

FIRST-AID AND INJURY RECORD BOOK

First-aid incidents and RIDDOR injury records — not the statutory accident book

RECORD BOOK — KEEP IT SECURE

KD-SITE-AB-035 Rev A0

READ THIS FIRST

This is not the statutory accident book. It is not the book regulation 25 of the Social Security (Claims and Payments) Regulations 1979 requires, and it does not claim to be the form the Secretary of State approves for that book. If the social security accident book duty applies to you — 10 or more people normally employed at the same time on or about the same premises, and possibly any construction site (see page 2) — keep your accident records in the form that duty requires; HSE publishes its Accident Book BL510 for that purpose. Use this book alongside it, or where the duty does not apply, for first-aid incidents and the injury records RIDDOR asks you to keep, with personal details torn off and filed securely.

Print it single-sided, fill in this cover, read page 2 before the first entry, and keep it where first-aiders and people who are hurt can reach it. Each entry page tears in two: the strip at the top stays in the book, and the record below the dashed line is torn off as soon as the entry is signed and filed securely, so nobody using the book can read an earlier entry. The single loose injury entry sheet for the site file is KD-SITE-AB-025; near misses and damage-only events go on KD-SITE-NR-026, not in this book.

1 THIS BOOK

EMPLOYER / BUSINESS		BOOK NUMBER	PREVIOUS BOOK NUMBER	NEXT BOOK NUMBER
PREMISES OR SITE, AND ADDRESS		SITE / PROJECT REF		STATUTORY BOOK KEPT?
DATE STARTED	DATE CLOSED	FIRST ENTRY NO.	LAST ENTRY NO.	KEEP UNTIL AT LEAST

2 WHO KEEPS IT AND WHERE

BOOK KEPT BY	WHERE THE BOOK IS KEPT	TORN-OFF RECORDS FILED AT
DEPUTY WHEN THE KEEPER IS AWAY	FIRST-AIDERS	

3 WHEN THE BOOK IS CLOSED

CLOSED BY	DATE	BOOK AND TORN-OFF RECORDS ARCHIVED AT
DESTROYED SECURELY ON	DESTROYED BY	

4 THIS IS NOT THE STATUTORY ACCIDENT BOOK — WHO MUST KEEP THAT BOOK

This is not the statutory accident book. It is not the book regulation 25 of the Social Security (Claims and Payments) Regulations 1979 requires, and it does not claim to be the form the Secretary of State approves for that book.

The statutory book. Social Security (Claims and Payments) Regulations 1979 reg 25(3) applies to every owner or occupier (being an employer) of a mine, a quarry or premises to which any of the provisions of the Factories Act 1961 applies, and to every employer who normally employs ten or more people at the same time on or about the same premises. That employer must "keep readily accessible a means (whether in a book or books or by electronic means), in a form approved by the Secretary of State, by which a person employed by the employer or some other person acting on his behalf may record the appropriate particulars" of an accident, and must "preserve every such record for the period of at least 3 years from the date of its entry".

Builders, read this. Factories Act 1961 s.127(4) says that where building operations or works of engineering construction are carried on, the Act applies as if the place were a factory and the person undertaking the operations were its occupier. So a builder may be covered by the accident book duty as the occupier of a site, whatever the headcount. That point is not settled: take advice, and if in doubt keep the statutory book.

If the duty applies to you, or may: keep your accident records in the form that duty requires, not in this book. HSE publishes its own accident book, HSE Accident Book BL510 (2018 edition). Use this book alongside it, or where the duty does not apply, for the incidents first-aiders attend — HSE's first-aid guidance says the first-aid record book is not the same as the statutory accident book — and for the injury records RIDDOR asks you to keep (section 8). If you keep the statutory book, do not copy the injured person's details into this one: write the statutory book's entry number in the index and use only the index and its RIDDOR columns.

Quotations from legislation contain public sector information licensed under the Open Government Licence v3.0. Written for Great Britain: the Factories Act 1961 extends to England, Wales and Scotland, and Northern Ireland has its own accident reporting regulations.

