

Accident Reporting Training

Good accident reporting can help to increase safety at work and this programme is an essential guide, explaining what should be reported and why.

It ensures that everyone in your workplace knows how to complete a clear and concise accident report if they're involved in an accident or incident at work.

It explains how good accident reporting can increase safety at work and it includes a downloadable Accident Report Form which can be used in your workplace for reporting accidents and incidents.

Key Features & Benefits of this Course

- Complete this online course in just 15 minutes
- Includes downloadable Accident Report Form
- Helps you to meet the requirements of RIDDOR (2013)
- End of course test and printable certificate

Contents

1) The background of accident reporting

This section looks at the importance of keeping accident records. It includes information about Accident Books and data protection laws. It also explains what RIDDOR is and its relevance to accident reporting.

2) What should be recorded?

This short section looks at what **MUST** be recorded, and what **COULD** be put in your Accident Book, depending on what level of reporting your organisation uses.

It's important to understand that not every incident needs to be recorded. The second section of our Accident Reporting Training programme shows you what **MUST** be recorded and what things can be logged in your Accident Book.

3) Reporting an accident

This final section is all about completing a report. It explains what information might be needed and suggests things that might be included in the report that you may not have thought about.

Test & Certificate

This Accident Reporting Training course concludes with a 10 question multiple choice test with a printable certificate. In addition, brief in-course questionnaires guide the user through the sections of the training and are designed to reinforce learning and ensure maximum user engagement throughout.