

Accident Book

Notes and how to use this book

This is a **free** accident book from ProTrainings Europe Ltd for customers of their online and classroom courses. Please make sure you follow the latest guidelines and rules by the HSE, RIDDOR or other relevant body.

Print out this document and then multiple copies of the two page accident report sheets and place in a file. Make sure that the completed record sheet is stored away from the book and that the storage complies with Data Protection regulations. ProTrainings Europe Ltd cannot be held responsible for non-compliance, please ensure all records are kept correctly.

Notes about accident reporting

Employers, self-employed people and those in control of premises have a duty to report some accidents and incidents at work under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Where ten or more persons are employed at any one time all injuries to employees regardless of how minor they may appear must be recorded in an accident book kept on the premises, as required by the Social Security (Claims and Payments) Regulations 1979. It is strongly recommended that you record this information even if you have less than ten employees. **You should record the following information:**

- Name and address of the person 'injured' or involved in the incident
- What happened, when & where?
- Who witnessed the incident and any other relevant details

There is no requirement for injuries to non-employees to be recorded in an accident book unless they are reportable under RIDDOR. However it is recommended that they are recorded for your own information and assessment and also for reference should any claims be made against the business.

The duty to maintain records of minor accidents and injuries is a legal requirement imposed by the Social Security (Claims and Payments) Regulations 1979. These regulations apply to premises:

Covered by the Factories Act 1961 or where ten or more people are employed at any one time. Any employee who suffers a personal injury through an accident at work must inform his or her employer (either verbally or in writing) as soon as possible after the accident occurred. As employer you must then take the reasonable steps to investigate the circumstances of the accident. If there is any discrepancy between your findings and the information provided by the employee, you must record that discrepancy for future reference – particularly as it may be relevant in an Employers Liability Insurance Claim.

Anyone can complete the accident record sheet and some companies will have other forms that are required.

ProTrainings Europe Limited

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Accident Book

Accident Record Number	
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Full name, address and occupation of the injured person	
Full Name:	
Address:	
Phone Number:	
Occupation:	

Date of incident		Time of incident	
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Place of the incident – enter the address and the location where it happen at the address

Details of the injury/illness and what first aid was given

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Cause and nature of the injury	

Detail what happened to the person immediately afterwards (e.g went back to work, went home, went to hospital) and anyone who witnessed the incident	

Name and signature of the first-aid or person dealing with the incident	
Name:	
Signature:	
Date:	

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