

ACCIDENT REPORTING POLICY

AMF Mech Ltd, trading as AMF MEP · RIDDOR (NI) 1997 / RIDDOR 2013

AMF records and learns from every accident, injury, near-miss and dangerous occurrence connected with its work, however minor, and wherever it happens: at home, where all our people work, or on a site visit. Prompt, complete reporting protects the injured person, prevents recurrence, and lets the Company meet its statutory reporting duties.

1. What to report

Report everything, however minor: injuries of any kind, incidents involving Company-provided equipment, near-misses (something that could have caused injury but did not), dangerous occurrences, and work-related ill health. Incidents while working at home count whenever they arise out of the work or Company-provided equipment. If you are unsure whether something counts, report it.

2. How to report

Tell your line manager as soon as possible on the day of the incident by phone or Teams first if the matter is urgent. In an emergency, call 999 before anything else; for non-emergency medical advice use NHS 111 in Great Britain, or your GP out-of-hours service in Northern Ireland. Your line manager records the incident in the AMF Accident & Incident Register the same day, using the AMF Accident & Incident Report Form where a fuller account is needed. A certified day of sickness caused by a work incident is recorded in both the register and your absence record.

3. Statutory reporting: two routes

Whether an incident is statutorily reportable is decided by John Fleming, Head of Operations, or, if he is unavailable or is the person involved, by the Director, and not by the injured person. There are two routes, and they differ:

- Staff based in NORTHERN IRELAND: reports go to HSENI under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997: deaths and major injuries (Schedule 1) by telephone without delay (0800 0320 121); injuries causing more than THREE days' incapacity secure.hseni.gov.uk (form NI2508) within 10 days.
- Staff based in GREAT BRITAIN: reports go to HSE under RIDDOR 2013: deaths and specified injuries notified without delay by the quickest practicable means (HSE Incident Contact Centre, 0345 300 9923), with an online report at hse.gov.uk/riddor within 10 days; injuries causing more than SEVEN days' incapacity reported online within 15 days.

Days of incapacity exclude the day of the accident but include weekends and rest days. The register records what was reported, to whom, when, and under what reference.

4. Investigation and learning

Every entry gets a proportionate look at what happened and why: the line manager establishes the immediate cause, and John Fleming decides whether further investigation, a new risk assessment or a change to controls is needed. Findings feed the Company's H&S Risk Register, and no one is criticised for reporting in good faith. The failure we care about is the unreported incident, not the reported one.

5. Records

The Accident & Incident Register and completed report forms are retained for at least three years from the date of the last entry, longer where an incident could give rise to a claim. Records containing personal data are handled in accordance with the Employee Privacy Notice and the Data Protection Policy.

SIGNED BY



John Fleming
Head of Operations · Designated Health & Safety Risk Assessor
for and on behalf of AMF Mech Ltd, trading as AMF MEP

Signed: 20 August 2026 Review due: August 2027

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