

Close Calls, Near Misses, Accidents, or Incidents Policy Statement

Advance TRS is committed to ensuring the safety and welfare of its employees, contractors, and others who may be affected by its operations. As an employer, Advance TRS has a legal obligation under the **Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR)** to report and investigate accidents and incidents. Additionally, in the railway industry, Advance TRS has an obligation through the **Railway Group Standard RIS-8047-TOM - Reporting of Safety-Related Information** to ensure all accidents and incidents are appropriately reported to Network Rail.

Reporting Culture

Advance TRS fosters a culture where the reporting of close calls, near misses, accidents, and incidents is recognised as a positive step towards improving safety and welfare. All incidents must be reported promptly and investigated to prevent future occurrences and comply with statutory requirements.

Definitions

Advance TRS defines incidents as follows:

- **Accident:** An unwanted or unintentional sudden event or chain of events with harmful consequences. Examples include (but are not limited to):
 - Collisions
 - Derailments
 - Vehicles struck at level crossings
 - Persons struck by a train or rail-mounted plant
 - Persons injured
 - Fires or environmental accidents
- **Dangerous Occurrence:** An event that does not result in personal injury or damage but clearly could have done so.
- **Incident:** An unplanned, uncontrolled event that, under different circumstances, could have resulted in an accident.
- **Close Call:** Any incident caused by an unsafe condition or act that, under other circumstances, could have resulted in personal injury or damage to plant, machinery, infrastructure, or the environment. Reporting close calls will be treated with confidence and seriousness to encourage open reporting.
- **Near Miss:** Any incident involving a train or rail-mounted plant caused by unsafe conditions or acts that could have resulted in personal injury under different circumstances.

Advance TRS Ltd.

Advance TRS Ltd. Womersley House, The Guildway, Old Portsmouth Road, Guildford GU3 1LR
Registered in England and Wales: 07653252, Tel: +44 1483 361061

Reporting Procedure

All personnel must adhere to the following reporting procedure:

1. Initial Reporting

- The person involved in the incident, or a witness if the person involved is unable to report, must:
 - Report the incident as soon as possible to the appropriate manager:
 - The immediate line manager on-site or the person in charge of site safety.
 - The Advance TRS 24-hour On-Call Manager for on-track safety personnel, office-based personnel, or visitors to our offices (Contact: 07930 384505 or 01483 361061 during office hours, Mon-Fri, 09:00-17:30).
 - The main contractor's representative on-site.
- If injured, provide as many details as possible for the accident book.

2. Incident Form Completion

- Assist the appropriate manager in completing an incident form by providing detailed information, whether you were involved or witnessed the incident.

Responsibilities of Advance TRS

Advance TRS will:

- Notify all relevant parties of the incident. For occurrences on **Network Rail's Managed Infrastructure (NRMI)**, the client organisation must report the occurrence to Network Rail directly.
- Record all personal injuries in the site/location accident book (if available) and in the Advance TRS accident book for injuries to company personnel, subcontractors, or visitors.
- Conduct a full investigation of the incident in conjunction with the client, where necessary.
- Undertake an initial investigation and complete an Advance TRS Incident Form.
- Report incidents to the **Health and Safety Executive (HSE)** or the **Office of Rail and Road (ORR)** for rail incidents, if required.

Commitment to Improvement

Advance TRS is committed to:

- Investigating all incidents thoroughly to identify root causes and implement preventive measures.
- Ensuring no individual feels apprehensive about reporting close calls, near misses, accidents, or incidents.
- Promoting open communication and a proactive approach to safety and welfare.

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Andy Ridout



Managing Director

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