

Risk Management Accident Report Form

Accident Report Reference

1. Completed by

Name

Position

Department

2. Injured person

Name

Home address

Position

Department

Works number

Normal working hours

Hours worked prior to accident

Next of kin name

Next of kin address

3. Accident circumstances

Date of accident

Time of accident

When reported

Place of accident

Environmental conditions

Was the injured person authorised to be in this place?

No Yes

If 'No' give details

Details of accident *if helpful attach a sketch or photographs*

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Was the injured person properly trained and authorised for this work? No Yes

If 'No' why was this person undertaking the work?

Was there a formal safe system for this work at the time of the accident? No Yes

Was the injured person aware of the formal safe system? No Yes

Was the injured person adhering to the formal safe system? No Yes

If 'No' to any of the above give details

Were there any witnesses to the accident? No Yes

If 'Yes' give details of name, position and department

Was the injured person able to continue normal duties? No Yes

Could injury have been prevented by personal protective equipment? No Yes

If 'Yes' and PPE was not being worn state why

What in your opinion were the causes of this accident?

4. Injuries and treatment

Describe injuries evident from this accident

Describe any first aid or subsequent treatment given and by whom

9. Guidance

It is a legal requirement that employers must keep an accident book. All work related accidents and near misses should be recorded in your accident book, regardless of how minor these may seem at the time.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations require the notification of certain types of injury, occupational ill-health and dangerous occurrence to your enforcing authority.

The use of a separate accident report form is additionally recommended for the following reasons:

- a. To record the circumstances of accidents and near misses in detail not required by the accident book
- b. To assist with accident prevention
- c. Such detailed information will form an essential part of your disclosures in the event of claims litigation and/or prosecution

The following Health & Safety Executive publications are recommended and can be obtained from HSE Books - telephone (01787) 881165/website www.hsebooks.co.uk:

- HSG245 'Investigating accidents and incidents: A workbook for employers, unions, safety representatives and safety professionals'
- BI510 Accident Book
- HSE31 'RIDDOR explained' (free download at www.hse.gov.uk/pubns/hse31.pdf)

10. Notification to insurers

Civil law imposes stringent timescales upon the processing of personal injury claims with any delay likely to prejudice the conduct and ultimate outcome of the claim. Whilst prompt notification of any claim is always important this is particularly critical where bodily injury is involved and to protect your interests to the fullest extent in such circumstances you must:

- a. Ensure that your insurer is notified immediately
- b. Be ready to provide your broker with all information obtained from your investigation and request that this is immediately communicated to your insurer
- c. Be prepared for and co-operate fully with any investigations conducted by or on behalf of your insurer
- d. Ensure that all relevant personnel including witnesses are available for interview during the investigation visit(s)
- e. Locate and collate all relevant documentation in preparation for your insurer's investigation. Under civil law there is a requirement for full disclosure of documents in the preliminary stages of any claim. These might include (but not exclusively) the following:

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- i. Accident book entry
- ii. First aid records
- iii. Treatment records
- iv. Accident reports including witness statements, sketch drawings, photographs, etc
- v. Expert witness/investigation reports
- vi. RIDDOR notification and any other communication with the enforcing authority
- vii. Minutes of health and safety meetings where relevant comment is recorded
- viii. Communication with DWP
- ix. Documentation as above relative to any previous accident/matter cited by the claimant
- x. Earnings information
- xi. Risk assessments, pre- and post-accident
- xii. Health surveillance records
- xiii. Relevant health and safety information, instruction and training provided and issue records confirming this

Subsequent to initial notification you should then:

- a. Avoid delay in forwarding any related correspondence or documentation received
- b. Immediately acknowledge receipt of any 'letter of claim' from legal representatives of the injured person, providing full details of your insurer's name, address and policy reference number. Avoid entering into communication on the merits of the case. Any 'letter of claim' must also be forwarded to your broker immediately with a copy of your acknowledgement letter.

11. Contact us

For further details of our health and safety consultancy services and how these can benefit your organisation please contact us:

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