work Equipment Regulations 1998

The Provision and Use of Work Equipment Regulations (PUWER) 1998

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

The Control of Substances Hazardous to Health Regulations (COSHH) 1994/2002

The Electricity at Work Regulations 1989

Noise at Work Regulations 1989/2005

### **Noise (Flamingo Land Safety Policy Statement PS24 applies)**

Noise levels shall not exceed 80dB (A) unless prior permission of the company is given. Where such permission is granted, the contractor shall comply with any condition attached, including enforcing the wearing of appropriate hearing protection and the placing of warning signs.

Pneumatic drills shall be fitted with mufflers or other sound reducing means.

### **Dust Suppression**

Where dust arises from your operations, you must take all reasonable steps to suppress. The contractor shall also enforce the wearing of suitable PPE by those persons likely to be affected.

### **Asbestos (Flamingo Land Safety Policy Statement PS15 applies)**

When work is to be carried out with (or requiring the removal of) asbestos it will be in accordance with the Asbestos at Work Regulations 2002 and all other current regulations.

## Explosives

Explosives, including cartridges, shall not be brought onto company premises without prior advice or permission of the company's responsible person. Where such permission is granted, the contractor shall comply with any conditions attached.

## Drains and Sewers

No harmful substances or pollutants shall be deposited down any of the company's drains.

## Precautions Against Fire and Explosion

Contractors and their employees are required to make themselves aware of, and observe the fire procedure in operation at the premises in which they will be working e.g. raising the alarm in case of fire, means of escape and the assembly point.

Firefighting equipment must be provided and any such preventative steps taken as is necessary where there is a danger of causing a fire, e.g. use of cutting equipment, hot work etc.

Company fire hose reel equipment shall not be used other than for fighting a fire.

Company portable fire extinguishers shall not be obstructed or abused, or moved without authority. The company's responsible person must be informed immediately if a company fire extinguisher is used or damaged.

Fire escape doors, gangways or staircases shall be kept CLEAR AT ALL TIMES. Fire or smoke doors shall always be kept in the closed position unless kept open by automatic release devices.

Gas cylinders must not be taken into buildings without prior advice to, and permission from, the company's responsible person. Whenever such cylinders are used they shall be secured in an upright position.

All fuel gas cylinders/equipment shall be fitted with flashback arrestors.

All work with and all storage, conveyance and use of highly flammable liquid(s) and gasses shall be in accordance with legislation and Codes of Practice.

## Hot Work

No electrical welding, gas welding or cutting or similar work outside of the company workshops shall be carried out without prior advice to, and permission from, the company's responsible person. A Permit to Work may be required based on the result of a risk assessment taking into consideration the location of the hot work, and the resultant risk.

A lookout person must be stationed if burning or welding overhead. Adequate fire extinguishers must be available at the job and welding operations must be adequately shielded. These must be provided at the contractor's expense.

## Protective Equipment

### (Flamingo Land Safety Policy Statement PS10 applies)

Personal Protective Equipment shall be provided to your own employees as appropriate to hazards which may arise.

High visibility waistcoats are to be worn at all times on site.

Contractors arriving on site without the correct PPE will be asked to leave site or continue with another task until such times as the contractor brings to site the correct equipment.

Contractors will supply a copy of the relevant inspection records for any item requiring a statutory inspection in line with current regulations to the appropriate Flamingo Land Ltd Manager before the equipment is authorised to be used.

## Housekeeping

You shall prevent rubbish from accumulating and waste materials must be removed from the company premises in accordance with current environmental legislation and codes of practice.

Surplus spoil, debris or other waste materials shall be collected and where necessary removed from the site in a manner consistent with Environmental Protection Act 'Duty of Care' for waste disposal.

Any surplus material arising from or during a contract and which is the property of the contractor shall be removed from site only after it had been examined by the appropriate Flamingo Land Ltd Manager.

Returnable empty cases, drums etc. must be removed from any working area and tidily stacked until disposed of.

All floors, steps, stairs passages and gangways shall be kept free from any obstruction and from any substances likely to cause persons to slip.

Construction materials must be tidily and safely stacked in designated areas approved beforehand. Warning lights and notices shall be used as and when appropriate.

