

Accident Report Form Template

A free accident report form for recording a single accident or injury at work.

How to use this template

1. Fill in one form for each accident, as soon as possible after it happens, once the person has received any first aid they need.
2. The injured person can complete the form, or someone can do it on their behalf, such as a first aider, colleague or manager.
3. Stick to facts: what happened, where, when and the injury. Do not record opinions about blame.
4. The details in the first five sections cover what the Social Security (Claims and Payments) Regulations 1979 require for an accident book entry.
5. Some accidents must be reported to the HSE under RIDDOR. Check with the free RIDDOR checker at useaccidentbook.co.uk/riddor-checker.
6. The form contains personal and health data. Store completed forms securely and only share them with people who need to see them, in line with UK GDPR.

Accident Report Form

Reference number: _____

About the injured person

Full name

Home address

Occupation or job title

Employee, contractor, agency worker, visitor, pupil or member of the public

Phone or email

About the accident

Date of the accident

Time of the accident

Site or address

Exact location (for example, room, aisle or area)

What was the person doing at the time?

Describe what happened, in order, sticking to the facts

What caused the injury?

About the injury

Nature of the injury and part of the body (for example, cut to left index finger)

First aid given, and by whom

Taken to hospital? If yes, which hospital and how

Did the person stop work? Expected time off

Witnesses

Names and contact details of any witnesses

Accident Report Form (continued)

Person completing this form (if not the injured person)

Full name

Address

Occupation or job title

Signature and date

Manager follow-up

Is this reportable under RIDDOR? (Yes / No / Watch for over-7-day absence)

If reported: date reported to the HSE and reference number

Actions to stop it happening again, who is responsible and by when

Reviewed by, and date