
ACCIDENT AND INVESTIGATION REPORTING

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Signed:



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31/01/2026	3.0	Accident and Investigation Reporting			

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INTRODUCTION

All employers and other people who are in control of work premises are required to report and keep records of:

- Work-related deaths
- Certain serious injuries (reportable injuries)
- 'Near-miss' incidents (dangerous occurrences)
- Diagnosed cases of certain industrial diseases

DEFINITIONS

- **Accident** – An unintended incident occurring in the course of work that results in physical injury. For the purposes of RIDDOR this also includes acts of violence committed against people at work.
- **Enforcement Authority** – the body with the statutory power to enforce the law. This might commonly be the Health and Safety Executive, or the local authority Environmental Health Department or the local Fire Authority. There are others.
- **Manager / Supervisor** – a person in charge of workplaces and the operations being carried out. A manager has responsibilities above that of a supervisor.
- **Health and Safety Advisor** – a health and safety professional employed to assist the employer in complying with his obligations under H&S law.

PART 1 | REPORTING

RIDDOR 2013 REQUIRES THE FOLLOWING OCCURRENCES TO BE REPORTED:

INJURIES: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) lists 'Specified Injuries to Workers' that are required to be reported. These are as follows:

- Any fracture, other than to fingers, thumbs or toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalpings (separation of the skin from the head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia, heat-induced illness or which requires resuscitation or admittance to hospital for more than 24 hours

DEATH: Except for suicides, all deaths to workers and non-workers must be reported if they arise from a work-related accident, including death resulting from an act of physical violence.

OVER-7-DAY INJURY: This is where an employee or a self-employed person is away from work or is unable to perform normal work-duties for a period of more than seven consecutive days (not including the day of the accident).

NON-WORKER INJURY: This is where a member of the public or a person not at work is injured through a work-related accident and is taken to hospital for treatment to the resultant injury (examinations and diagnostic tests do not constitute 'treatment').

OCCUPATIONAL DISEASES: Employers or self-employed persons are to report diagnoses of the following occupational diseases where these are likely to have been caused or made worse by their work:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Hand-arm vibration syndrome
- Tendonitis or tenosynovitis of the hand or forearm
- Occupational dermatitis / Occupational asthma
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

DANGEROUS OCCURRENCES: There are 27 categories of dangerous occurrences that require reporting; below are the most relevant. More information and a full list can be obtained on-line at www.hse.gov.uk/riddor:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipe work;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short-circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five-metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;

- a dangerous substance being conveyed by road is involved in a fire or is released.
- unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, or of a wall or floor in a place of work, or of any false-work
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid, or of 10 kg of flammable liquid above its boiling point, or of 10 kg or more of flammable gas, or of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health.

For mines, quarries, offshore locations and transport systems, refer to guidance on www.hse.gov.uk/riddor

GAS INCIDENTS: details of unsafe gas systems or appliances that have caused or could cause death, or unconsciousness or require persons to be taken to hospital for treatment, must be reported.

PART 2 | ARRANGEMENTS

The following procedure identifies the arrangements in place to ensure compliance with the legislation.

IN THE EVENT OF AN ACCIDENT CAUSING INJURY

Firstly Arrange treatment for the injured.

Then If a minor injury, **go to A.** If a death or major injury, **go to B.**

A. MINOR INJURY

1. Record in the BI 510 accident book
2. Tear off and send the original form to Head Office at 26 Museum Street, Warrington, Cheshire, WA1 1HU. (Records will be filed securely and kept for 3 years)
3. If the injured person is to be off work for more than 7 days (not including day of accident), inform the Company Health and Safety Advisor, and:
4. Go on-line, to www.hse.gov.uk/riddor and complete the appropriate report form. You will receive a copy for your records. Type-in RIDDOR

B. DEATH OR MAJOR INJURY

1. Have the accident area cordoned-off, allowing nothing to be disturbed, except that power can be turned off if necessary
2. Have witnesses segregated from each other and told to write down individually what they saw without conferring
3. Inform HSE Incident Contact Centre. Tel 0845 300 99 23
(only available 8.30am till 5.00pm, Monday to Friday)

Out-of-hours reporting of death, major injury, or major incident

- following a work-related death
- following a serious accident where evidence needs gathering
- following an incident generating public concern

If your incident fits these descriptions:

Ring the HSE duty officer on 0151 922 9235

4. Inform a Company Director and the Company Health and Safety Advisor
5. Take photographs of the accident site, if possible
6. Fill in the BI 510 accident book
7. Tear off and send the original form to Head Office at 26 Museum Street, Warrington, Cheshire, WA1 1HU. (Records will be filed securely and kept for 3 years)
8. Ensure that an online F2508 form report is made to the HSE within 15 days of the accident. Type in: RIDDOR

The manager should give appropriate consideration to the injured person's welfare e.g. informing family, arranging transport etc.

PART 3 | ACCIDENT REPORT AND INVESTIGATION FORM

SECTION A: OVERVIEW

Reported by:			Date/time of Accident	
Incident	Ill health	Minor injury	Serious injury	Major injury
Brief details (What, where, when, who and emergency measures taken)				

SECTION B: INITIAL ASSESSMENT

(to be carried out by the person responsible for health & safety)

Type Of Event

Injury	
Ill health	
Near-miss	
Undesired circumstance	

Actual/Potential For Harm

Fatal or major	
Serious	
Minor	
Damage only	

RIDDOR reportable?	Y/N	Date/time reported:
Entry in accident book?	Y/N	Date entered/reference:

Investigation Level

High level		Low level	
Medium level		Basic	

SECTION C: INVESTIGATION INFORMATION GATHERING

1. Where and when did the Accident happen?
2. Who was injured/suffered ill health or was otherwise involved with the Accident?
3. How did the Accident happen? (Note any equipment involved)
4. What activities were being carried out at the time?

