

## 1. Purpose

The purpose of this policy is to determine the contributory and root causes of road traffic collisions, incidents and near- misses to prevent recurrence and minimize road risk.

## 2. Scope

The scope and purpose of this policy is to record and investigate road traffic collisions, incidents and near misses.

This policy is outlining the organisation's commitment to collision management and dedication to preventing road collisions by appointment of Road Risk Champion

The Company Director and the Road Risk Champion will be directly responsible for:

- Managing incidents safely, legally and reporting to the relevant authorities promptly and as necessary
- Colliding incidents facts accurately, recording data correctly and reporting to the insurers in a timely manner
- Ensuring the vehicles involved in any incidents and/or accidents are repaired to a safe legal state prior to being returned to the road
- Drivers involved are assessed for wellbeing and competency to ensure they are able and fit to return to driving duties
- Incidents are investigated to determine primary and contributory factors
- Incident facts are monitored to determine and implement remedial actions

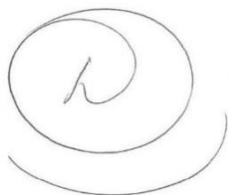
Collision management within the Haughley Block Plant is split into three types- minor, serious and major and depending on each type of incident, different team members are involved.

Road traffic collision data across the fleet operation is monitored, recorded, and where contractually required, reported to the client.

Claims reviews meetings are held with the insurance providers to assess the road risk profile, the claims handling procedure and inform the performance management procedure

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