

SCHEDULE 1

REPORTING AND RECORDING PROCEDURES

Regulations 4 to 10

PART 1

REPORTING PROCEDURE

Injuries, fatalities and dangerous occurrences

1.—(1) Where required to follow the reporting procedure by regulation 4, 5, 6 or 7 (except in relation to a mine or quarry), the responsible person must—

- (a) notify the relevant enforcing authority of the reportable incident by the quickest practicable means without delay; and
- (b) send a report of that incident in an approved manner to the relevant enforcing authority within 10 days of the incident.

(2) Sub-paragraph (1)(a) does not apply to a self-employed person who is injured at premises owned or occupied by that self-employed person, and it is sufficient compliance with sub-paragraph (1)(b) for a self-employed person to make arrangements for the report to be sent to the relevant enforcing authority by some other person.

Diseases

2.—(1) Where required to follow the reporting procedure by regulation 8 or 10, the responsible person must send a report of the diagnosis in an approved manner to the relevant enforcing authority without delay.

(2) It is sufficient compliance with sub-paragraph (1) for a self-employed person to make arrangements for the report to be sent to the relevant enforcing authority by some other person.

Carcinogens, mutagens and biological agents

3. Where required to follow the reporting procedure by regulation 9 the responsible person must notify the relevant enforcing authority in an approved manner.

Mines and quarries

4.—(1) Where required to follow the reporting procedure by regulation 4, 5, 6 or 7 in the case of a mine or quarry, the responsible person must—

- (a) notify the relevant enforcing authority and any nominated person of the reportable incident by the quickest practicable means without delay; and
- (b) send a report of that incident in an approved manner—
 - (i) to any nominated person within seven days of the incident; and
 - (ii) to the relevant enforcing authority within 10 days of the incident.

(2) Where the responsible person becomes aware of a person subsequently dying as the result of an accident which gave rise to an injury reported in accordance with sub-paragraph (1), the responsible person must notify any nominated person of the death.

Regulation 12

PART 2 RECORDS

Particulars to be kept in records of any reportable incident under regulations 4 to 7

5. The date and time of the accident or dangerous occurrence.
6. In respect of an accident injuring a person at work, that person's—
 - (a) full name;
 - (b) occupation;
 - (c) injury.
7. In respect of an accident injuring a person not at work, that person's—
 - (a) full name;
 - (b) status (for example “passenger”, “customer”, “visitor” or “bystander”); and
 - (c) injury,

unless these are not known and it is not reasonably practicable to ascertain them.

8. The place where the accident or dangerous occurrence happened.
9. A brief description of the circumstances in which the accident or dangerous occurrence happened.
10. The date on which the accident or dangerous occurrence was first notified or reported to the relevant enforcing authority.
11. The method by which the accident or dangerous occurrence was first notified or reported.

Particulars to be kept in records of any diagnosis reportable under regulations 8 to 10

12. The date of diagnosis of the disease.
13. The name of the person affected.
14. The occupation of the person affected.
15. The name or nature of the disease.
16. The date on which the disease was first reported to the relevant enforcing authority.
17. The method by which the disease was reported.

Particulars to be kept in records of any injuries to be recorded under regulation 12(1)(c)

18. The date and time of the accident.
19. The following particulars of the injured person—
 - (a) full name;
 - (b) occupation;
 - (c) injury.
20. The place where the accident happened.
21. A brief description of the circumstances in which the accident happened.