

**BOOK NUMBER**  
(See instructions on page 3)



# ACCIDENT BOOK BI 510

Keep this book where people can easily get to it.  
Do not dispose of the covers after use.





**This publication will allow you to comply with legal requirements to record accidents at work, and it has been revised to take into account the requirements of the Data Protection Act 1998.**

The legal requirements for recording and reporting accidents, diseases and dangerous incidents at work are laid down in the Social Security (Claims and Payments) Regulations 1979, the Social Security Administration Act 1992 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

The information in this book is intended as general guidance and should not be treated as a complete and authoritative statement of the law.

You should ensure that you understand fully the regulations as they apply to you. Further information is available from HSE's Infoline (see details on page 8).

**Keep this book where people can easily get to it**

For use at	
Name of place	Croft War Memorial Hospital
Address	
	Postcode
Name of person/office responsible for storing Accident Reports	M. L. AN

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First published 2003

ISBN 0 7176 2603 2

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This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.



## INTRODUCTION

This edition of the *Accident Book BI 510* was issued in May 2003 by the Health and Safety Executive (HSE), which is sponsored by The Department of Work and Pensions (DWP).

To comply with the Data Protection Act 1998 (DPA), personal details entered in accident books must be kept confidential. We have therefore redesigned this book so that individual record sheets can be removed and stored securely. This will help you to keep personal information in confidence.

The Information Commissioner, who monitors data protection issues, has agreed that the previous edition of the *Accident Book* can be used up to 31 December 2003. The earlier edition must not be used after that date.

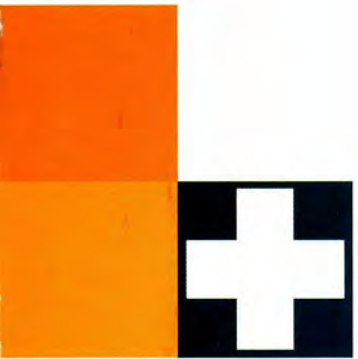
This book also contains guidance on:

- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995;
- the Health and Safety (First-Aid) Regulations 1981.

If you have any comments or questions about the new book, please contact us through the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk) or ring HSE's Infoline: 08701 545500.

This edition of the *Accident Book* will help you comply with legal requirements under social security and health and safety legislation.







## ABOUT THIS BOOK: TO THE EMPLOYER

This book satisfies the regulations about keeping records of accidents to people at work.

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### Recording accidents at work

You must keep a record of injuries that happen to employees if you own or occupy:

- a factory, mine or quarry;
- works or premises where the Factories Act 1961 applies;
- any other premises in which (or around which) you employ ten or more people at the same time.

To do this you should provide an accident book such as this one in which employees, or people acting on their behalf, can enter details of accidents leading to injury. It should be kept in a place where any employee can get to it at all reasonable times.

### How to use this book

- Data protection law requires that personal information must be kept secure. You should nominate a member of your staff to be responsible for the safekeeping of completed accident records. Enter their name, and your work address, on the inside front cover of this book.
- You must also enter a number in the box on the front cover of this book to ensure identification. Number the book in sequence (ie if this is the first book that you have used, enter 1, if it is the second, enter 2 etc).
- Now number each of the records and the corresponding box on the page-stub (ie enter 1 in each of the number boxes on the first page, 2 in the boxes on the second page and so on).
- An injured employee, or someone acting on their behalf, must complete an accident

record as soon as they can. Completed accident records should be detached from this book, passed to the nominated person, and stored securely (eg in a lockable cabinet).

- You must investigate the cause of each accident recorded. If you find anything different from the information provided, you should make a note in section 3 of the record to say what you found.
- Do not dispose of the book covers after the last record has been completed and removed for storage. Instead, keep the covers in a safe place, so the accident records can be matched to the stubs.
- You must keep each accident record, and each set of book covers, for at least three years.

### The recording, by you, of injuries arising from accidents at work

You can use this book if you want to record people's injuries from accidents at work, which the law requires you to report and record.

When you use this book for this reason:

- you will have to complete section 4 of the record sheet;
- sign section 4, as well as section 3.

See the section on RIDDOR (page 7) for more information on accident reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

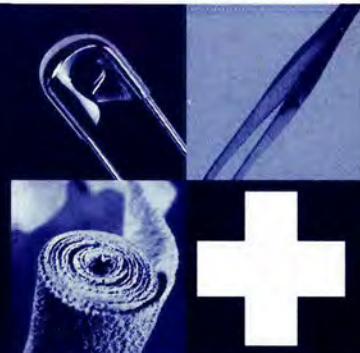




1 Report Number

1 Report Number

# ACCIDENT RECORD



## 1 About the person who had the accident

Name: Code A  
 Address: Code A  
 Postcode: Code A  
 Occupation: PORTER

## 2 About you, the person filling in this record

▼ If you did not have the accident write your address and occupation.

