



What You Need to Know, What You Need to Do, How to Do It

The Rhino Safety Series of Fact Sheets

R.I.D.D.O.R.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

All businesses have a duty to prevent, as far as is reasonably practicable, accidents at work. However, despite the best efforts and intentions, accidents at work may still occur.

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (R.I.D.D.O.R.) requires certain accidents and incidents at work to be reported, **either immediately or within fifteen days (15)**, to the relevant enforcing authority.

SO WHAT SHOULD WE DO IF AN ACCIDENT OR DANGEROUS OCCURANCE HAPPENS?

If an accident or dangerous occurrence does occur, the following procedure **must** be followed:

- Ensure that the victim receives the correct medical attention and that any residual hazard is safely removed if necessary and as appropriate;
- Ensure that an investigation is undertaken to prevent the accident recurring;
- Ensure the incident is reported to the correct authority as required.

You are responsible for investigating the accident/dangerous occurrence and completing the appropriate documentation. Details of all reportable accidents and injuries must be kept for at least three (3) years and **must** record the following:

- Date and time of the accident or dangerous occurrence;
- Full name and occupation of the victim/s, with details of the nature of the injuries or other related condition suffered;
- Where the accident/dangerous occurrence happened;
- Description of the circumstances surrounding the accident or occurrence.

HOW DO I KNOW WHAT TO REPORT?

Determining whether a particular incident or accident should be reported can be confusing.

The following **must** be reported:

- Deaths;
- Specified reportable injuries;
- Accidents resulting in over seven (7) day injury to an employee;
- Reportable diseases;
- Reportable dangerous occurrences;
- Gas incidents.

DEATH OR SPECIFIED INJURIES

If there is an accident connected with work and;

- an employee, or a self-employed person working on our premises is killed or suffers a specific injury (*including as a result of physical violence*); or
- a member of the public is killed or taken to hospital;

the HSE Incident Contact Centre **must** be informed without delay.

You can either telephone or complete the appropriate form on the HSE website.

REPORTABLE SPECIFIED INJURIES:

Specified injuries are classified as:

- Fractures, other than to fingers, thumbs and toes;
- Bone fractures including a break, crack or chip;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes;
- Any crush injury to the head or torso, causing damage to the brain or internal organs;
- Any burn injury (*including scalding*) **which:**
 - covers more than 10% of the whole body's total surface area; *or*
 - causes significant damage to the eyes, respiratory system or other vital organs;
- Any degree of scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Asphyxia (*lack of oxygen*) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, e.g. carbon monoxide;
- Any other injury arising from working in an enclosed space **which:**
 - leads to hypothermia or heat-induced illness; *or*
 - requires resuscitation or admittance to hospital for more than twenty-four (24) hours;

In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, (*e.g. when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation*). In such situations, there is no requirement to make precautionary reports of specified injuries. However, it is likely that the accident will require reporting due to the injured person being incapacitated for more than seven (7) days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

OVER SEVEN-DAY INJURIES

You **must** report injuries that lead to a worker being incapacitated **for more than seven (7) consecutive days** as the result of an occupational accident or injury (*not counting the day of the accident but including weekends and rest days*). **The report must be made within fifteen (15) days of the accident.** Incapacitation means that the worker is absent, or is unable to do work that they would reasonably be expected to do as part of their normal work. You must still keep a record of the accident if the worker has been incapacitated **for more than three (3) consecutive days**.

REPORTABLE DISEASES

If a doctor determines that an employee is suffering from a reportable work-related disease, then the details must be reported.

Reportable diseases include:

- certain poisonings;
- some skin diseases;
- lung diseases, including occupational asthma, pneumoconiosis, asbestosis;
- infections such as hepatitis; tuberculosis; legionellosis and tetanus;
- other conditions, such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

REPORTABLE DANGEROUS OCCURRENCES

If something happens which, although it may not have resulted in a reportable injury, it clearly could have done; it may be a dangerous occurrence. This must be reported to the HSE Incident Contact Centre immediately.

Reportable dangerous occurrences include:

- Explosion, collapse or bursting of any closed vessel or associated pipe work;
- Electrical short circuit or overload causing fire or explosion;
- Accidental release of a biological agent likely to cause severe human illness, or any substance likely to be harmful to health;
- Collapse or partial collapse of a scaffold over five metres high;
- Unintended collapse of any building or structure under construction;

Explosion or fire causing suspension of normal work for over twenty-four (24) hours.

Making Safety Second Nature

HOW DO I REPORT?

To report an incident to the HSE you need to complete the appropriate online report form on the HSE website. All incidents can be reported online, however 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 pm).

For further information or to discuss the specific implications for your business, please contact us at:

info@rhinosafety.co.uk or 01270 440 341.

Did you find this fact sheet useful? If so, please let us know and share it on our social media platforms – find us on Twitter and LinkedIn by entering 'Rhino Safety Limited' into your preferred internet browser. Alternatively, send a brief email with your comments to info@rhinosafety.co.uk



The details within this Fact Sheet are produced in good faith, and are correct at date of preparation. However, due to frequent changes in legislation, Rhino Safety Limited always advises that the current situation is confirmed. Rhino Safety Limited accepts no responsibility for errors or omission, or any action taken on the basis of this Fact Sheet.

© Rhino Safety Limited 2015