

Accident & Incident Reporting Policy

All Services

Polaris is committed to ensuring health, safety and welfare, visitors, contractors and stakeholders to keep them safe whilst working at or visiting company premises. To achieve this, all accidents, incidents, near misses, dangerous occurrences, and well-being related events must be reported, recorded, investigated, and acted upon in line with current UK health and safety legislation, ISO standards, and industry best practice.

This policy forms part of the Polaris Quality Management system ISO 9001.

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| Policy Owner: | Business Management |
| Approved by: | Polaris Leadership Team |
| Date approved: | 02/09/2025 |
| Next review date: | 02/09/2026 |
| Version No: | 07 |
| Replaces: | 06 |
| Associated Procedures and Documents: | Health and Safety Policy Accident and Near Miss Reporting Procedure |

All group companies are detailed in the current legal structure

Purpose and Objectives

It is the policy of the company to ensure all staff, visitors, contractors and stakeholders report all personal injury accidents, near-miss incidents or dangerous occurrences during their employment or whilst visiting any company premises.

This will be achieved by:

- Ensuring that all accidents, near-miss incidents or dangerous occurrences are reported promptly using the on-line reporting system
- Recognising that all mental health-related incidents, stress events, and well-being concerns must be reported and supported with the same diligence as physical incidents, ensuring prompt investigation and appropriate support
- Ensuring that key personnel are responsible for the management and monitoring of the recording and reporting of accidents process under the areas of their control
- Ensuring that all accidents and dangerous occurrences are reported to Health and Safety Executive (HSE) where necessary (refer to Accidents and Near Miss Reporting Procedure for reporting requirements), documents recorded and analysed within the statutory timescales
- Ensuring the adequate provision and documentation of any necessary training in incident reporting, investigation and response, tailored to role and risk level.
- Acting promptly to address any issues/concerns raised through investigations or hazard analysis.
- Ensuring that we have access to competent health and safety advice, which will be achieved with the assistance of our Health & Safety Manager.
- Recording and analysing hazards when they occur and investigating corrective and preventive measures
- Maintaining confidentiality, non-retaliation, and whistle-blower protections to safeguard individuals reporting incidents

The above actions have been delegated to key responsible staff to manage as identified in the Responsibility Matrix, which is found in the Health and Safety Policy. Any actions which may arise from following this process will be used to review the company health and safety management policies.