5 MAKING AN ENTRY

The injured person, a first-aider who attended, or someone acting for the injured person makes the entry, as soon as possible, below the dashed line of the next entry page. Each entry records the particulars RIDDOR asks for in an injury record, and the first aid given:

(1) the date and time of the accident; (2) the injured person's full name, occupation and address, and their employer or status; (3) the place where it happened; (4) a brief description of what happened and the nature of the injury; (5) the first aid given, by whom, and what happened next; (6) if the accident was reported to HSE, the date it was first reported and how (online or by telephone).

These follow RIDDOR 2013 Schedule 1 Part 2. The employer then takes reasonable steps to investigate what happened and records any difference between what it finds and what the entry says (Social Security (Claims and Payments) Regulations 1979 reg 25(1)), on the torn-off record. The investigation itself is KD-SITE-IV-027.

6 KEEPING PERSONAL DETAILS PRIVATE

An entry holds personal data, and details of an injury are data about health, which UK GDPR art 9 treats as a special category. Collect only what the entry needs (art 5(1)(c)), keep it secure (art 5(1)(f)), and keep it no longer than needed (art 5(1)(e)). So each entry page comes in two parts:

1. The strip at the top stays in the book. It holds the entry number, the dates, where the record is filed and the RIDDOR answer — no names and no injury details.
2. As soon as the entry is signed, the book keeper tears the record off along the dashed line and files it at the place named on the cover. The employer's check is then completed on the filed record, never in the book.
3. Nobody making an entry should be able to read an earlier one. Never photocopy the book with records still in it, and never leave a completed record in the book.
4. If you fill entries in on screen, save each completed record as its own file in a restricted folder and print the strip for the book, rather than keeping every entry in one open file.

Decide and write down your lawful basis for keeping these records — ICO says that for sickness and injury records an employer can likely rely on legal obligation or legitimate interests (UK GDPR art 6(1)(c) or (f)) — and your condition for health data, likely the employment condition, which needs an appropriate policy document (Data Protection Act 2018 Schedule 1 para 1). ICO suggests keeping paper records in a sealed envelope in a locked filing cabinet. Tell workers how injury records are used and who sees them in your privacy notice (KD-PQ-DP-006).

7 HOW LONG TO KEEP IT

Keep each record for at least three years from the date it was made (RIDDOR 2013 reg 12(2)); the statutory accident book has the same minimum (Social Security (Claims and Payments) Regulations 1979 reg 25(3)). Keep the book and its torn-off records together until three years after the last entry — the keep-until date on the cover. Your insurer or legal adviser may ask you to keep injury records longer, because a claim can be brought after that. Then destroy them securely.

8 RIDDOR — ACCIDENTS THAT MUST ALSO BE REPORTED TO HSE

Some accidents must also be reported to HSE under RIDDOR 2013: deaths, specified injuries, injuries that keep a worker off their normal work for more than seven consecutive days (not counting the day of the accident), injuries to people not at work who are taken to hospital for treatment, and dangerous occurrences. Make and record the decision on KD-SITE-RD-028, and follow your company's arrangements in KD-HSA-AR-003. Report online through HSE's RIDDOR pages at hse.gov.uk/riddor; fatal and specified injuries can also be reported by telephone.

A record you keep for another purpose satisfies the RIDDOR record-keeping duty if it covers the injuries RIDDOR requires to be recorded and holds the particulars it lists (RIDDOR 2013 reg 12(4)) — so fill in the index: whether the accident was reportable, when and how it was first reported, and HSE's reference. An injury that keeps a worker off their normal work for more than three consecutive days (not counting the day of the accident) is recorded even though it is not reported (reg 12). Work-related diseases are not entries in this book: keep a separate record of those.

RECORD BOOK — KEEP IT SECURE

KD-SITE-AB-035 Rev A0

One line per entry, filled in by the book keeper. No names, no injury details and no accident dates: this page stays in the book and anyone making an entry can see it.

