

SCHEDULE 4

RECORDS

PART I

PARTICULARS TO BE KEPT IN RECORDS OF ANY EVENT WHICH IS REPORTABLE UNDER REGULATION 3

1. Date and time of the accident or dangerous occurrence.
2. In the event of an accident suffered by a person at work, the following particulars of that person—
 - (a) full name;
 - (b) occupation;
 - (c) nature of injury.
3. In the event of an accident suffered by a person not at work, the following particulars of that person (unless they are not known and it is not reasonably practicable to ascertain them)—
 - (a) full name;
 - (b) status (for example “passenger”, “customer”, “visitor” or “bystander”);
 - (c) nature of injury.
4. Place where the accident or dangerous occurrence happened.
5. A brief description of the circumstances in which the accident or dangerous occurrence happened.
6. The date on which the event was first reported to the relevant enforcing authority.
7. The method by which the event was reported.