**Accident Reporting** (LO 1.1)

Any accident at work must be recorded in an accident book.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) puts duties on employers, the self-employed and people in control of work premises (the responsible person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

Anyone with knowledge of the incident (including the casualty) can complete an incident/accident report. However, this task often falls to the first aider and it is worth considering the following

* The report is a legal document and should be completed in pen
* Anything written at the time is considered to be stronger evidence than something recalled later – so completing reports as soon after the incident as possible us important.
* Casualty monitoring cards allow the first aider to keep a record of the first aid treatment given and it should be completed and stored with the incident report.
* Only record what you know and don’t make assumptions – eg a casualty lying at the foot of a flight of stairs may not have fallen down them. The only way we can be sure if someone has broken a limb (unless an open fracture) is if it is x-rayed at hospital.
* Personal details should be kept confidential. Record pages should be individual pages.
* Nominated staff should be responsible for the safe keeping of the completed reports and keep a record of the accident report number
* Incident records are required to be kept for a minimum of 5 years
* It is an idea to share the record with the casualty or parent/carer of casualty so they can see how the incident has been managed and if they are in agreement with the care/treatment provided.

**Swift First Aid**

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