OUT OF HOURS (SUPERVISORS — Desk Staff, Backshift Foreman, Gateman INCIDENT PROCEDURES

INCIDENT is reported to **YOU** *(Near Miss, Accident or Dangerous Occurrence)*

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YOU must ensure assistance is provided to any injured persons requiring immediate attention i.e. first aid
YOU must inform others of any dangerous situation such as a fire or suspicious item by raising the alarm i.e. activating fire call point

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In case of injury **YOU** need to ensure the area or scene is made safe to prevent further injuries, if possible.
Never jeopardise your own or anyone else's safety!

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YOU must contact Control at the earliest opportunity and provide them with a summary of:-

- Incident
- Location
- Any injuries
- Any additional relevant information

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YOU must ensure the following procedures are completed along with any additional instructions that may be issued by Control:-

- Preserve the scene *(if required due to severity — Control will advise)*
- Take photos of the incident or area
- Complete Incident Report Form (IRF) *(downloaded from Operations Hub – Health & Safety – Health & Safety Documents)*
- Ensure any witnesses complete statements *(downloaded from Operations Hub — Witness Report Form)* in separate rooms

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YOU must ensure all incident paperwork including any supporting evidence i.e. photos or witness statements are secured to remain confidential and passed to your line manager at the earliest opportunity