



INCIDENT REPORTING POLICY

Trinity Guards requires all incidents to be reported, recorded, and investigated where necessary.

An incident includes:

- Accidents or injuries
- Near misses
- Security breaches
- Aggressive or threatening behaviour
- Property damage

Procedure:

1. Ensure immediate safety of all persons involved
2. Contact emergency services if required
3. Notify a supervisor or control immediately
4. Complete an incident report form as soon as possible
5. Submit all relevant details, including time, location, and persons involved

All reports will be reviewed and, where necessary, investigated to prevent recurrence.

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Signed: *Ko. Adam*

Name: Authorised Signatory

Position: Director

Company: Trinity Guards

Date: 01/04/2026