

Accident Book Template

A free, printable accident record for UK workplaces.

How to use this template

1. Use one page for each accident. Keeping records on separate pages protects people's personal data, as required by UK GDPR.
2. Fill in the record as soon as possible after the accident. The injured person, or someone acting for them, can complete it.
3. Once complete, remove the page and store it securely (for example in a locked cabinet) where only authorised people can see it.
4. Keep records for at least three years from the date of entry. Records about children are often kept until they turn 21.
5. Check whether the accident is reportable under RIDDOR. Deaths and specified injuries must be reported without delay, and over-7-day injuries within 15 days.
6. Record near misses too. They help you spot hazards before someone is hurt.

Accident Book Record

Record number: _____

About the person who had the accident

Full name

Home address

Postcode

Occupation or role

Person type (employee, contractor, visitor, pupil, other)

About the person completing this record (if not the injured person)

Full name

Home address

Occupation or role

About the accident

Date of accident

Time of accident

Exact location

What happened? (describe the cause)

Injury and body part affected

First aid or treatment given

Witnesses (names and contact details)

For the employer or manager

Is this RIDDOR reportable? (Yes / No) and HSE reference if reported

Actions taken to prevent it happening again

Reviewed by (name and date)

Signatures

Signature of person making the entry

Date of entry