Accident Reporting Procedure

First Aider or appointed person (the nominated person) to record the details of the accident / injury to the member of staff (trainee) in the Accident Report Book (which must comply with the Data Protection Act 1998).

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Give the Accident Report Book entry an Identification Number.

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Decide if the accident fits the RIDDOR requirements.

→ If **NO**, take no further action.

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In the event of the injured person being absent from their employment for more than seven consecutive days as a result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days), or they are at work, but unable to carry out their **NORMAL duties** as a result of their injuries, then the appropriate reporting from must be completed online at

https://www.hse.gov.uk/riddor/reporting/index.htm.

You must still keep a record of the accident if the worker has been incapacitated for **more than three consecutive days.** If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough. For non-fatal, work-related injuries to people other than workers (Clients and volunteers), the injury is only Riddor reportable if the person is taken directly to hospital from the scene.

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Such notification should be completed within 15 days of the accident date.

In the event of the need to report a death or a major incident you should telephone direct to the HSE's Incident Control Centre on 0345 300 9923.