5. Was there anything unusual or different about
6. Were there adequate safe working procedures and were they followed?
7. What injuries or ill health effects, if any, were caused?
8. If there was an injury, how did it occur and what caused it?
9. Was the risk known? If so, why wasn't it controlled? If not why not?
10. Did the organisation and arrangement of the work influence the Accident?
11. Was maintenance and cleaning sufficient? If not, explain why not.
12. Were the people involved competent and suitable?
13. Did the workplace layout influence the Accident?
14. Did the nature or shape of the materials influence the Accident?
15. Did difficulties using the plant and equipment influence the Accident?
16. Was the safety equipment sufficient?
17. Did other conditions influence the Accident?

ANALYSIS AND FURTHER ACTION

18. What were the immediate, underlying and root causes?
19. What risk control measures are needed / recommended?
20. Do similar risk exist elsewhere? If so, what and where?
21. Have similar Accidents happened before? Give details.

SECTION D: THE RISK CONTROL ACTION PLAN

[illegible]

24. Have the details of the Accident and investigation findings been recorded and analysed? Are there any trends or common causes which suggest the need for further investigation? What did the Accident cost

25. Signed on behalf of the investigation team	
Name	Signature

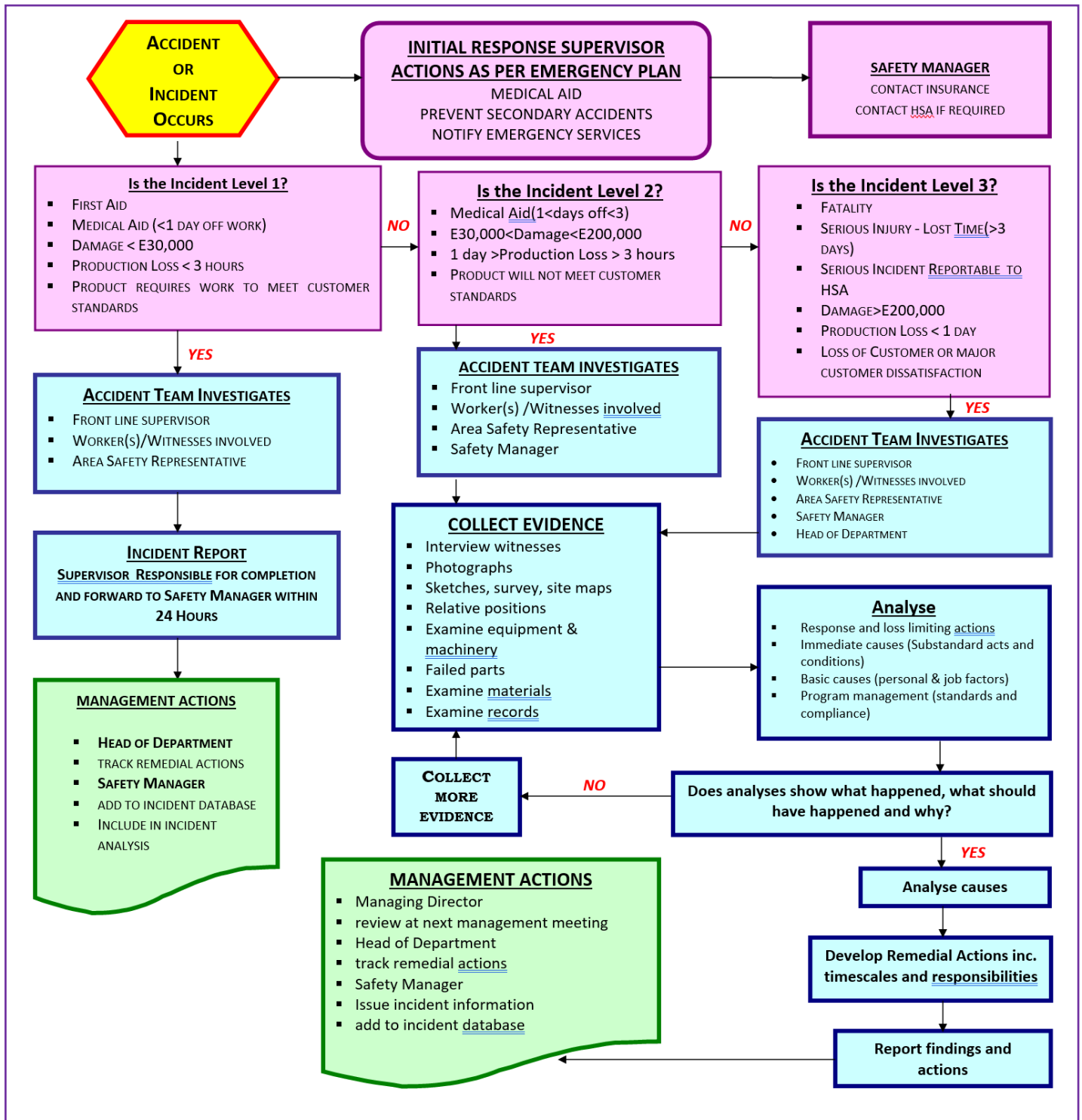
26. Members of the investigation team

Name	Position

27. The findings of this investigation need to be communicated to the following managers, union and employee safety representatives

[illegible]

PART 4 | ACCIDENT AND INVESTIGATION FLOW CHART





Name: DEREK BRADSHAW
Position: Managing Director
Date: 31st January 2026