

### Introduction

Accident Reporting will help make you aware of the different kinds of incidents which need to be reported at work, what procedures to follow, how to collect data and maintain proper RIDDOR records.

### Who will it benefit?

This training course will help you identify and appreciate the purpose and relevance of RIDDOR.

### Course overview

At the end of the course, trainees will be able to:

- Appreciate the purpose and relevance of RIDDOR
- Recognise the different reports that are required
- Explain recent changes and exemptions
- Identify the reporting requirements
- Explain the ways of making and amending reports
- Identify the guidelines for keeping records

### Course chapters

#### 1. What is RIDDOR?

Learn what RIDDOR is and what is required under RIDDOR.

#### 2. RIDDOR: Whats changed?

Discover all about RIDDOR changes and improvements and what has NOT changed.

#### 3. What is Reportable?

This section will cover what is reportable, occupational diseases, dangerous occurrences and gas incidents.

#### 4. Making a report under RIDDOR

Discover when to report and how to make a report as well as amending a report.

### Course duration

The average time required to complete the learning is approximately **30-35 minutes**, however the course is designed to go at the pace of the learner and can be completed in more time if needed.

### Assessment

The online assessment for the course consists of **15 multiple choice**. In order to be successful, candidates must achieve a **80% (12) or above** pass mark to obtain the certificate.

### Certification

On successful completion of the assessment, the candidate will be able to print/save their certificate. In addition to this, an e.mail is sent to the candidate containing a link to the certificate. This is the simplest, most convenient way to achieve compliance. Also, a QR code has been added to the certificate, which can be scanned by a smartphone to establish the certificate's validity.

For further information relating to this or any of our online courses, contact:

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