
STATUTORY INSTRUMENTS

1995 No. 3163

**The Reporting of Injuries, Diseases and
Dangerous Occurrences Regulations 1995**

Records

7.—(1) The responsible person shall keep a record of—

- (a) any event which is required to be reported under regulation 3, which shall contain the particulars specified in Part I of Schedule 4;
- (b) any case of disease required to be reported under regulation 5(1), which shall contain the particulars specified in Part II of Schedule 4; and
- (c) such other particulars as may be approved by the Executive for the purpose of demonstrating that any approved means of reporting under regulations 3 or 5(1) has been complied with.

(2) Any record of deaths, injuries at work or disease which the responsible person keeps for any other purpose shall, if it covers the injuries recordable under these Regulations and includes the particulars specified in Schedule 4, be sufficient for the requirements of paragraph (1).

(3) The record referred to in paragraph (1) shall be kept either at the place where the work to which it relates is carried on or at the usual place of business of the responsible person and an entry in such a record shall be kept for at least three years from the date on which it was made.

(4) The responsible person shall send to the relevant enforcing authority such extracts from the record required to be kept under paragraph (1) as that enforcing authority may from time to time require.