This form is designed to keep a running record of all accidents and incidents to identify any emerging trends so that preventive action can be taken at the earliest opportunity. This is a support document to the online reporting which must be completed immediately following an accident or incident.

DATE	TIME	REF. NO. from Accident Book	WHERE DID THE ACCIDENT HAPPEN give as much detail as possible	OCCUPATION	DESCRIPTION OF INJURY	HOW DID THE ACCIDENT HAPPEN	Accident type Major injury or No. of days during which the injured person was unable to do their normal work	DATE OF RIDDOR REPORT (IF APPLICABLE)
		1						
		2						
		3						
		4						
		5						
		6						
		7						
		8						
		9						
		10						
		11						
		12						

DATE	TIME	REF. NO. from Accident Book	WHERE DID THE ACCIDENT HAPPEN give as much detail as possible	OCCUPATION	DESCRIPTION OF INJURY	HOW DID THE ACCIDENT HAPPEN	Accident type Major injury or No. of days during which the injured person was unable to do their normal work	DATE OF RIDDOR REPORT (IF APPLICABLE)
		13						
		14						
		15						
		16						
		17						
		18						
		19						
		20						
		21						
		22						
		23						
		24						
		25						