KD-SITE-AB-035 | Rev A0 | Issued 2026-09-13 | Effective 2026-09-13 | Next review 2027-09-13

FIRST-AID AND INJURY RECORD BOOK

Entry 01 of 20 — the strip stays in the book; the record below the line is torn off and filed

RECORD BOOK — KEEP IT SECURE

KD-SITE-AB-035 Rev A0

ENTRY 01

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 01 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E01.1 ENTRY 01 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E01.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E01.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E01.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON

BY

INVESTIGATION REF

FIRST REPORTED ON / METHOD

RD-028 / HSE REF

WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

FIRST-AID AND INJURY RECORD BOOK

Entry 02 of 20 — the strip stays in the book; the record below the line is torn off and filed

RECORD BOOK — KEEP IT SECURE

KD-SITE-AB-035 Rev A0

ENTRY 02

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 02 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E02.1 ENTRY 02 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E02.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E02.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E02.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON

BY

INVESTIGATION REF

FIRST REPORTED ON / METHOD

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WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

FIRST-AID AND INJURY RECORD BOOK

Entry 03 of 20 — the strip stays in the book; the record below the line is torn off and filed

RECORD BOOK — KEEP IT SECURE

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ENTRY 03

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE	RECORD TORN OFF ON	TORN OFF AND FILED BY	FILED AT	RIDDOR

----- TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 03 IS SIGNED · FILE SECURELY, NOT IN THE BOOK -----

E03.1 ENTRY 03 — THE INJURED PERSON

FULL NAME	OCCUPATION	EMPLOYER, OR STATUS
HOME ADDRESS	CONTACT NUMBER (OPTIONAL)	

E03.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT	TIME	PLACE — EXACTLY WHERE IT HAPPENED
WHAT HAPPENED		
THE INJURY — WHAT IT IS AND WHERE ON THE BODY		
FIRST AID GIVEN BY	FIRST AID GIVEN AND WHAT HAPPENED NEXT	WITNESSES

E03.3 WHO MADE THE ENTRY

FULL NAME	ADDRESS (IF NOT THE INJURED PERSON)	OCCUPATION / ROLE
SIGNATURE OF THE PERSON MAKING THE ENTRY	DATE	

E03.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON	BY	INVESTIGATION REF	FIRST REPORTED ON / METHOD	RD-028 / HSE REF
WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY				

FIRST-AID AND INJURY RECORD BOOK

RECORD BOOK — KEEP IT SECURE

Entry 04 of 20 — the strip stays in the book; the record below the line is torn off and filed

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ENTRY 04

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 04 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E04.1 ENTRY 04 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E04.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E04.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E04.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON

BY

INVESTIGATION REF

FIRST REPORTED ON / METHOD

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WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

FIRST-AID AND INJURY RECORD BOOK

Entry 05 of 20 — the strip stays in the book; the record below the line is torn off and filed

RECORD BOOK — KEEP IT SECURE

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ENTRY 05

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 05 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E05.1 ENTRY 05 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E05.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E05.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E05.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON

BY

INVESTIGATION REF

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WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

FIRST-AID AND INJURY RECORD BOOK

Entry 06 of 20 — the strip stays in the book; the record below the line is torn off and filed

RECORD BOOK — KEEP IT SECURE

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ENTRY 06

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE	RECORD TORN OFF ON	TORN OFF AND FILED BY	FILED AT	RIDDOR

----- TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 06 IS SIGNED · FILE SECURELY, NOT IN THE BOOK -----

E06.1 ENTRY 06 — THE INJURED PERSON

FULL NAME	OCCUPATION	EMPLOYER, OR STATUS
HOME ADDRESS	CONTACT NUMBER (OPTIONAL)	

E06.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT	TIME	PLACE — EXACTLY WHERE IT HAPPENED
WHAT HAPPENED		
THE INJURY — WHAT IT IS AND WHERE ON THE BODY		
FIRST AID GIVEN BY	FIRST AID GIVEN AND WHAT HAPPENED NEXT	WITNESSES

E06.3 WHO MADE THE ENTRY

FULL NAME	ADDRESS (IF NOT THE INJURED PERSON)	OCCUPATION / ROLE
SIGNATURE OF THE PERSON MAKING THE ENTRY	DATE	

E06.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON	BY	INVESTIGATION REF	FIRST REPORTED ON / METHOD	RD-028 / HSE REF
WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY				

FIRST-AID AND INJURY RECORD BOOK

RECORD BOOK — KEEP IT SECURE

Entry 07 of 20 — the strip stays in the book; the record below the line is torn off and filed

