



RIDDOR REPORTING POLICY

RIDDOR

A reportable accident, dangerous occurrence or case of occupational disease is a relatively rare event. However, employers, self-employed or persons in control of work premises should be aware that they still have duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Information from RIDDOR reportable accidents allows the enforcing authority to identify specific risk areas, investigate accidents as and when appropriate and inform the business what should be done to prevent a re-occurrence.

What the Environmental Health Department Do?

- Collate accident reports
- Investigate certain accident reports and take/enforce corrective action – under criminal law

What the Environmental Health Department Cannot Do?

- Cannot negotiate compensation or initiate civil claims

WHAT TO REPORT?

1. Death or Major Injury
2. Over-three-day Injury
3. Disease (Occupational Ill Health)
4. Dangerous Occurrence

1. DEATH OR MAJOR INJURY

If there is an accident connected with work and:

- Your employee, or a self-employed person working on your premises, is killed or suffers a major injury (including the result of physical violence); or
- A member of the public is killed or taken to hospital;

You must notify the enforcing authority without delay (e.g. by telephone). They will ask for brief details about your business, the injured person and the accident; and Within ten days you must follow this up with a completed accident report form.

2. OVER-THREE-DAY INJURY

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must send a completed accident report form to the enforcing authority within ten days.

An over three-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including non-work days).

3. DISEASE (WORK RELATED)

If a doctor notifies you in writing that your employee suffers from a reportable work-related disease then you must send a completed disease report form to the enforcing authority. A self employed person notified verbally by his/her doctor that they are suffering from a reportable work related disease is obliged to report the matter to their enforcing authority. A summary of the reportable diseases is given later.

DANGEROUS OCCURRENCE

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence, which must be reported immediately (e.g. by telephone). A summary of the reportable dangerous occurrences is given later.

Within ten days you must follow this up with a completed accident report form.

If you are self-employed:

If you are working in someone else s premises and suffer either a major injury or an injury which means you cannot do the full range of your normal work for more than three days, then that person will be responsible for reporting, so, you should make sure they know about it.

If you are working on your own premises, and:

- you or a member of the public is injured; or
- there is a dangerous occurrence; or
- a doctor tells you that you have a work-related disease or condition;

you need to report it. However, as a self-employed person you don't need to notify immediately if you suffer a major injury on your own premises. Either you or someone acting for you should send in a report form within 10 days.

RECORD KEEPING

Records of any reportable injuries, diseases or dangerous occurrences should be kept for three years after the date on which it happened. The information kept must include:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved; and
- a brief description of the nature of the event or disease.

NB - Data Protection Act applies - extreme care should be taken with personal data and medical information.

WHAT ARE REPORTABLE MAJOR INJURIES?

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical 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 substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

WHAT ARE REPORTABLE DANGEROUS OCCURRENCES?

Some examples of dangerous occurrences which are relevant in the local authority enforced sector include:

- collapse, overturning or failure of load bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipework;

you need to report it. However, as a self-employed person you don't need to notify immediately if you suffer a major injury on your own premises. Either you or someone acting for you should send in a report form within 10 days.

WHAT ARE REPORTABLE DISEASES?

Some examples of reportable diseases include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, oil folliculitis/ acne, chrome ulcer;
- lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis and mesothelioma;
- infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;
- other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 - L73(HSE)

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For more information log on to the HSE website at <http://www.hse.gov.uk>.



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