AFTER A RIDDOR REPORT

# After a RIDDOR Report: Record and Checklist

One sheet per report. Fill in Part 1 the day you report, work through Part 2 over the following weeks, and log every contact with the enforcing authority in Part 4.

| | |
|---|---|
| RIDDOR reference number | |
| Date reported | |
| Method (online / phone) | |
| Reported by | |
| Enforcing authority (HSE / local authority / other) | |
| PDF copy of the report saved at | |

## Part 1. The record (RIDDOR regulation 12 and Schedule 1)

| | |
|---|---|
| Date and time of the accident or dangerous occurrence | |
| Place where it happened | |
| Injured person's full name | |
| Occupation (person at work) or status, e.g. visitor (person not at work) | |
| Injury | |
| Brief description of the circumstances | |

Keep each entry for at least three years, where the work is done or at your usual place of business. Record over-three-day injuries too, even though they are not reported.

## Part 2. Checklist

| Straight away | Done | To do | Notes |
|---|---|---|---|
| PDF copy of the report saved with its reference number (HSE no longer emails a copy) | ☐ | ☐ | |
| Scene, equipment and footage kept as they are until you know whether an inspector wants to see them | ☐ | ☐ | |
| Insurer told separately, if needed (HSE does not pass reports on) | ☐ | ☐ | |

| Over the following weeks | Done | To do | Notes |
|---|---|---|---|
| Own investigation started: immediate and underlying causes | ☐ | ☐ | |
| Workers or their safety representatives told what happened and what is being done | ☐ | ☐ | |
| Fixes put in place, with photos, dates and owners | ☐ | ☐ | |
| Injured person's recovery followed: report amended if the injury changes, or if the injured employee dies within a year | ☐ | ☐ | |

| Ready if an inspector calls | Done | To do | Notes |
|---|---|---|---|
| One named contact for the enforcing authority | ☐ | ☐ | |
| Documents gathered in one place: risk assessment, training records, maintenance, earlier near misses, your investigation | ☐ | ☐ | |


A record and checklist, not legal advice. RIDDOR applies in Great Britain; in Northern Ireland, report to HSENI. To amend a report, see HSE's page on amending RIDDOR notifications.

## Part 3. Follow-up actions

| Action | Owner | By when | Done |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
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## Part 4. Contact log with HSE or the local authority

| Date | Who (name, authority) | What was asked | What was sent, and when |
|---|---|---|---|
| | | | |
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