

YOUR LOGO

REPORT REFERENCE

Incident report form

RIDDOR 2013 REGULATIONS 4 AND 12 · SOCIAL SECURITY (CLAIMS AND PAYMENTS) REGULATIONS 1979 REGULATION 25 · HSE HSG245

What it was

Tick one. A near miss is an event that caused no injury but could have. Report it in the same way.

HSE HSG245

☐ Injury accident

☐ Near miss

☐ Dangerous occurrence

☐ Work-related ill health

☐ Damage only

PROJECT OR SITE	DATE	TIME	REPORTED BY
EXACT PLACE ON SITE	ACTIVITY AT THE TIME	SUPERVISOR	REPORTED ON

The person involved

Full name, occupation and injury are the particulars the record must hold. For someone not at work, their status: visitor, member of the public, delivery driver.

RIDDOR 2013 SCHEDULE 1 PART 2

FULL NAME	OCCUPATION	EMPLOYER
☐ Employee	☐ Subcontractor or agency	☐ Self-employed
☐ Visitor or public		
INJURY AND PART OF THE BODY	FIRST AID GIVEN BY	TAKEN TO HOSPITAL?

What happened

A brief description of the circumstances, in the order things happened. Facts, not blame. Add a sketch or photographs if they help.

RIDDOR 2013 SCHEDULE 1 PARA 9

Witnesses

Anyone who saw it or arrived straight after.

NAME	EMPLOYER	PHONE	STATEMENT TAKEN

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RIDDOR CHECK

Does it have to be reported to HSE?

The responsible person reports a specified injury, a death, a dangerous occurrence or a member of the public taken to hospital without delay: online, or by phone on 0345 300 9923 for deaths and specified injuries only. The report must arrive within 10 days. An injury that keeps a worker off normal duties for more than seven consecutive days is reported within 15 days.

Specified injuries to a worker

Tick any that apply.

RIDDOR 2013 REG 4(1)

- ☐ Fracture, other than a finger, thumb or toe ☐ Amputation ☐ Injury likely to cause loss or reduction of sight
- ☐ Crush injury to the head or torso ☐ Serious burn or scald ☐ Scalping needing hospital treatment
- ☐ Loss of consciousness from head injury or asphyxia ☐ Enclosed space injury needing resuscitation or 24 hours in hospital

Other triggers

Tick any that apply. Off work for more than three days is recorded even when it is not reported.

RIDDOR 2013 REGS 4(2), 5, 7 AND 12(1)(C)

- ☐ Off normal duties more than 7 days ☐ Off more than 3 days: record only ☐ Member of the public taken to hospital
- ☐ Dangerous occurrence ☐ Death

Reported

Record when and how it was reported. The record is kept for at least three years.

RIDDOR 2013 REG 12 AND SCHEDULE 1 PARAS 10 AND 11

REPORTABLE?	REPORTED ON	METHOD: ONLINE OR PHONE	HSE REFERENCE
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ACCIDENT BOOK ENTRY MADE, REFERENCE

REPORTED BY

Made safe

What was done straight away to stop it happening again before the investigation.

Who was told

The people who need to know, and when they were told.

THE PERSON'S EMPLOYER

PRINCIPAL CONTRACTOR OR CLIENT

INSURER, IF A CLAIM IS LIKELY

NEXT OF KIN, IF NEEDED

EMPLOYERS WITH TEN OR MORE PEOPLE NORMALLY AT THE SAME PREMISES KEEP AN ACCIDENT BOOK, AND KEEP EACH ENTRY FOR THREE YEARS: SOCIAL SECURITY (CLAIMS AND PAYMENTS) REGULATIONS 1979 REGULATION 25. KEEP PERSONAL DETAILS ON THIS FORM PRIVATE: SHARE IT WITH THOSE WHO NEED IT.

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INVESTIGATION

Why it happened, and what changes

HSE's guide HSG245 looks for the immediate cause, the underlying causes and the root cause, so the action fixes the system rather than the moment. The depth of the investigation follows how bad it was or could have been.

Causes

Immediate: the unsafe act or condition. Underlying: why it was there. Root: the plan, rule or check that should have stopped it.

HSE HSG245

IMMEDIATE CAUSE

UNDERLYING CAUSES

ROOT CAUSE

Could it have been worse?

The worst reasonably likely outcome. It decides how far the investigation goes.

☐ Minor ☐ Serious injury ☐ Major injury or death

Actions

Each action with an owner and a date. The risk assessment and RAMS are updated where the action changes how the work is done.

MHSWR 1999 REG 3

ACTION	OWNER	BY	DONE ON

Shared

Lessons briefed to the team, for example at the next toolbox talk.

BRIEFED AT	DATE

Signed off

The investigation is complete and the actions are closed or owned.

INVESTIGATED BY	POSITION	SIGNATURE	DATE

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