



## Policy – Rail

**Title: Accidents and Incidents**

---

All accidents or incidents, including near misses, must be reported immediately by telephone to the Rail Manager or Core Rail on-call representative if out of office hours. Core Rail on-call representative must then inform the Managing Director Rail (and Rail Manager) at the first possible opportunity. This must be followed up by the completion of an accident/incident form, which must be sent to and actioned by the Rail Manager.

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

Core Rail will ensure that all accidents and incidents affecting their staff working on Rail projects will be fully investigated in accordance with NR/L2/INV/002. Core Rail 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 nominated responsible person will report any event / occurrence in accordance with the RIDDOR regulations and RIS-8047-TOM. All RIDDOR reports arising from work on the operational railway or on a tramway or other guided transport system, including occupational disease or diagnoses reportable under regulations 8 and 9, should be reported to ORR. All other reportable RIDDOR reports should be reported to the Health and Safety Executive (HSE).

Core Rail will carry out our own investigation in accordance with Rail/PR/19 (or Bridgeway Consulting Ltd may be employed for this purpose) in accordance with NR/L2/INV/002, and publish conclusions, observations and recommendations which will be notified to other staff to avoid similar events and learn from previous experiences.

Core Rail 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.

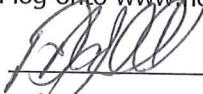
All records will be kept for 6 years

Accidents and incidents affecting Core Rail staff are discussed at management meetings.



Core Rail will cooperate with Network Rail's 'Close Call' system, close calls can be logged at [www.closecallsystem.co.uk](http://www.closecallsystem.co.uk) a 'Close Call' is defined as 'an event that had the potential to cause injury or damage' not to be confused with a 'near miss' involving trains or on track plant, for further help and information log onto [www.help.closecallsystem.co.uk](http://www.help.closecallsystem.co.uk)

Signed:

  
\_\_\_\_\_

Position:

CEO  
\_\_\_\_\_

Dated:

9/3/21  
\_\_\_\_\_