

Accident book

Keep this book where people can easily get to it.
Do not dispose of the covers after use.



BI 510



BOOK NUMBER
(See instructions on page 3)

Introduction

This edition of the *Accident book* BI 510 has been issued by the Health and Safety Executive (HSE), which is sponsored by the Department for Work and Pensions (DWP). Employers and employees can use this book to record details of work-related injuries for which state benefits could be payable. See page 3 for more information.

The *Accident book* is also a valuable document that organisations can use to record accident information as part of their management of health and safety. An involved and fully informed workforce is the basis of good health and safety management. See below and page 5.

The *Accident book* can be used to record details of injuries that employers must report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). See pages 3-4.

Safety representatives are legally entitled to accident records that employers have to keep, by law. A tick box is included on each page of the *Accident book* asking whether the injured person gives his or her consent to the disclosure of the information contained in that record to safety representatives, to enable them to carry out their statutory functions more effectively.

The employer should:

- if the injured person ticks the tick box (and authenticates that consent with his or her signature), disclose the information in the accident record, in so far as it relates to the injured person, to safety representatives and/or representatives of employee safety;
- anonymise the information if the injured person does not tick the tick box and disclose it to safety representatives and/or representatives of employee safety.

The arrangements to pass on this information should be discussed between employers, employees and/or their representatives. The aim should be to make the best possible use of this (and other) information to meet health and safety objectives.

The format of this book has been designed to protect the privacy of personal information. Individual record sheets can be removed and stored securely. This will help you to keep personal information in confidence.

This edition of the *Accident book* will help you comply with legal requirements under social security and health and safety legislation, and to share information with safety representatives, taking confidentiality fully into account.



Report Number

Report Number

Accident record

1 About the person who had the accident

Name

Address

Postcode

Occupation

2 About you, the person filling in this record

▼ If you did not have the accident write your address and occupation.

Name

Address

Postcode

Occupation

3 About the accident *Continue on the back of this form if you need to*

▼ Say when it happened. Date / / Time

▼ Say where it happened. State which room or place.

▼ Say how the accident happened. Give the cause if you can.

▼ If the person who had the accident suffered an injury, say what it was.

▼ Please sign the record and date it.

Signature

Date / /

4 For the employee only

▼ By ticking this box I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the health and safety functions given to them by law.

Signature

Date / /

5 For the employer only

▼ Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). To report, go to page 4 of this book or go to www.hse.gov.uk/riddor/report.htm2.

How was it reported?

Date reported / / Signature