

ACCIDENT, INCIDENT AND RIDDOR REPORTING ARRANGEMENTS

ARRANGEMENT — EMPLOYER FILE

What happens after an injury, a near miss or a dangerous occurrence — and who tells HSE

KD-HSA-AR-003 Rev A0

RIDDOR 2013 regs 4 to 8 set what is reported to HSE and when — reg 8 the occupational diseases; reg 12 requires the record; the Social Security (Claims and Payments) Regulations 1979 reg 25 requires the accident book where ten or more are employed; MHSWR 1999 reg 5 requires the review that follows. An assessor asks for the accident and RIDDOR figures for the last three years, any enforcement action, and how incidents are investigated — and looks for near misses on the record, because a business with none is asked why. The forms are the accident book entry KD-SITE-AB-025, the near-miss report KD-SITE-NR-026, the investigation KD-SITE-IV-027 on the HSG245 method, and the RIDDOR decision KD-SITE-RD-028.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

HOW AN INJURY, A NEAR MISS, DAMAGE OR ILL HEALTH IS REPORTED INSIDE THE BUSINESS

WHO DECIDES WHETHER IT IS REPORTABLE, AND WHO REPORTS IT

HOW INCIDENTS ARE INVESTIGATED

HOW FINDINGS REACH THE WORKFORCE AND THE DIRECTOR

3 THE FIGURES AN ASSESSOR ASKS FOR — WRITTEN IN FROM THE RECORDS, BY YEAR

YEAR	FATAL	SPECIFIED	OVER-7-DAY	OVER-3-DAY	DISEASE	DANG. OCC.	NEAR MISS	HOURS

ENFORCEMENT ACTION IN THE LAST FIVE YEARS

INSURER OR CLIENT NOTIFIED OF AN INCIDENT THIS YEAR

4 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Accident book — one entry per sheet, held securely — KD-SITE-AB-025
- ☐ Incident and near-miss reports — KD-SITE-NR-026
- ☐ Investigation and corrective action records, with actions closed — KD-SITE-IV-027
- ☐ RIDDOR decision records for every injury, and the HSE report references — KD-SITE-RD-028
- ☐ Environmental incident reports — KD-ENV-IR-007
- ☐ The toolbox talk given after the event, with signatures — KD-TBT-NM-020 on near misses
- ☐ The annual figures above, carried to the policy review — KD-HSA-PR-020

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

5 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	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.