

# **Health and Safety General Topic Guide G21**

## **Reporting of Injuries, Disease, and Dangerous Occurrences**

# **Health and Safety General Topic Guide G2**

## **Reporting of Injuries, Disease, and Dangerous Occurrences**

### **1 Introduction**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) provides the statutory framework for reporting the specified types of incidents and accidents for accidents occurring on land. 'Reportable' incidents are a commonly used measure of safety performance and are also used by the HSE to direct their inspection and enforcement activities.

Accidents involving ships or their crews whilst onboard may be reportable to the Marine Accidents Investigation Branch under merchant shipping legislation. Note that in this context 'ships' is very broadly defined within the regulations. See 'Further Information' below. For incidents related to shore-based activity RIDDOR is applicable.

The remainder of this guide refers to the RIDDOR requirements.

These statutory requirements can be difficult to interpret so it is advisable to adopt an "if in doubt, report" approach. Enforcement agencies or the Incident Contact Centre (see below) will advise on whether reporting is required.

### **2 Duties and Responsibilities**

Generally, the person responsible is the employer or else the person in control of the premises or work activity. For some situations, for example diving, there is a designated person responsible.

### **3 Reporting**

#### **(a) How and When to Report**

The most convenient way to report is to the central Incident Contact Centre at Caerphilly either by telephone, email, fax, internet or post. See [www.riddor.gov.uk](http://www.riddor.gov.uk) for further information. Reports can also be made direct to the responsible enforcement authority, either the local authority or the HSE, depending on the type of business. The BMF Guide to Members gives more information on enforcement.

In the event of death or major injury the enforcement authority should be informed by the quickest practicable means, which is normally by telephone. Within 10 days written confirmation of the accident must be made on form F2508 and sent to the enforcement authority or Incident Contact Centre. A record should be kept of when, how and who reported the accident to the enforcement body.

Photocopies of the report form should be taken and kept with the accident report and any other documentation which may be associated with the accident.

## **(b) What to report**

### **Death**

- The death of any employee resulting from an accident arising out of or in connection with their work (this includes any death up to one year from the date of any accident).

### **Major Injury**

- Any fracture, other than to the fingers, thumb or toes
- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- A chemical burn or hot metal burn to the eye or any penetration injury to the eye
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours

### **Any other injury which:**

- Leads to hypothermia, heat-induced illness or to unconsciousness requiring resuscitation
- Requires admittance to hospital for more than 24 hours
- Involves a loss of consciousness caused by asphyxia or by exposure to harmful substances
- Is either one of the following conditions which results from the absorption of any substance by inhalation, ingestion, or through the skin -
  - Acute illness requiring medical attention
  - Loss of consciousness

### **Over 3 days absence**

- When a member of staff is off work for 3 or more days following an accident which is not reportable under the above (for example, after a sprain) then this must be reported to the enforcing authority.

## Specified Dangerous Occurrence

Some 80 kinds of dangerous occurrence are specified in the regulations. These include:

- Collapse, overturning or failure of *lifting machinery*
- Failure of *pressure systems*
- Unintentional contact with *overhead electricity*
- *Electrical shorts* causing fires or explosions
- Incidents involving the carriage of *dangerous substances* by road,
- collapse of *buildings or structures* or scaffolding,
- exposure to *biological agents*,
- etc.

## Specified Diseases

This applies when a medical practitioner has diagnosed one of the wide range of diseases specified in the regulations.

## 4 Accidents to Members of the Public

Where any person not at work suffers an injury as a result of your work activity and they are taken **directly** from the scene to hospital for treatment, this too is reportable.

## 5 Records

Records of events reportable under RIDDOR must be retained for a minimum of three years. The regulations detail the information that must be retained.

## 6 Further information

A Guide to the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. L73 HSE Approved Code of Practice

RIDDOR Explained. HSE31 (Rev1). HSE

Further information can also be found on the HSE Website [www.hse.gov.uk](http://www.hse.gov.uk)

Advice on disease reporting requirements can be obtained from the local enforcing authority.

Merchant Shipping (Accident Reporting and Investigation) Regulations 2005

Marine Guidance Note MGN289. Accident Reporting and Investigation.

[www.maib.gov.uk](http://www.maib.gov.uk)

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