

Accident book template

Keep a confidential index of accidents and follow-up actions at your charity event.

Event / organisation: _____ Session / date: _____ Coordinator: _____

Report reference	Incident date	Time	Location	Report stored at	Action owner	Action due	Status	Reporting decision by

This is an internal index, not an official HSE accident book or a RIDDOR submission. Keep personal details in the restricted incident report. Your responsible person must decide which recording and reporting duties apply.

HSE accident records: <https://www.hse.gov.uk/riddor/what-must-i-keep.htm>