KD-SITE-AB-035 Rev A0

ENTRY 07

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 07 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E07.1 ENTRY 07 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E07.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E07.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E07.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON

BY

INVESTIGATION REF

FIRST REPORTED ON / METHOD

RD-028 / HSE REF

WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

FIRST-AID AND INJURY RECORD BOOK

RECORD BOOK — KEEP IT SECURE

Entry 08 of 20 — the strip stays in the book; the record below the line is torn off and filed

KD-SITE-AB-035 Rev A0

ENTRY 08

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 08 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E08.1 ENTRY 08 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E08.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E08.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E08.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON

BY

INVESTIGATION REF

FIRST REPORTED ON / METHOD

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WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

FIRST-AID AND INJURY RECORD BOOK

Entry 09 of 20 — the strip stays in the book; the record below the line is torn off and filed

RECORD BOOK — KEEP IT SECURE

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ENTRY 09

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE	RECORD TORN OFF ON	TORN OFF AND FILED BY	FILED AT	RIDDOR

----- TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 09 IS SIGNED · FILE SECURELY, NOT IN THE BOOK -----

E09.1 ENTRY 09 — THE INJURED PERSON

FULL NAME	OCCUPATION	EMPLOYER, OR STATUS
HOME ADDRESS	CONTACT NUMBER (OPTIONAL)	

E09.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT	TIME	PLACE — EXACTLY WHERE IT HAPPENED
WHAT HAPPENED		
THE INJURY — WHAT IT IS AND WHERE ON THE BODY		
FIRST AID GIVEN BY	FIRST AID GIVEN AND WHAT HAPPENED NEXT	WITNESSES

E09.3 WHO MADE THE ENTRY

FULL NAME	ADDRESS (IF NOT THE INJURED PERSON)	OCCUPATION / ROLE
SIGNATURE OF THE PERSON MAKING THE ENTRY	DATE	

E09.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON	BY	INVESTIGATION REF	FIRST REPORTED ON / METHOD	RD-028 / HSE REF
WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY				

FIRST-AID AND INJURY RECORD BOOK

RECORD BOOK — KEEP IT SECURE

Entry 10 of 20 — the strip stays in the book; the record below the line is torn off and filed

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ENTRY 10

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 10 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E10.1 ENTRY 10 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E10.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E10.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E10.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

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WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

FIRST-AID AND INJURY RECORD BOOK

RECORD BOOK — KEEP IT SECURE

Entry 11 of 20 — the strip stays in the book; the record below the line is torn off and filed

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ENTRY 11

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 11 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E11.1 ENTRY 11 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E11.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E11.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E11.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

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BY

INVESTIGATION REF

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WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

FIRST-AID AND INJURY RECORD BOOK

Entry 12 of 20 — the strip stays in the book; the record below the line is torn off and filed

RECORD BOOK — KEEP IT SECURE

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ENTRY 12

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE	RECORD TORN OFF ON	TORN OFF AND FILED BY	FILED AT	RIDDOR

----- TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 12 IS SIGNED · FILE SECURELY, NOT IN THE BOOK -----

E12.1 ENTRY 12 — THE INJURED PERSON

FULL NAME	OCCUPATION	EMPLOYER, OR STATUS
HOME ADDRESS	CONTACT NUMBER (OPTIONAL)	

E12.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT	TIME	PLACE — EXACTLY WHERE IT HAPPENED
WHAT HAPPENED		
THE INJURY — WHAT IT IS AND WHERE ON THE BODY		
FIRST AID GIVEN BY	FIRST AID GIVEN AND WHAT HAPPENED NEXT	WITNESSES

E12.3 WHO MADE THE ENTRY

FULL NAME	ADDRESS (IF NOT THE INJURED PERSON)	OCCUPATION / ROLE
SIGNATURE OF THE PERSON MAKING THE ENTRY	DATE	

E12.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON	BY	INVESTIGATION REF	FIRST REPORTED ON / METHOD	RD-028 / HSE REF
WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY				

FIRST-AID AND INJURY RECORD BOOK

Entry 13 of 20 — the strip stays in the book; the record below the line is torn off and filed

