

Accident record

- All accidents, injuries and serious 'near misses' that PAs experience whilst working for you need to be recorded.
- This record can be completed by you, your PA or another suitable person.
- A separate record needs to be completed for each incident occurring in the workplace.
- You need to keep all completed accident record forms safe and secure. Ideally with the PA's personnel file.
- You, as the PA's employer, should think about how to avoid such incidents in future and may need to update your risk assessment, improve training and instruction and/or top-up the first aid supplies.
- Employers need to report serious incidents to the Health and Safety Executive. For more information on this see Section 5: 'RIDDOR'.

Date accident / injury occurred:		
Section one: details of injured person and their injury		
Name:		
Address:		
Telephone number:		
Mobile phone number:		
Who is the injured person?		
Employee	Employer	Member of the public
Self-employed person	Volunteer	Other (please specify):
Time accident/injury occurred		
Location of accident/ injury:		
How did the accident/ injury occur?		

What was the injured person doing at the time of incident?		
Was this something the injured person was authorised to do?		
Were they authorised to be <u>where</u> the incident occurred?		
Details of injury: (You should specify what part of the body was injured and provide details of the nature of the injury).		
Was first-aid given at the time of the injury?	Yes	No

Section two: details of the person who administered the first aid	
Name	
Address	
Telephone number	
Mobile phone number	
Who else was nearby?	
Did they see the injury occur?	

Section three: details of person who saw the injury/ accident	
Name:	
Address:	
Telephone number:	
Mobile phone number:	

Section four: details of treatment/ absence from work		
Was hospital/medical treatment obtained?	Yes	No
If yes, please provide details of the GP surgery or hospital where treatment took place:		
Anticipated absence from work:		
No absence	Less than 7 days	7 or more days

Section five: does a RIDDOR form need to be completed?		
<p>RIDDOR = The Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013</p> <p>The regulations mean that an employer has a legal duty to report an accident/incident within ten or fifteen days (depending on the incident) of the incident if:</p> <ul style="list-style-type: none"> • There is death or major injury • The worker cannot work for more than 7 days (not including day of injury/accident) • A member of the public is taken to hospital • There is a work-related disease e.g. skin problems from using cleaning products at work • There is a dangerous occurrence. This is where something happens that does not result in a reportable-injury, but it could have done. • Please contact RIDDOR as reporting timescales vary for different events. They advise to contact ASAP in all cases. <p>You can report to the Health and Safety Executive via the Incident Contact Centre on 0345 300 9923 to answer questions by phone. Or, if you are more comfortable with using the internet, you can report the incident online at: http://www.hse.gov.uk/riddor/</p>		
Does a RIDDOR form need to be completed?	Yes	No
If yes date completed:		
Method used to report:	Phone	Internet
Name of person who reported the RIDDOR:		

Section six: details of the person completing this accident record	
Name:	
Role e.g. employer/ employee:	
Signature:	
Date:	

Please let your employer know if there are any first-aid supplies that are running-out or out-of-date.