

# INCIDENT REPORTING PROCEDURES

Under RIDDOR, employers and other responsible people who have control over employees and work premises have certain responsibilities. If any of the following events occur at work, employers and other responsible people must report the incident to the relevant enforcing authority. (See reverse for lists of major injuries / occupational diseases and dangerous occurrences)



**MINOR INJURY**  
All injuries however minor must be reported to the site supervisor, details of the injury must be recorded in the accident book and first aid / emergency treatment given as necessary

**WHAT HAS TO BE REPORTED**  
If incidents involving employees, contractors, self employed, visitors and members of the general public fall within these criteria they should be reported under RIDDOR  
**Deaths · Major Injuries · Accidents - Over Seven-Day Injuries · Occupational Diseases · Dangerous Occurrences · Not At Work**

**DEATHS / MAJOR INJURIES**  
Inform immediately the site supervisor, the company's senior management and your health and safety advisors. The HSE must be notified without delay:  
**In the case of a fatality or a major injury which may lead to a fatality**  
**Telephone:**  
**0845 300 9923 (8.30-5.00)**  
**Out of Hours:**  
**0151 922 9235**  
Otherwise complete the on line form via [www.hse.gov/riddor](http://www.hse.gov/riddor)

**OVER SEVEN-DAY INJURIES**  
If the injured person has been incapacitated or is likely to be unable to carry out their normal working duties for more than 7 consecutive days (excluding day of the accident but including rest days and bank holidays) the HSE must be informed within fifteen days of the incident.  
**Report on-line to:**  
[www.hse.gov/riddor](http://www.hse.gov/riddor)

**OCCUPATIONAL DISEASES**  
Employers and self-employed people must report occupational diseases. This must be done when they receive a written diagnosis from a doctor that they, or an employee, is suffering from one of these conditions and the sufferer has been doing the work activities listed for that illness.  
**Report on-line to:**  
[www.hse.gov/riddor](http://www.hse.gov/riddor)

**DANGEROUS OCCURENCES**  
Dangerous occurrences are certain, listed near-miss events. Not every near-miss event must be reported.  
**Report on-line to:**  
[www.hse.gov/riddor](http://www.hse.gov/riddor)

**PERSONS NOT AT WORK**  
You must report injuries to members of the public or people who are not at work if they are injured following an accident that arises out of, or in connection with work and are taken from the scene of an accident to hospital for treatment.  
**Report on-line to:**  
[www.hse.gov/riddor](http://www.hse.gov/riddor)

**DO NOT DISTURB THE SCENE OF THE INCIDENT - WARN WITNESSES THEY MAY BE REQUIRED FOR AN INVESTIGATION / INTERVIEW**

**Accident Data needs to be kept for at least three years after the accident if the person is above the age of eighteen.**  
**If the person who has had the accident was under the age of eighteen then the accident records have to be kept until they are 21.**

**Health & Safety Advisors**  
**John Sanders Mobile: 07876 474 940**  
**Who will inform The Local Health & Safety Executive if required (0845 300 9923)**

# LIST OF REPORTABLE INCIDENTS

## HOW TO REPORT

### Online

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

### Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on **0845 300 9923** (opening hours Monday to Friday 8.30 am to 5.00 pm).

## DEATHS

A death must be reported if:

- it results from a work accident;
- a worker sustains an occupational injury;
- it results from a suicide on a relevant transport system (this is considered to be an accident for the purpose of RIDDOR); or
- It results from an act of physical violence to a worker.

## OVER SEVEN DAY INJURIES

This is where an employee, or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident), but including rest days and bank holidays.

## DANGEROUS OCCURRENCES

Dangerous occurrences are certain, listed near-miss events. Not every near-miss event must be reported.

There are 21 categories of dangerous occurrences that are relevant to all workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuits or overloads causing a fire or explosion, which results in the stoppage of the plant for more than 24 hours or has the potential to cause death;
- the accidental release of a biological agent likely to cause severe human illness; and
- the accidental release of any substance that may damage health (not applicable offshore).

## MAJOR INJURIES

These include:

- a fracture, other than to fingers, thumbs and 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, resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness, unconsciousness, resuscitation or admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- an acute illness requiring medical treatment;
- loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; and/or
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

## INJURIES TO PEOPLE NOT AT WORK

You must report injuries to members of the public or people who are not at work if they are injured following an accident that arises out of, or in connection with work and are taken from the scene of an accident to hospital for treatment.

If the injured person was already at a hospital, the report only needs to be made if the injury is a 'major injury' (see list).

## OCCUPATIONAL DISEASES

Employers and self-employed people must report occupational diseases. This must be done when they receive a written diagnosis from a doctor that they or an employee is suffering from one of these conditions and the sufferer has been doing the work activities listed for that illness.

For a full list of dangerous occurrences applicable to all workplaces and additional categories of dangerous occurrences applicable to mines, quarries, relevant transport systems (railways etc) and offshore workplaces:

A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.1