RECORD BOOK — KEEP IT SECURE

KD-SITE-AB-035 Rev A0

ENTRY 13

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE	RECORD TORN OFF ON	TORN OFF AND FILED BY	FILED AT	RIDDOR

----- TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 13 IS SIGNED · FILE SECURELY, NOT IN THE BOOK -----

E13.1 ENTRY 13 — THE INJURED PERSON

FULL NAME	OCCUPATION	EMPLOYER, OR STATUS
HOME ADDRESS	CONTACT NUMBER (OPTIONAL)	

E13.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT	TIME	PLACE — EXACTLY WHERE IT HAPPENED
WHAT HAPPENED		
THE INJURY — WHAT IT IS AND WHERE ON THE BODY		
FIRST AID GIVEN BY	FIRST AID GIVEN AND WHAT HAPPENED NEXT	WITNESSES

E13.3 WHO MADE THE ENTRY

FULL NAME	ADDRESS (IF NOT THE INJURED PERSON)	OCCUPATION / ROLE
SIGNATURE OF THE PERSON MAKING THE ENTRY	DATE	

E13.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON	BY	INVESTIGATION REF	FIRST REPORTED ON / METHOD	RD-028 / HSE REF
WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY				

FIRST-AID AND INJURY RECORD BOOK

RECORD BOOK — KEEP IT SECURE

Entry 14 of 20 — the strip stays in the book; the record below the line is torn off and filed

KD-SITE-AB-035 Rev A0

ENTRY 14

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 14 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E14.1 ENTRY 14 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E14.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E14.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E14.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON

BY

INVESTIGATION REF

FIRST REPORTED ON / METHOD

RD-028 / HSE REF

WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

FIRST-AID AND INJURY RECORD BOOK

Entry 15 of 20 — the strip stays in the book; the record below the line is torn off and filed

RECORD BOOK — KEEP IT SECURE

KD-SITE-AB-035 Rev A0

ENTRY 15

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE	RECORD TORN OFF ON	TORN OFF AND FILED BY	FILED AT	RIDDOR

----- TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 15 IS SIGNED · FILE SECURELY, NOT IN THE BOOK -----

E15.1 ENTRY 15 — THE INJURED PERSON

FULL NAME	OCCUPATION	EMPLOYER, OR STATUS
HOME ADDRESS	CONTACT NUMBER (OPTIONAL)	

E15.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT	TIME	PLACE — EXACTLY WHERE IT HAPPENED
WHAT HAPPENED		
THE INJURY — WHAT IT IS AND WHERE ON THE BODY		
FIRST AID GIVEN BY	FIRST AID GIVEN AND WHAT HAPPENED NEXT	WITNESSES

E15.3 WHO MADE THE ENTRY

FULL NAME	ADDRESS (IF NOT THE INJURED PERSON)	OCCUPATION / ROLE
SIGNATURE OF THE PERSON MAKING THE ENTRY	DATE	

E15.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON	BY	INVESTIGATION REF	FIRST REPORTED ON / METHOD	RD-028 / HSE REF
WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY				

FIRST-AID AND INJURY RECORD BOOK

Entry 16 of 20 — the strip stays in the book; the record below the line is torn off and filed

RECORD BOOK — KEEP IT SECURE

KD-SITE-AB-035 Rev A0

ENTRY 16

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE	RECORD TORN OFF ON	TORN OFF AND FILED BY	FILED AT	RIDDOR

----- TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 16 IS SIGNED · FILE SECURELY, NOT IN THE BOOK -----

E16.1 ENTRY 16 — THE INJURED PERSON

FULL NAME	OCCUPATION	EMPLOYER, OR STATUS
HOME ADDRESS	CONTACT NUMBER (OPTIONAL)	

E16.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT	TIME	PLACE — EXACTLY WHERE IT HAPPENED
WHAT HAPPENED		
THE INJURY — WHAT IT IS AND WHERE ON THE BODY		
FIRST AID GIVEN BY	FIRST AID GIVEN AND WHAT HAPPENED NEXT	WITNESSES

E16.3 WHO MADE THE ENTRY

FULL NAME	ADDRESS (IF NOT THE INJURED PERSON)	OCCUPATION / ROLE
SIGNATURE OF THE PERSON MAKING THE ENTRY	DATE	

E16.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON	BY	INVESTIGATION REF	FIRST REPORTED ON / METHOD	RD-028 / HSE REF
WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY				

