REPORTING ACCIDENTS/INCIDENT POLICY

1. All accidents/incidents, including minor injuries or dangerous occurrence must be reported to the Head Office. They must also be entered into the NI 2508 accident book.

2. Notification (If applicable under RIDDOR) must be made to:

   The Health and Safety Executive, 83, Ladas Drive, Belfast, BT6 9FR

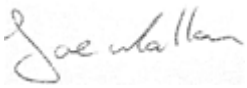
In the event of:

a. Death, Major Injury or Dangerous Occurrence:

   Telephone HSE (028 9024 3249) without delay and written notification (Form NI2508) to follow within 10 days.

b. Notification by Form NI2508 to HSE within 10 days if accident in the workplace causes employees to be absent for three days or more from their work.

c. Notification to HSE if a doctor notifies the owners that an employee suffers from a work-related disease (Form NI2508A)



Joseph Mallon
Managing Director 05/01/2026