## Guards

No machinery guard shall be removed without prior advice to and permission of the company's responsible person. When such permission is granted, the contractor shall comply with any condition attached thereto.

Guards or fencing must not be removed while machinery is in motion and they must be replaced and secured when maintenance work is completed and before the machinery is restarted.

All machinery and plant brought onto the site by the contractor shall be fully guarded to the relevant standard and protected to ensure the safety of all persons.

## Security

The company reserves the right to search any vehicle, person or property entering, leaving or present on company premises, and all contract personnel will have consented to this requirement prior to arrival on company premises.

Whenever the contractor is carrying out any work connected with or in proximity to roadways and footpaths he shall ensure that adequate precautions are taken to ensure the safe passage of persons and/or vehicles.

## Hazardous Substances

### **(Flamingo Land Safety Policy Statement PS17 applies)**

Details of all potential hazardous substances to be used or produced on site must be made available to the appropriate Flamingo Land Ltd Manager in order that the appropriate precautions may be taken to protect Flamingo Land Ltd personnel and its operations.

Contractors are to provide appropriate COSHH assessments and any hazard data information. He must also ensure that employees have received adequate information, training and warning in the product prior to use.

Methods of handling and use of such substances must be consistent with the Control of Substances Hazardous to Health Regulations 2002, and any other relevant and specific HSE or industry guidance.

Petrol, paraffin or any other flammable liquid must only be stored in purpose built containers and permission for siting these must be obtained from the appropriate Flamingo Land Ltd Manager. All such containers must be plainly marked with the owner's name and identity of the contents.

No sources of ionising radiation shall be brought onto site without the express authority of the appropriate Flamingo Land Ltd Manager and in consultation with the company Health and Safety Department.

## Use of Vehicles

Contractor vehicles must be suitable for the type of work undertaken and maintained in a roadworthy and safe condition. All vehicles must meet the standard requirement of The Motor Vehicles (Construction and Use) Regulations i.e. tyres, brakes, steering, lights and general condition.

Drivers shall hold a current driving license appropriate to the vehicle they are asked to drive. The contractor shall ensure that drivers of earth moving, construction, demolition and mechanical handling equipment have been trained to operate the equipment competently and safely and shall on request be able to supply a certificate of competency.

Vehicles shall not be driven in reverse unless:

- A responsible person safely guides the vehicle;
- The vehicle is fitted with an operating audible warning alarm;
- The driver has a full view of the ground directly behind his vehicle and over which he will be reversing.

The contractor shall not employ any person under the age of 18 years to drive any type of machinery or vehicle on site.

All vehicles operating on site must travel at a safe speed and adhere to any speed limits or restrictions which are locally imposed. Flamingo Land Theme Park/Zoo/Holiday Village site speed limit is 10mph.

All loads transported on site must be properly secured to the standards noted in the D.O.T. Booklet 'Safety of Loads on Vehicles'.

Where appropriate drivers must wear appropriate PPE; the contractor is responsible for enforcement.

Vehicles must not travel in the day visit area without prior permission of the controlling manager. When this is absolutely necessary a banksman must be used.

## Rides and Attractions

No contractor may work on or within the area of a ride or attraction without the prior permission from a Park Executive or an Operations Department Manager.

When working within a ride and/or attraction, such ride/attraction must be isolated to prevent any unauthorised start up using the lock off procedure as described in the Lock Off Policy Statement PS20 of Flamingo Land Ltd's Company Safety Policy.

**No** modification to a ride or attraction may be carried out without the prior permission of the **Park Executive in charge of operations**.

All contractors must adhere to all company policies when working on rides and attractions, e.g. PS18 Working at Height, PS27 Electrical etc.

No contractors are permitted to be conveyed on a ride or attraction without the prior permission of the employing manager.

**THIS SAFETY POLICY IS PART OF THE TERMS AND CONDITIONS OF EMPLOYMENT. FAILURE TO COMPLY MAY RESULT IN YOU BEING ASKED TO LEAVE THE SITE.**



## Appendix I

### IMPORTANT

No contracted work on premises or sites owned or operated by Flamingo Land Ltd will be permitted to proceed in the absence of a signed acknowledgement of, and adherence to, the conditions set out in this Safety Policy.