Name: Code A  
 Address: Code A  
 Postcode: Code A  
 Occupation: Hospital Porter

## 3 About the accident *Continue on the back of this form if you need to*

▼ Say when it happened. Date 12/7/06 Time 14-40 P.M.

▼ Say where it happened. State which room or place.  
MAID CORRIDOR G.W.M.H., TYDDING UP WHEELCHAIRS

▼ Say how the accident happened. Give the cause if you can.  
I TRIPPED OVER ONE WHEELCHAIR WHICH CAUSED ME TO FALLOVER ANOTHER WHEELCHAIR

▼ If the person who had the accident suffered an injury, say what it was.  
5 INCH GRAZE ON RIGHT SHIN

▼ Please sign the record and date it.  
Signature: Code A Date: 17/7/06

## 4 For the employer only

▼ Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

How was it reported?

Date reported: / / Signature:



## ABOUT THIS BOOK: TO THE EMPLOYEE

When you are injured at work, the law says you have to tell your employer as soon as you can. You can do this by writing about your accident in this book. Anyone else can do this on your behalf.

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### How to use this book

- Complete an Accident Book record, giving your personal details and details about your accident. Answer each question that applies to you. Do not complete section 4, called 'For the employer only'.
- When you have filled in the page please tear it out and hand it to the person named on the front of this book as responsible for storing Accident Book records.
- You may wish to make a photocopy of this page before handing it in. You should also keep a note of the number at the top of the page and of the number on the front cover.

### Advice about benefits

- **If the accident stops you from working**  
Your employer may pay you sick pay from a private sick pay scheme. Whether or not this is paid, Statutory Sick Pay (SSP) should be paid. If you do not qualify for sick pay or SSP from your employer, you may be able to get State Sickness Benefit. Ask at your local Social Security office about this.
- **If the accident disables you**  
You may be entitled to Disablement Benefit. You can find out about this benefit in leaflet NI 6 *Industrial Injuries Disablement Benefit*. To claim this benefit, you will need claim form BI 100 *Industrial Injuries Disablement Benefit for people who have had an accident at work*. You can get the leaflet and the form from any Jobcentre Plus office.
- **If the accident has not affected you**  
You should protect your future right to benefit. You should do this because the accident may affect you later on. Ask your local Jobcentre Plus office for form BI 95 *Accident at work: What to do about it*. Use this form to apply for a declaration that the accident was an industrial accident.

If you want to ask anything about these benefits, please get in touch with any Jobcentre Plus office. The phone number and address is in the phone book under Jobcentre Plus.









# RIDDOR: TO THE EMPLOYER

Reporting of Injuries, Diseases and Dangerous Occurrences  
Regulations 1995 (RIDDOR).

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As well as keeping records like the ones in this book, the law says you must notify and report some deaths and injuries arising from accidents at work, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), regulations 3 (notifying and reporting) and 7 (recording).

This is only a summary of the law on RIDDOR. For more information, please refer to the guidance in the list of useful publications on page 8.

## What must you do?

### *Death or major injury*

You must notify the Health and Safety Executive (HSE) or local authority as quickly as you can, if someone has died or suffered a major injury as a result of an accident at work. This can be your employee, a self-employed person working on your premises, someone else at work, or people not at work, eg members of the public (if the death or major injury 'arose out of or in connection with work', ie was work-related).

You can do this by calling the Incident Contact Centre (ICC) (see page 8) or your local HSE office or local authority.

You must also make a report *within ten days*, via the ICC website, or by sending in a report form (see the sample report form on page 9).

### *Reportable major injuries*

- Fractures other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).

- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- Any injuries to people not at work as a result of an accident 'arising out of or in connection with work', where they are taken to hospital from the scene of the accident.

### *Over-three-day injuries*

You do not have to notify these to HSE or the local authority as quickly as you can, but you must report them *within ten days*.

An over-three-day injury is when a person at work is injured as a result of an accident and is away from work or not able to do the full range of their normal work for more than three consecutive days (excluding the day of the accident).

### **Dangerous occurrences**

If something happens which does not result in a reportable injury, but which might have done, then this might be a dangerous occurrence.

You do not have to put these down in the Accident Book, but you must notify HSE or the local authority about them as quickly as you can and report them *within ten days*. For a list, see *RIDDOR explained* or *A guide to RIDDOR*.

### **Do you have to report anything else?**

Yes, some work-related diseases, but reporting arrangements are different. For the list of diseases, see *RIDDOR explained* or *A guide to RIDDOR*.

### **How do I notify and report?**

The quickest way is to call the Incident Contact Centre (ICC), Monday to Friday, 8.30 am to 5.00 pm on 0845 300 9923.

