ACCIDENT AND INCIDENT REPORT

Injury, ill health, near miss or dangerous occurrence. Start it the same shift; decide RIDDOR the same day.

Report no.	Type	Date of incident	Time
Exact location	Department	Reported to	Date reported
Witnesses	First aider	Accident book entry	Photos or evidence

Person involved	Injury and treatment
Full name	Body part
Job title	Injury
Status	Treatment
Home address	Hospital
Age	Off work from

What happened

RIDDOR check (RIDDOR 2013)	Reporting
Death (reg. 6)?	Reportable?
Specified injury?	Notify HSE
Over-7-day injury?	Full report by
Public to hospital?	Reported on, HSE ref.
Disease or occurrence?	Over-3-day (record)

Investigation: why it happened

Actions

No.	Action	Immediate or long-term	Owner	Due	Status

Records

Keep RIDDOR records for at least three years (reg. 12) and an accident book for three years from its last entry. Store personal details in line with UK GDPR.

Injured person	Manager	Safety rep	Completed by (name, role, date)