

Accident/ Incident Reporting Steps – Site Management

- Accident or incident which causes injury or has the potential to cause injury (near miss).
- If likely to be a RIDDOR reportable incident or result in a civil claim, inform local Group HS&E Advisor and management by telephone immediately.
- Where possible, secure the scene of the accident/ incident until advised otherwise by the local Group HS&E Advisor.
- Make a note of the details of the injured person and any witnesses.
- Take photographs of the scene of the accident/ incident.
- Complete HSMS form 007 and email to local HS&E Advisor and MDs PA within 24 hours, providing as much information as possible.
- Assist with the local HS&E Advisors investigation, putting in all necessary steps to prevent recurrence.



Persimmon

Health, Safety
& Environment
Department