

Category 1 Standard

S1556

Incident Reporting and Investigating

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MAYOR OF LONDON

Transport for London



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1 Purpose

- 1.1 The purpose of this Standard is to establish the requirements for the notification, reporting and investigation of health, safety and environmental incidents.

2 Scope

- 2.1 This Standard applies to LU and its suppliers operations related to LU business. It outlines the notification, reporting and investigation of incidents and the arrangements for communicating regulatory or other urgent concerns to affected parties. Details of the arrangements to be adopted within LU are outlined in the supporting Category 5 standard S5557.

Note: The term near miss means the same as near hit

3 Requirements

3.1 Notification of incidents to London Underground

- 3.1.1 LU suppliers shall agree with LU, procedures for the notification and reporting of incidents defined in section 3.1.4.
- 3.1.2 Suppliers shall identify key personnel who will be informed of incidents within their local incident reporting procedures. The procedures shall detail how this will be achieved.
- 3.1.3 Other persons and third parties who need to be informed of incidents shall be identified within local incident reporting arrangements and notified.
- 3.1.4 LU shall be notified as soon as practicable of incidents which:
- a) affected or could have affected LU employees, customers, or other parties affected by LU operations, or
 - b) occurred within the boundary of 'LU premises' or infrastructure or affected trains and stations operations.
- 3.1.5 Incidents that LU shall be notified of and to whom notification shall be made shall be agreed with LU via the Client Representative.

3.2 Notification of incidents to regulators and external bodies

- 3.2.1 LU suppliers shall agree with LU appropriate reporting arrangements to notify regulators of incidents within the timescale and by the means specified by the regulator.
- 3.2.2 LU suppliers shall directly notify the Office of Rail Regulation (ORR) or Health and Safety Executive (HSE) as appropriate, where required under the Reporting of Injuries, Diseases or Dangerous Occurrences Regulations (RIDDOR), of incidents related to LU business which:
- a) involved their own employees or contractors, or
 - b) occurred outside the boundary of LU controlled infrastructure or LU premises'