

RIDDOR DECISION RECORD

Reportable or not — the reasoning, the report reference, or why not

FORM — SITE FILE

KD-SITE-RD-028 Rev A0

RIDDOR 2013. Deaths, specified injuries, non-workers taken to hospital and dangerous occurrences: notify HSE without delay and send the report within ten days. Over-seven-day incapacitation (not counting the day of the accident, counting weekends and rest days): report within fifteen days of the accident. Occupational diseases: report without delay on the diagnosis. Over-three-day injuries are recorded, not reported — the accident book entry is that record (reg 12). The responsible person is the injured person's employer; for a self-employed person or a member of the public on premises under the principal contractor's control, it is the principal contractor (reg 3). This record is the decision and the reasoning, whichever way it went.

1 THE EVENT

PROJECT / SITE REF	SITE	DATE	INCIDENT REPORT REF	DECIDED BY

2 TESTED AGAINST EACH CATEGORY — TICK ANY THAT APPLIES

- ☐ Death
- ☐ Specified injury (reg 4(1)) — a fracture diagnosed by a registered medical practitioner other than to fingers, thumbs or toes; amputation; an injury diagnosed as likely to cause permanent blinding or reduction in sight; a crush injury to the head or torso causing damage to the brain or internal organs; a burn or scald covering more than 10% of the body or damaging the eyes, respiratory system or other vital organs; scalping; loss of consciousness from head injury or asphyxia; an enclosed-space injury leading to hypothermia, heat illness or resuscitation
- ☐ Over-seven-day incapacitation (reg 4(2)) — excluding the day of the accident; report within 15 days of the accident
- ☐ Non-worker taken from site to hospital for treatment of an injury (reg 5)
- ☐ Occupational disease diagnosed in writing (reg 8) — e.g. occupational asthma, HAVS, dermatitis, carpal tunnel syndrome
- ☐ Dangerous occurrence (Schedule 2) — e.g. lifting equipment collapse or overturn; a scaffold over 5 m collapsing or partially collapsing; an electrical short circuit or overload with fire or explosion stopping the plant for more than 24 hours; unintended collapse of a structure
- ☐ None of the above

3 RESPONSIBLE PERSON AND DECISION

RESPONSIBLE PERSON (REG 3) REPORT MADE BY THEM / BY US ON THEIR BEHALF, AGREED WITH

--	--

- ☐ REPORTABLE — report made
- ☐ NOT REPORTABLE — reasoning below
- ☐ WATCH — over-seven-day test running; decide by the date below

REASONING

--

HSE REPORT REFERENCE REPORTED ON REPORTED BY DECIDE BY (WATCH)

--	--	--	--

4 SIGNATURES

Decided by:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Reviewed by:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

RIDDOR DECISION RECORD

continued

FORM — SITE FILE

KD-SITE-RD-028 Rev A0

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.