

Beckley Village Hall

BVH DN14

Report number:

Accident Reporting Form

Introduction

This introduction is based on the Health and Safety Executive's Introduction to the Accident Book B1 10, the cover of which forms the cover to this record book. That HSE Book is intended to satisfy both the Social Security obligations of employers to provide the basis for their employees to seek Social Security payments and the broader Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR) regulations for accident reporting. The Trust does not have employees so this form has been amended to only cover the RIDDOR regulations.

How to use this book.

1. The following is only a summary of the RIDDOR regulations and for full details reference should be made to www.hse.gov.uk/riddor/what-must-I-report.htm
2. The Trust is required under Statute and Common Law to keep personal details confidential which is provided by paragraph 6 below.
3. Information can be disclosed if there is a statutory requirement to do so and as we (the Trust) are only going to disclosed information as required by the RIDDOR regulations we have deleted the B1 10 requirement for the injured individual to give their consent to disclosure.
4. The Trust must also enter a number in the box on the cover to this book to ensure identification. We have entered 1 since this book is the first to be used for the new village hall and as the book is in a loose leaf format we do not envisage ever having a second book, only that this one might have added pages.
5. Each of the pages in the book should also be sequentially numbered, this has been done for the initial set of blank records but any further records should be so numbered.
6. An injured person or someone acting on their behalf must complete this accident record as soon as possible.
7. Completed records should be detached from this book and passed to the Trust Chairperson who will report as required and then scan the record and password protect it (with the Trustees knowing the password) and then uploaded for long term storage to the Beckley Village Website (www.beckley-and-stowood-pc.gov.uk)
8. The Trust will investigate the cause of each reported accident and if anything is found additional or contrary to what has been reported then that will be recorded together with any remediation action taken to prevent such future accidents.
9. Each accident record and book covers must be kept for at least three years following the date of the last entry.

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1 About the person who had the accident:

Name:

Address:

Postcode:

Occupation:

2 About you, the person filling in this form:

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 exactly where it happened:

Say how the accident happened, give the cause if you can:

If the person who had the accident suffered an injury state what it was:

4 Use of First Aid Kit – if you used any supplies from the first aid kit please explain the back of this form what was used.

5 Reporting

Let the Booking Secretary know that this form has been completed. The Trust will then report all reportable accidents (see next item) but fatal accidents should be reported as soon as possible to the HSE's Incident Contact Centre on 0845 300 9923 immediately to

6 Please sign this record and date it:

Signature:

Date:

For the Trust: If the accident is reportable under the RIDDOR regulations then report on www.hse.gov.uk/riddor/report.htm (which also explains the process).

Was it reported:

Date reported:

Name of reporter:

Signature