

Accident report form

Record an incident, the immediate response and the next steps in one confidential form.

Event and person

Organisation and event

Report reference and event location

Incident date and time

Affected person name and contact or secure record reference

What happened

Facts including activity and circumstances

Injury or harm observed or reported

Witness names and contact or secure record references

Accident report form - continued

Record an incident, the immediate response and the next steps in one confidential form.

Report reference: _____

Response and review

Immediate action and assistance given including by whom and when

Follow-up action owner and due date

Reporting decision reason reference and decision maker

Recorded by and date then reviewed by and date

An internal report does not submit a RIDDOR report or notify your insurer. The responsible person should check the relevant requirements. Restrict access and apply your organisation's retention policy.

HSE reporting guidance: <https://www.hse.gov.uk/riddor/report.htm>