You do not need to fill in a report form, the ICC will do it for you over the telephone and they will send you a copy of the report for your records. The ICC will also send your report to the correct enforcing authority.

### **Incident Contact Centre**

Telephone: 0845 300 9923  
(charged at local call rate).  
Fax: 0845 300 9924  
(charged at local call rate).  
Internet reports: [www.riddor.gov.uk](http://www.riddor.gov.uk) or link in via the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)  
E-mail: [riddor@natbrit.com](mailto:riddor@natbrit.com)  
Post: Incident Contact Centre  
Caerphilly Business Park  
Caerphilly CF83 3GG

Outside these hours or if you prefer, you can contact your HSE office or nearest local authority, depending on who enforces health and safety for your business. Your health and safety law poster should tell you who to contact, or you can look in your local telephone book or ask the HSE Infoline (see below).

But remember, if you telephone your HSE office or nearest local authority about an accident, you will *still* have to report it, either via the ICC website or by sending in a report form.

### **HSE Infoline**

Telephone: 08701 545500  
Fax: 02920 859260  
E-mail: [hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com)

### **What other ways can you report?**

You can now access HSE's interactive report forms on HSE's website at [www.hse.gov.uk/forms/index.htm](http://www.hse.gov.uk/forms/index.htm). This is a secure and convenient service developed to make many HSE forms, including RIDDOR report forms, more accessible.

You have the option to complete forms online and print copies for signature and posting. Some of the forms also have an option to e-mail forms directly to the ICC or to HSE.

You can also still report directly to your local HSE office or local authority using the report form.

### **What records must you keep?**

You must keep a record of any reportable death, injury, disease or dangerous occurrence for *three* years after the date on which it happened. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the injury, event or disease.

You can keep the record in any form you wish, eg by keeping completed Accident Book record sheets or copies of completed report forms, or by recording and storing details on a computer.

You must produce the records when asked by HSE or local authority inspectors. You must also make them available to safety representatives for inspection on request.

## **Some useful publications**

*RIDDOR explained: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*  
Leaflet HSE31(rev1)  
HSE Books 1999  
(single copy free or priced packs of 10  
ISBN 0 7176 2441 2)

*RIDDOR reporting: What the Incident Contact Centre can do for you!*  
Leaflet MISC310(rev1)  
HSE Books 2002

*A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*  
L73 (Second edition)  
HSE Books 1999  
ISBN 0 7176 2431 5

(See page 12 for HSE Books information)

## FORM: F2508

Reporting of an injury or dangerous occurrence.



Health and Safety at Work etc Act 1974  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

## Report of an injury or dangerous occurrence

## Filling in this form

This form must be filled in by an employer or other responsible person.

## Part A

## About you

- 1 What is your full name?
- 2 What is your job title?
- 3 What is your telephone number?

## About your organisation

- 4 What is the name of your organisation?
- 5 What is its address and postcode?
- 6 What type of work does the organisation do?

## Part B

## About the incident

- 1 On what date did the incident happen?  
 /  /
- 2 At what time did the incident happen?  
 (Please use the 24-hour clock eg 0600)
- 3 Did the incident happen at the above address?  
 Yes  Go to question 4  
 No  Where did the incident happen?  
 elsewhere in your organisation – give the name, address and postcode  
 at someone else's premises – give the name, address and postcode  
 in a public place – give details of where it happened

If you do not know the postcode, what is the name of the local authority?

- 4 In which department, or where on the premises, did the incident happen?

F2508 (05.00)

## Part C

## About the injured person

If you are reporting a dangerous occurrence, go to Part F. If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

- 1 What is their full name?
- 2 What is their home address and postcode?
- 3 What is their home phone number?
- 4 How old are they?
- 5 Are they  
 male?  
 female?
- 6 What is their job title?
- 7 Was the injured person (tick only one box)  
 one of your employees?  
 on a training scheme? Give details:  
  
 on work experience?  
 employed by someone else? Give details of the employer:  
  
 self-employed and at work?  
 a member of the public?

## Part D

## About the injury

- 1 What was the injury? (eg fracture, laceration)
- 2 What part of the body was injured?

Continued overleaf



- 3 Was the injury (tick the one box that applies)
- a fatality?
  - a major injury or condition? (see accompanying notes)
  - an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
  - an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?
- 4 Did the injured person (tick all the boxes that apply)
- become unconscious?
  - need resuscitation?
  - remain in hospital for more than 24 hours?
  - none of the above.

