



Property, Development & Retail Management

Significant Incident Form

Mandatory - April 2016



Landsec
One Best
Way



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Essential information about our
Health & Safety Standards.

Property, Development & Retail Management

Significant Incident Form - Initial Notification

Guidance note

If a significant incident occurs where Land Securities Properties Limited, contractors, colleagues, or members of the public are involved (and the incident would reflect on the good name of Land Securities Properties Limited through third parties), then in the first instance these incidents must be reported using a Significant Incident Escalation report, then later on AIR (Landsec internal reporting system) by a Landsec colleague.

The following additional instances must be reported:

- Where accidents occur to workers that result in Specified Major Injury or potential lost time exceeding 7 days.
- Dangerous Occurrence (RIDDOR definition) and Near Misses, which had potential for a serious outcome for example injury to multiple people, members of the public, reputational damage
- Development Projects - all accidents/incidents involving members of the public and those that occur outside the site boundary.
- All other incidents where there is doubt about reporting.

— A phone call must be made at the earliest convenience to your Landsec point of contact including a member of the HSS team then this notification must be sent within one hour of the incident.

— LS – Project Manager, Building Surveyor, Regional Engineer, GM, Portfolio Director, Centre General Manager, Ops Manager, and relevant HSS Manager

— Senior Management Team notified
(at discretion of Group Head of HS&S)

Group Head of HSS

Clive Johnson

Tel. 07595 070211

clive.johnson@landsec.com

Regional London

Olivia Lynch

Tel. 07809 339776

olivia.lynch@landsec.com

Regional London

David Tucker

Tel. 07912 082760

david.tucker@landsec.com

Regional South

Emily Jones

Tel. 07595 654596

emily.jones@landsec.com

Regional North

Mark Marshall

Tel. 07725759807

mark.marshall@landsec.com

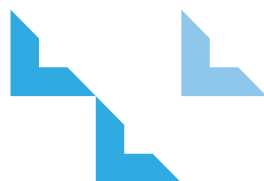
Further help and contacts:

If you need any further information or guidance please contact any member of the Health and Safety Team.



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	Project Manager	Tel./ Mobile No	Company	Date
From				

Accident/Incident Notification - Note: A phone call must be made at the earliest convenience to your LS point of contact then this notification must be sent within one hour of the incident. An email with the same heading content is also acceptable to LS team (see flow chart overleaf)

Development, Shopping Centre, London Estate, Leisure, Retail		PM, BS, Engineer, Ops Director, <u>GM</u> , Ops Manager		Tel	
Department					
Project details					

Date of Accident/ Incident		Time of Accident/Incident	
Was anyone taken to hospital?		Location of Accident/Injury	
Who was injured?		Nature of injury	
Were HSE/EHO notified?		Damage caused	

Brief details of Incident	
Immediate cause	
Root cause if known	



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Immediate actions Taken	
Remedial actions undertaken	
Any photos of incident	

Reviewed by

Name and position	
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Received

Date and time	
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AspireAssist
24/7 HelpDesk



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Landsec
Portals



Knowledge
Base

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Initial Notification

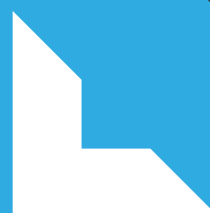
Land Securities Group PLC

100 Victoria Street, London SW1E 5JL

+44 (0)20 7413 9000

investor.relations@landsec.com

landsec.com



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