

# ACCIDENT BOOK ENTRY

One entry per sheet — the injured person's details stay on this sheet alone

FORM — HOLD SEPARATELY

KD-SITE-AB-025 Rev A0

The Social Security (Claims and Payments) Regulations 1979 reg 25: an employer with ten or more persons normally employed at the premises keeps an accident book in which any injured person, or someone for them, can enter the particulars Schedule 4 lists. Each employer has its own duty; on a site the principal contractor keeps one book for everyone and a copy of every entry goes to the injured person's employer. One entry per sheet, because data protection law means one person's details are not seen by the next; the index below the number is the only thing kept with the book. Entries are kept at least three years from the date of entry (RIDDOR reg 12 records the same); keep them with the project file, because civil claims can run longer. The employer then investigates the circumstances and records any discrepancy — section 4.

## 1 THE INJURED PERSON

|                    |          |                |               |
|--------------------|----------|----------------|---------------|
| PROJECT / SITE REF | SITE     | DATE           | ENTRY MADE BY |
|                    |          |                |               |
| FULL NAME          | ADDRESS  | OCCUPATION     |               |
|                    |          |                |               |
| ENTRY NO.          | EMPLOYER | CONTACT NUMBER |               |
|                    |          |                |               |

If the entry is made by someone other than the injured person (Schedule 4 particular 5):

|           |         |            |                                |
|-----------|---------|------------|--------------------------------|
| FULL NAME | ADDRESS | OCCUPATION | RELATIONSHIP TO INJURED PERSON |
|           |         |            |                                |

## 2 THE ACCIDENT

|                 |               |                  |
|-----------------|---------------|------------------|
| DATE AND TIME   | WHERE EXACTLY | REPORTED TO / AT |
|                 |               |                  |
| HOW IT HAPPENED |               |                  |
|                 |               |                  |
| THE INJURY      |               |                  |
|                 |               |                  |

## 3 RIDDOR

☐ Not reportable

☐ Reportable — see RIDDOR decision record and report ref below

☐ To be decided — over-7-day absence to be watched

|                              |           |
|------------------------------|-----------|
| RIDDOR DECISION / REPORT REF | WITNESSES |
|                              |           |

## 4 SIGNATURES, AND THE EMPLOYER'S CHECK OF THIS ENTRY (REG 25)

The injured person (or the person making the entry for them) confirms the entry is a true account. The sheet is removed and filed securely by the site manager; the injured person and their employer have a copy.

|                                      |      |                                             |                   |
|--------------------------------------|------|---------------------------------------------|-------------------|
| CIRCUMSTANCES INVESTIGATE...         | BY   | ENTRY AGREES / DISCREPANCY FOUND (STATE IT) | INVESTIGATION REF |
|                                      |      |                                             |                   |
| INJURED PERSON / ENTRANT — SIGNATURE | DATE | SITE MANAGER — FILED BY                     | FILED ON          |
|                                      |      |                                             |                   |

# ACCIDENT BOOK ENTRY

continued

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## R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

| Rev | Date       | Class       | What changed                                                                                                                                                            | Authorised by                                                                 |
|-----|------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| D0  | 2026-09-01 | first-issue | First issue.                                                                                                                                                            | — not yet approved —                                                          |
| A0  | 2026-09-01 | review      | Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out. | Author — director, UK principal contractor, SMSTS. Not an independent review. |

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.