FIRST-AID AND INJURY RECORD BOOK

Entry 17 of 20 — the strip stays in the book; the record below the line is torn off and filed

RECORD BOOK — KEEP IT SECURE

KD-SITE-AB-035 Rev A0

ENTRY 17

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE	RECORD TORN OFF ON	TORN OFF AND FILED BY	FILED AT	RIDDOR

----- TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 17 IS SIGNED · FILE SECURELY, NOT IN THE BOOK -----

E17.1 ENTRY 17 — THE INJURED PERSON

FULL NAME	OCCUPATION	EMPLOYER, OR STATUS
HOME ADDRESS	CONTACT NUMBER (OPTIONAL)	

E17.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT	TIME	PLACE — EXACTLY WHERE IT HAPPENED
WHAT HAPPENED		
THE INJURY — WHAT IT IS AND WHERE ON THE BODY		
FIRST AID GIVEN BY	FIRST AID GIVEN AND WHAT HAPPENED NEXT	WITNESSES

E17.3 WHO MADE THE ENTRY

FULL NAME	ADDRESS (IF NOT THE INJURED PERSON)	OCCUPATION / ROLE
SIGNATURE OF THE PERSON MAKING THE ENTRY	DATE	

E17.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON	BY	INVESTIGATION REF	FIRST REPORTED ON / METHOD	RD-028 / HSE REF
WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY				

FIRST-AID AND INJURY RECORD BOOK

RECORD BOOK — KEEP IT SECURE

Entry 18 of 20 — the strip stays in the book; the record below the line is torn off and filed

KD-SITE-AB-035 Rev A0

ENTRY 18

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 18 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E18.1 ENTRY 18 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E18.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E18.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E18.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON

BY

INVESTIGATION REF

FIRST REPORTED ON / METHOD

RD-028 / HSE REF

WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

FIRST-AID AND INJURY RECORD BOOK

RECORD BOOK — KEEP IT SECURE

Entry 19 of 20 — the strip stays in the book; the record below the line is torn off and filed

KD-SITE-AB-035 Rev A0

ENTRY 19

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 19 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E19.1 ENTRY 19 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E19.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E19.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E19.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON

BY

INVESTIGATION REF

FIRST REPORTED ON / METHOD

RD-028 / HSE REF

WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

FIRST-AID AND INJURY RECORD BOOK

RECORD BOOK — KEEP IT SECURE

Entry 20 of 20 — the strip stays in the book; the record below the line is torn off and filed

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ENTRY 20

This strip stays in the book. It holds no personal details.

DATE ENTRY MADE

RECORD TORN OFF ON

TORN OFF AND FILED BY

FILED AT

RIDDOR

TEAR OFF ALONG THIS LINE AS SOON AS ENTRY 20 IS SIGNED · FILE SECURELY, NOT IN THE BOOK

E20.1 ENTRY 20 — THE INJURED PERSON

FULL NAME

OCCUPATION

EMPLOYER, OR STATUS

HOME ADDRESS

CONTACT NUMBER (OPTIONAL)

E20.2 THE ACCIDENT, THE INJURY AND THE FIRST AID

DATE OF ACCIDENT

TIME

PLACE — EXACTLY WHERE IT HAPPENED

WHAT HAPPENED

THE INJURY — WHAT IT IS AND WHERE ON THE BODY

FIRST AID GIVEN BY

FIRST AID GIVEN AND WHAT HAPPENED NEXT

WITNESSES

E20.3 WHO MADE THE ENTRY

FULL NAME

ADDRESS (IF NOT THE INJURED PERSON)

OCCUPATION / ROLE

SIGNATURE OF THE PERSON MAKING THE ENTRY

DATE

E20.4 EMPLOYER'S CHECK AND RIDDOR — COMPLETED ON THE FILED RECORD

INVESTIGATED ON

BY

INVESTIGATION REF

FIRST REPORTED ON / METHOD

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WHAT THE INVESTIGATION FOUND THAT DIFFERS FROM THIS ENTRY

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	2026-09-13	first-issue	First issue.	— not yet approved —
A0	2026-09-13	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.