### Part E

#### About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

- Contact with moving machinery or material being machined
- Hit by a moving, flying or falling object
- Hit by a moving vehicle
- Hit something fixed or stationary
- Injured while handling, lifting or carrying
- Slipped, tripped or fell on the same level
- Fell from a height  
How high was the fall?  
 metres
- Trapped by something collapsing
- Drowned or asphyxiated
- Exposed to, or in contact with, a harmful substance
- Exposed to fire
- Exposed to an explosion
- Contact with electricity or an electrical discharge
- Injured by an animal
- Physically assaulted by a person
- Another kind of accident (describe it in Part G)

### Part F

#### Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form)

#### For official use

Client number	Location number	Event number	<input type="checkbox"/> INV	<input type="checkbox"/> REP	<input type="checkbox"/> Y	<input type="checkbox"/> N
<input type="text"/>	<input type="text"/>	<input type="text"/>				

### Part G

#### Describing what happened

Give as much detail as you can. For instance

- the name of any substance involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people.

If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident. Use a separate piece of paper if you need to.

### Part H

#### Your signature

Signature

Date  /  /

#### Where to send the form

Please send it to the Enforcing Authority for the place where it happened. If you do not know the Enforcing Authority, send it to the nearest HSE office.





## FIRST AID: TO THE EMPLOYER

You must provide adequate and appropriate equipment, facilities and personnel so first aid can be given to employees if they are injured or become ill at work.

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### Some useful publications

*Basic advice on first aid at work* Leaflet INDG347  
HSE Books 2002  
(single copy free or priced packs of 20  
ISBN 0 7176 2261 4)

*First aid at work: Your questions answered*  
Leaflet INDG214  
HSE Books 1997 (single copy free or priced packs of 15  
ISBN 0 7176 1074 8)

*Basic advice on first aid at work* Poster  
HSE Books 2002  
ISBN 0 7176 2265 7

*Electric shock: First aid procedures*  
(Second edition) Poster  
HSE Books 2002  
ISBN 0 7176 2264 9

*First aid at work. The Health and Safety (First Aid) Regulations 1981. Approved Code of Practice and guidance* L74  
HSE Books 1997  
ISBN 0 7176 1050 0

(See page 12 for HSE Books information)

### First aid at work: Legal requirements

The Health and Safety (First-Aid) Regulations 1981 apply to all workplaces, including those with five or fewer employees and to the self-employed. Detailed information can be found in *First aid at work. The Health and Safety (First Aid) Regulations 1981. Approved Code of Practice and guidance* (see the list of useful publications in the box).

What is adequate will depend on the circumstances in the workplace. This includes whether trained first-aiders are needed, what should be included in a first-aid box and if a first-aid room is needed. Employers should carry out an assessment of first aid to determine this.

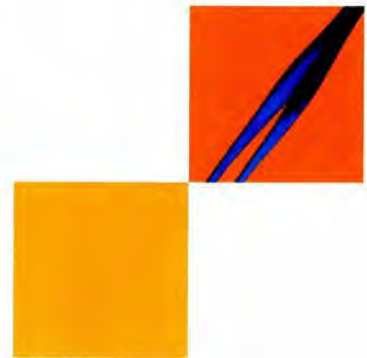
### What to do in an emergency?

The leaflet *Basic advice on first aid at work* has a helpful one-page ABC guide (see the list of useful publications in the box).

### Where can I go for more information?

HSE has drawn together its advice on all aspects of first aid at work into one place on the HSE website at [www.hse.gov.uk/firstaid/index.htm](http://www.hse.gov.uk/firstaid/index.htm). The 'First aid at work' site includes advice on the number of first-aiders needed, what should be kept in a first-aid box, approval of training courses, and first aid offshore. The information and guidance available on this site is for employers, employees, first-aiders and training organisations across all industry sectors.



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or write to:  
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Caerphilly Business Park  
Caerphilly CF83 3GG

HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

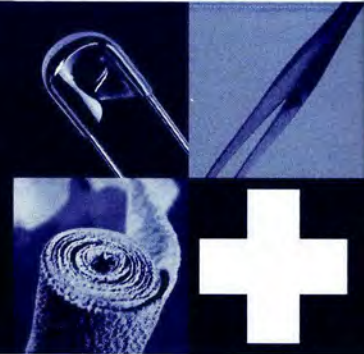


Report Number



Report Number

# ACCIDENT RECORD



## 1 About the person who had the accident

Name .....

Address .....

Postcode .....

Occupation .....

## 2 About you, the person filling in this record

▼ If you did not have the accident write your address and occupation.

Name .....

Address .....

Postcode .....

Occupation .....

## 3 About the accident *Continue on the back of this form if you need to*

▼ Say when it happened. Date / / Time .....

▼ Say where it happened. State which room or place. ....

▼ Say how the accident happened. Give the cause if you can. ....

▼ If the person who had the accident suffered an injury, say what it was. ....

▼ Please sign the record and date it.

Signature .....

Date / / .....

## 4 For the employer only

▼ Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

How was it reported? .....

Date reported / / .....

Signature .....



**£4.75 + VAT**

ISBN 0-7176-2603-2



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**BI 510**