

GUIDANCE NOTE	RIDDOR REPORTING	Code: N001	Issue: B
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INTRODUCTION

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require that some work-related accidents, diseases and dangerous occurrences are reported to the relevant enforcing authority. Employers, the self-employed and those in control of work premises all have duties under RIDDOR.

DEATH OR MAJOR INJURY

If there is an accident connected with work and an employee, or a self-employed person working on company premises is killed or suffers a major injury (including as a result of physical violence), or a member of the public is killed or taken to hospital, the enforcing authority must be **notified immediately** by the quickest practicable means and, where required, a report sent within 10 days.

The following are reportable major injuries:

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight, either permanent or temporary.
- 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.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents.
- 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.

OVER THREE-DAY INJURY

An “over three-day injury” is one which is not classified as a major injury but which results in the injured person being absent from work or unable to do their normal work for more than 3 days (including non-work days). All over three-day injuries are to be notified/reported to the enforcing authority **within 10 days**.

OCCUPATIONAL DISEASE

If a doctor notifies an employee that he or she suffers from a reportable work-related disease the enforcing authority must be notified as soon as possible. A full list is included with the pad of report forms and in the guide to the regulations. Otherwise, the local Health and Safety Executive can be contacted to confirm if the disease is reportable.

Reportable diseases include:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer and oil folliculitis/acne.
- 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.

DANGEROUS OCCURRENCE

If something happens which does not result in a reportable injury but which clearly could have done it may be classified as a dangerous occurrence, which must be **notified immediately** to the enforcing authority. A full list is included with the pad of report forms and in the guide to the regulations. Otherwise the local Health and Safety Executive can be contacted to confirm if the event/incident is reportable.

The following are reportable dangerous occurrences:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Failure of any freight container in any of its load-bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short-circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- Malfunction of breathing apparatus while in use or during testing immediately before use.
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver or an uncontrolled ascent.
- Collapse or partial collapse of a scaffold over 5 metres high, or erected near water where there could be a risk of drowning after a fall.
- Unintended collision of a train with any vehicle.
- Dangerous occurrence at a well (other than a water well).
- Dangerous occurrence at a pipeline.
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains.
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.
- A dangerous substance being conveyed by road is involved in a fire or released.

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- Unintended collapse of:
 - Any building or structure under construction, alteration or demolition where over 5 tonnes of material falls;
 - A wall or floor in a place of work;
 - Any falsework.
- Explosion or fire causing suspension of normal work for over 24 hours.
- Sudden, uncontrolled release in a building of:
 - 100kg or more of flammable liquid;
 - 10kg of flammable liquid above its boiling point;
 - 10kg or more of flammable gas;
 - 500kg of these substances if the release is in the open air.
- Accidental release of any substance which may damage health.

NEAR MISS

A near miss is any other occurrence where injury has not occurred but which clearly could have done. The term “near miss” has no basis in law but is a term frequently used in safety management. Enforcing authorities do not need to be notified of near misses. However, it is strongly recommended that a full investigation is carried out in line with the company’s accident reporting and investigation procedures.

NOTIFICATION/REPORTING

Accidents, cases of ill-health and dangerous occurrences may be notified by telephone to the National Incident Contact Centre between the hours of 8.30 a.m. and 5.00 p.m. on weekdays, without the need to follow up with a report.

Telephone the Incident Contact Centre on:

0845 300 9923

Where notification is by any other means a follow-up report is required. A completed RIDDOR incident report form (F2508 or F2508A for occupational diseases) can be sent via Email:

<mailto:riddor@natbrit.com>

Internet:

www.riddor.gov.uk

Fax:

0845 300 9924

Or post:

**Incident Contact Centre
Caerphilly Business Park
Caerphilly CF83 3GG**

