



North Yorkshire Plant Hire LTD

Carlton Husthwaite, Thirsk, N Yorkshire, YO7 2BJ

www.nyplanthire.co.uk - 01845 607 907 – 07863629589

Record & Investigating Accidents

The Accident Book

All accidents resulting in personal injury must be recorded in the accident book. This is available at and contains information that must be recorded under law.

Accident forms should be removed from the accident book once they have been completed and stored in compliance with the General Data Protection Regulation.

Information summarising (but anonymizing) the accident book will be reviewed regularly by senior management in conjunction with staff safety representative to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Responsibilities

The following will be reported, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- any incident that results in over seven consecutive days of incapacity for work (within 15 days)
- accidents resulting in death (immediately). A photocopy of the completed form will be kept with other records, including documents on the accident investigation
- dangerous occurrences
- reportable diseases.

More detail about the events that are included in the definition of these terms is available on the HSE (or HSENI) website.

Records of injuries that lead to over three days of incapacitation will be kept in the organisation's accident records.

The particulars kept will be as specified in schedule 1, Part 2 of RIDDOR.

Reporting Procedure: Employees

In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to a responsible person within the organisation. Injuries which occur while carrying out work duties off-site must be reported in the same way and the occupier of the site should be advised accordingly.

If an injury renders an employee unable to make an entry in the accident book, a witness or someone who is able to enter an account of the incident should make the entry. The employee's account must be entered as soon as possible after the event.

Employees must ensure that they are aware of the location of the accident book.

It is vital that all accidents and near misses must be reported, however minor. Unless the organisation is informed of these events, it will be unable to take remedial action.



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Where an accident results in absence from work, employees must inform their line manager. Employees who are absent as a result of an accident at work must keep the organisation informed of their progress, up to and including a return to normal duties.

Reporting Procedure: Managers

If an accident, injury or near miss is reported by a member of staff, the responsible line manager should ensure that appropriate entries are made in the accident book.

Any event which is reportable under RIDDOR should be escalated to the senior management, registered manager or responsible person who will arrange for an appropriate report to be made to the Health and Safety Executive (HSE).

Incidents that must be reported under the regulations include:

- accidents resulting in death or a specified injury
- dangerous occurrences, including acts of physical violence to staff
- diseases and medical conditions
- accidents causing incapacity of more than seven days, not counting the day on which the accident happened.

Accidents resulting in death or specified injury will be reported by phone to the HSE RIDDOR incident reporting centre. All other accidents and incidents will be reported using the appropriate online form on the HSE RIDDOR website. A copy of all RIDDOR reports should be kept.

Accident records will be reviewed (audited) regularly by the senior management team or responsible person, in conjunction with staff safety representatives, to ascertain the nature of incidents that have occurred and whether there are any patterns or identifiable risks. This review will be in addition to an individual investigation of the circumstances surrounding a particular event.

If an injury, damage incident or near miss is reported to a member of management, the manager should ensure that appropriate records are maintained.

If the incident results in over seven consecutive days of incapacity for work, it is reportable under RIDDOR. The accident should be reported online (on the [HSE website](http://www.hse.gov.uk)) within 15 days of the accident date.

Records should be kept of injuries which lead to over three days of incapacitation. The particulars kept should be as specified in schedule 1, Part 2 of RIDDOR.

Dangerous Occurrences (as defined in RIDDOR) must also be reported online to the RIDDOR database immediately.

Line managers must keep records of any developments to the injured person's health, up to and including a return to normal duties. The manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

The manager is responsible for assisting contractors and visitors in complying with the organisation's policy regarding accident reporting while on the organisation's premises.

All significant health and safety related events should be investigated by a responsible manager to ascertain the exact circumstances and the root causes. Lessons should be learnt and



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recommendations from investigations implemented, such as updating safety procedures, risk assessments and standard operating procedures as appropriate.

Reporting Procedure: Visitors/Contractors

Any non-employee who is involved in an accident or near-miss incident while on the organisation's premises must report the incident immediately to the person responsible for their presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that the organisation's procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

Accident Reporting Procedure: Members of the Public

If an injury occurs to a member of the public on the organisation's premises that results in their transport from site for hospital treatment, this is immediately notifiable online to the RIDDOR database.

The policy will be reviewed annually from implementation

Approved 18/1/2025

Director: Robert Arrand