

## Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Policy Statement

### 1. Introduction

- 1.1 This Statement sets out the policy of John Weaver (Contractors) Ltd. (the Company) in respect of the reporting, recording and investigation of accidents and incidents to employees, self-employed persons or contractors under our control. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.
- 1.2 In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that accidents and incidents involving Clients, visitors and other persons who may come into contact with this Company or its premises or its activities (whether or not work related) are correctly reported, recorded and investigated.
- 1.3 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy and its supporting documentation, they will be considered to have demonstrated compliance with their Conditions of Employment, or contract, (written or implied) insofar as they refer to the reporting, recording and investigating of accidents and incidents..
- 1.4 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and its supporting documentation and must become familiar with the conditions and precautions laid down. A copy of the Policy and supporting documents will be available at each place of work or at Head Office. Personal copies of the Policy may be obtained on request from Head Office.
- 1.5 This Policy does not refer to accidents and incidents which occur in connection with violence at work or as a result of a person working alone, as those issues are addressed in their own specific policies. However, many of the arrangements for the implementation of this Policy will apply to all accidents and incidents howsoever occurring.

### 2. Definitions

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.). Travel from home to work and from work to home is not included in this definition.
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in the Health & Safety at Work etc. Act 1974, and in supporting legislation brought under the Act from time to time, in particular the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### 3. Policy

- 3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy and the possible consequences of any breach.
- 3.2 The Company recognises its obligations under all relevant sections of the Health and Safety at Work etc. Act 1974, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy.

- 3.3 All employees of the Company will, at all times, exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere.
- 3.4 It is the policy of the Company that all accidents and dangerous occurrences will be investigated and the results of those investigations recorded. The purpose of the investigation will be to determine the circumstances which lead to the event and what measures may be taken to prevent a recurrence.
- 3.5 Where required by statute, correct reporting procedures will be followed.
- 3.6 The Company will promote the reporting of all accidents by way of entries in Accident Books, a copy of which will be held at each place of work, or at Head Office, according to the arrangements in place at any time.

#### 4. Supporting Documentation

- 4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-
  - a. **Documents directly associated with this policy**  
This document should be read in conjunction with the general policy statement for health and safety and its associated information.;
  - b. **Health and safety information**  
Information and guidance on reporting procedures and methods of investigating accidents and dangerous occurrences.
  - c. **Forms and miscellaneous items**  
Standard forms are used for various aspects of health and safety management, including accident and incident report forms. These may be internal documents or, where an event falls under the requirements of the RIDDOR Regulations, form 2508.

#### 5. Policy Review

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company and in the light of additional knowledge or information becoming available.

#### 6. Responsibility for Policy implementation

- 5.1 The overall responsibility for the implementation of this policy is vested in the Board of Directors for John Weaver (Contractors) Ltd..
- 5.2 Responsibilities for different management grades are detailed in accompanying documentation.



**Terry Edwards**  
**Managing Director**  
**John Weaver Contractors Limited**  
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