### ACKNOWLEDGEMENTS

**Name of contract company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of contracted company:** \_\_\_\_\_  
\_\_\_\_\_

**Name of signatory:** \_\_\_\_\_

**Position held:** \_\_\_\_\_

I/We hereby confirm receipt of a copy of Flamingo Land Ltd Safety Policy for outside contractors (PS16) and agree to comply with all conditions set out therein. I hereby declare that all employees of the above named Contractor will abide by the Health and Safety at Work etc Act 1974 and any Flamingo Land Site Rules received during our contractual period.

**X**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

To be completed by Authorising Manager (Flamingo Land Ltd.)

**Department requiring this service:** \_\_\_\_\_

**Location of contracted works or activity:** \_\_\_\_\_

**Start date:** \_\_\_\_\_

**X**

**Head of department's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

N.B. Risk Assessment and Method Statement (in writing) required before the commencement of this project.

## Appendix II

### IMPORTANT

It is hereby certified that the contractor holds the undermentioned current policies which will be maintained throughout the duration of the contract and the premiums thereof have been paid.

**Name of contract company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Public liability:** \_\_\_\_\_

**Policy number:** \_\_\_\_\_

**Insurer:** \_\_\_\_\_

**Limit of indemnity:** \_\_\_\_\_

NOTE – The policy must carry a minimum indemnity limit of £2,000,000.00

**Public liability:** \_\_\_\_\_

**Policy number:** \_\_\_\_\_

**Insurer:** \_\_\_\_\_

**Limit of indemnity:** \_\_\_\_\_

**X**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix III

### INCIDENT / DANGEROUS OCCURRENCE / NEAR MISS FORM

This form **MUST** be used to record **ANY** injury, dangerous occurrence or near miss incident which occurs on site, irrespective of whom it involves (i.e. employee, contractor, visitor or guest). Injuries **MUST** also be reported to the First Aid Post. Please write clearly.

#### PART A: TO BE COMPLETED WHERE AN INJURY OCCURS

Full name of injured person: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Male / Female: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Parent or guardian name if under 18 years: \_\_\_\_\_

Status: (Tick one box)     Visitor     Employee     Visitor     Employee

#### IF EMPLOYEE

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

Contact tel: \_\_\_\_\_

Email: \_\_\_\_\_

#### IF CONTRACTOR / BUSINESS VISITOR

Employer's name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Nature of injury: (Include details of any first aid provided)  
\_\_\_\_\_  
\_\_\_\_\_

Name of first aider involved: \_\_\_\_\_

Has any person from site gone directly to hospital as a result of the accident?     Yes     No

**PART B: DETAILS OF INCIDENT**

**Date of incident:** \_\_\_\_\_ **Time of incident:** \_\_\_\_\_

**Weather conditions:** (Tick one box)

Dry & bright     Dry & cloud     Rain     Sleet or snow     Icy

**Precise location:** Take and attach photographs. (Draw sketch if necessary and attach to this form.)

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**EYE WITNESSES:** (Please attach statements from all witnesses)

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**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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**Postcode:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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**Postcode:** \_\_\_\_\_

**Circumstances:** Details of how / why the incident occurred (factual information only). Describe, and photograph if possible, any equipment which was involved. (Continue on a blank page, if necessary.)

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**Details of employee completing Section A / B :**

**Name:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

**PART C : SUPERVISOR'S / MANAGER'S USE ONLY**

What measures are you now taking / have been taken to prevent a recurrence of this incident? (Example: Investigation under way; Investigated but no unsafe conditions or systems of work identified – no other action required; Work requested; Change in system of work; New procedures etc.)

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Have all issues relating to the cause of this accident been actioned by Management?  
If not, timescales for completion and review?

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**Full name:** \_\_\_\_\_ **Job title:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Supervisor / Manager – PLEASE FORWARD THE COMPLETED FORM TO THE HEALTH AND SAFETY DEPARTMENT WITHIN FIVE (5) WORKING DAYS OF THE INCIDENT. (Please retain a department copy)