

WWCV Accident Reporting Form

1 About the person who had the accident

Full Name		Telephone	
Address			
		Post Code	

2 About the person dealing with the incident / filling in the form

Full Name		Telephone	
Address			
		Post Code	
Signature		Date	/ /

3 About the accident

Date	/ /	Time	:	Where did it happen	
How did it happen, what activity was being undertaken					
What was the injury					

4 How the injury was dealt with

What treatment was given and by whom	
Was there any other action taken or preventative measure for the future	

5 Reporting of injuries, diseases and dangerous diseases occurrence Regulations 1995 (RIDDOR). *See overleaf before completing.*

How was it reported			
Date reported	/ /	Reported by and initials	

An accident is reportable under RIDDOR if any of the following are true.

- A member of the public (including a volunteer) is killed or is taken immediately from the site of the accident to hospital (regardless of how long they spend there).
- One of the following injuries occurs:
 - A fracture other than to fingers, thumbs or toes;
 - Amputation;
 - Dislocation of the shoulder, hip, knee or spine;
 - Loss of sight either temporary or permanent;
 - Any penetration injury to the eye;
 - Injury from electric shock or electric burn leading to unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
 - Unconsciousness caused by asphyxia or exposure to harmful substances.
- One of the following reportable diseases arises out of the work circumstances:
 - Occupational dermatitis;
 - Carpel tunnel syndrome;
 - Infections such as Leptospirosis, Hepatitis, Tetanus and Lyme's Disease;
 - Hand arm vibration syndrome.
- One of the following occurs:
 - Plant or equipment comes into contact with overhead power lines;
 - Electrical short circuit or overload causing fire or explosion;
 - Any unintentional explosion or any injury caused by an explosion;
 - Explosion or fire causing suspension of work for more than 24 hours.

Before submitting a report, discuss it with your contact at the site managers.

Reports can be submitted either by phone (0845 3009923) or on the Incident Contact Centre website (www.riddor.gov.uk). The preferred method is on the website as a copy can then be e-mailed to the relevant Senior Manager.

The person most closely associated with the event should make the report to ensure accuracy.

The regulations state that you must notify the enforcing authority without delay. As the preferred method of notification is on their website, in practice this means the next time you have access to the internet. This may be the next working day. Obviously your first priority is dealing with the incident and you should allow yourself time to recover after having to deal with it.

On WWT sites send the form to:

Emma Chapman, Wiltshire Wildlife Trust, Elm Tree Court, Long Street, Devizes SN10 1NJ