



Accident Reporting Procedure

Under The RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) Any accident which results in an individuals lost time from work being greater than 7 days (from 2012, previously a 3 day injury) must be reported to the HSE.

Accidents are to be reported to any available manager or supervisor and recorded in the accident book that is kept in the office safe.

Treatment is to be administered if required by the First aider.


If further treatment is to be needed then an ambulance must be called.

An accident investigation report is to be carried out to determine the causes of the accident and if the event can be prevented in the future.

If the incident results in the operative having more than 7 days absence from work the incident must be reported under the RIDDOR regulations. This can be done by calling 0845 300 9923. This must be done within 15 days of the incident and is to be done by the Health and safety Director.

A record is to be kept alongside the Accident book of all incidents that result in a lost time injury of over 3 days (formally a RIDDOR reportable incident)

This policy will be reviewed annually to ensure the objectives of the policy are being achieved.

ISSUED BY	Gary Parkinson	SIGNED	
POSITION	Director	DATED	20-02-2019