RIDDOR review checklist

01 / Start with safety, then review your reporting duties

Arrange urgent help and control continuing danger first. Do not delay notification while you complete this pack. Use current HSE guidance and competent advice for the reporting decision. Northern Ireland uses separate rules.

Incident reference

Reviewer / date

Work through these prompts

- ☐ Confirm the immediate response, first aid arrangements and controls against further harm.
- ☐ Identify the responsible person, their reporting lead and a deputy for absences.
- ☐ Establish the facts and the work connection. Record uncertainties rather than guessing.
- ☐ Check HSE categories: death, specified injury, over-seven-day incapacity, non-worker injury, occupational disease or dangerous occurrence. Check sector-specific rules too.
- ☐ For incapacity, check normal duties as well as absence. Exclude the accident day; include weekends and rest days. Review the over-three-day recording requirement.
- ☐ Check the exact reporting trigger and timescale. Record the decision and reasons on page 2.
- ☐ If facts remain unclear, identify who will obtain them and when. Escalate promptly; do not let a review date postpone a reporting duty.
- ☐ Retain the report copy and submission reference when applicable. An internal form does not submit a RIDDOR report.
- ☐ Investigate proportionately, involve relevant workers and assign improvements on page 3.
- ☐ Check whether actions work, update relevant controls and communicate the lessons.

Timing reminder

For relevant deaths, specified injuries, non-worker injuries and dangerous occurrences: notify without delay; ensure the authority receives the report within 10 days. For over-seven-day injuries: report within 15 days of the accident. For reportable disease: report as soon as the responsible person receives the diagnosis. Check the relevant category and any special provisions.

Category criteria: hse.gov.uk/riddor/types-of-reportable-incidents.htm

Deadlines: hse.gov.uk/riddor/when-do-i-report.htm

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Incident & reporting record

02 / Use one reference across your records and attachments

Internal supporting record only: this is not an official HSE report or a substitute for any required accident book. Restrict access. Keep necessary personal and medical information securely in linked records; do not display completed forms.

Incident reference

Record author / role

Event date / time

Workplace / precise location

Responsible person / organisation

Reporting lead / contact

People involved: role (worker / non-worker), secure record IDs and contact-record location

What happened? Include activity, sequence, harm and immediate response. Attach detail if needed.

Work connection, relevant evidence and outstanding facts

Reporting decision

Status: [ ] Report required [ ] No report required [ ] Further facts / advice needed

Category / HSE guidance checked, decision reasons and decision-maker / date

Incapacity dates / normal duties affected

Diagnosis date if relevant

Notification date / method

Report deadline

Submission date / reference

Report copy and secure evidence location; next review / owner if information changes

Records: hse.gov.uk/riddor/what-must-i-keep.htm

Reporting roles: hse.gov.uk/riddor/reporting/who-should-report.htm

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Investigation & action log

03 / Copy this page if you need more actions; retain the incident reference

Incident reference / continuation sheet no.

Investigation lead / review date

Immediate and underlying causes: consider planning, equipment, supervision and work conditions

Worker input / supporting evidence / risk assessment reference

ACTION 1

Improvement / control: prioritise removing or reducing the hazard

Owner

Due date

Completion date / evidence location

Effectiveness check: who / when / result or follow-up reference

ACTION 2

Improvement / control: prioritise removing or reducing the hazard

Owner

Due date

Completion date / evidence location

Effectiveness check: who / when / result or follow-up reference

Lessons shared / changes to controls: audience, method, date and next review (attach detail)

Use this log to support investigation and continual improvement, including ISO 45001 work. It does not prove conformity or guarantee certification. Signs support controls; they do not replace them. Set access and retention arrangements for completed records.

Investigation guidance: hse.gov.uk/pubns/books/hsg245.htm

KEEP ALL COMPLETED RECORDS CONFIDENTIAL