



ACCIDENT BOOK

(reviewed December 2011)

You have a legal requirement to record accidents at work. Managers/Secretaries are reminded that you are obliged to provide an accident book in which employees, or individuals acting on their behalf, can record details of accidents leading to injury. The Accident Book should be kept in a place that readily allows employees access.

To be compliant with Data Protection legislation the old style Accident Book, in which previous incidents and personal details could be viewed by anyone reading it, became outlawed from the 31st December 2003. The revised Accident Book was designed to comply with the requirements of the Data Protection Act 1998, as well as contain useful information on first aid and managing health & safety to prevent accidents from happening in the first place.

The Accident Book should include:

- ✎ Guidance on the reporting of accidents for both employers and employees
- ✎ Each sheet should be designed to be removed and stored securely, helping to keep personal information confidential.
- ✎ Details of changes in the law
- ✎ Comprehensive guide to first aid requirements within the workplace
- ✎ Guidance on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- ✎ Guidance on Health and Safety (First Aid) Regulations 1981.

For more detailed information on the legal requirements for reporting accidents, diseases and dangerous incidents at work please refer to the following documents:

- ✎ Social Security (Claims and Payments) Regulations 1987
<http://www.dwp.gov.uk/publications/specialist-guides/technical-guidance/db1-a-guide-to-industrial-injuries/further-information/#regulation>
- ✎ Health & Safety at Work Act 1974
<http://www.hse.gov.uk/legislation/hswa.htm>
- ✎ Social Security Administration Act 1992
<http://www.legislation.gov.uk/ukpga/1992/5/contents/enacted>
- ✎ Reporting of Injuries, diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
<http://www.hse.gov.uk/riddor/>

Further information can be obtained from the government information and services websites Directgov and the Health & Safety Executive (HSE):

- ☞ Directgov – http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/Disabledpeople/DG_171827
- ☞ HSE - <http://www.hse.gov.uk/contact/maps/index.htm> .

For compliance with the Data Protection Act 1998 (DPA), it is essential that all personal details entered into accident books are kept confidential. Accident books should incorporate record sheets (preferably perforated) that can be removed following completion and securely stored. It enables employers to keep personal information confidential and ensures that you comply with the DPA as well as social security and health and safety legislation.

To help organisations overcome any confusion about the requirements of both keeping personal information in confidence and enabling information to be disclosed for preventative purposes, the Health & Safety's (HSE) current Accident Book contains guidance on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and the Health and Safety (First Aid) Regulations 1981. A copy can be purchased from the HSE website: <http://www.hse.gov.uk/pubns/books/accident-book.htm>

Recording Accidents at Work:

As an employer it is essential that you keep a record of injuries and accidents to employees if you own or occupy premises where ten or more people are employed at any one time.

Reporting Injuries arising from accidents at work:

The Accident Book can also be used to report injuries arising from accidents at work.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*

As of 6 April 2012, RIDDOR's over-three-day injury reporting requirement changed. The trigger point has increased from over three days' to **over seven days'** incapacitation (not counting the day on which the accident happened). Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

A free copy of 'A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' can be downloaded from the HSE website:

<http://www.hse.gov.uk/pubns/priced/173.pdf>

* To make a report, go to www.hse.gov.uk/riddor .

A telephone service can be used to report ***fatal and major injuries only***. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday - Friday 8.30 am to 5 pm).

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