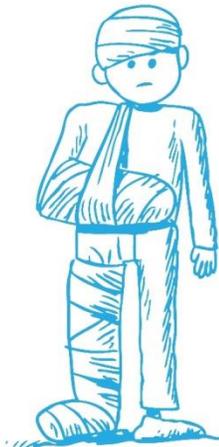


How do I carry out...?
ACCIDENT REPORTING



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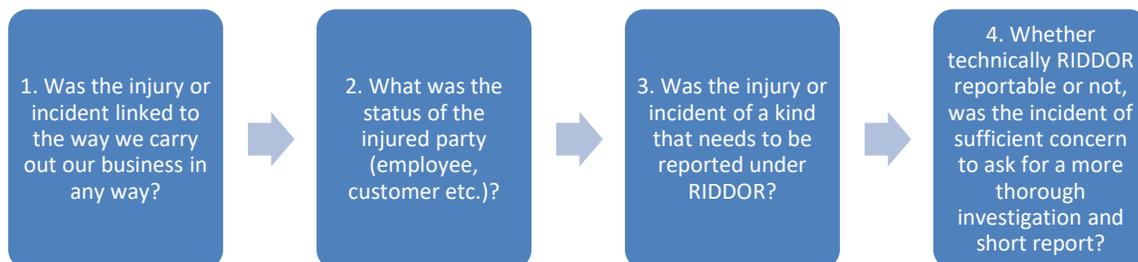
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Introduction on the legal Reporting of Accidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is the law that requires employers, and other people in control of work premises, to report and keep records of work-related accidents, certain industrial diseases and certain 'dangerous occurrences' (incidents with the potential to cause harm).

The reports allow the enforcing authorities to identify where and how risks arise to best target their work and provide advice on reducing risks.

Decision Flow Diagram



1. Guidance in Deciding Whether it was 'Work-related'

Often, accidents/incidents happen which are a part of normal life and may lead you to wonder if they should be reported.

The phrase 'work-related' is key in determining whether or not accidents must be reported

The Regulations state that an accident or dangerous occurrence should be regarded as 'arising out of or in connection with work' if any of the following contributed to the accident:

- The way in which any work is being carried out e.g. how it is organised, supervised or performed by employers, employees, or the self-employed.
- Plant or substances used at work e.g. lifts, air conditioning plant, machinery, the use of substances.
- The condition of the premises e.g. the state and design of the premises (its fabric floor, paving, stairs etc.) - including outside if this is part of the premises.

Note Concerning Injuries to Members of the Public

It's important to examine whether the injuries arise 'out of or in connection with work': for many injuries (e.g. fainting due to pre-existing health condition) the answer may be that they have not.

Violence

Reportable injuries include those caused by acts of non-consensual violence to people who are at work

Accidents Caused by Moving Vehicles on the Road

The Regulations do not apply to accidents involving vehicles moving on public roads unless they involve or are connected with:

- vehicle loading and unloading activities
 - work being carried out on or alongside a road e.g. roadwork or building work adjacent to a road
 - exposure to any substance being conveyed by road
- an incident involving a train

2. Quick Reference as to which work-related accidents/incidents are reportable based on who was injured:

NB: In the past, paper forms 'F2508' were required to be sent or faxed over within certain time periods, however with easy reporting over the internet the golden rule is now to report as soon as you can i.e. when you find out that a reportable incident has occurred.

Injury to.....an employee due to a work-related accident and:

- suffers a specified injury (or is killed) *Check the list of [specified injuries](#)*
- suffers an 'over 7-day injury' *Check the note on ['over 7-day injuries'](#)*

- Or the employee is suffering from a reportable occupational disease *Check the list of [occupational diseases](#)*

Injury to.....a Visitor/Member of the public due to a work-related accident who is:

- killed or
- taken to hospital for treatment *(both instances reportable)*

Injury to.....a self-employed person

(working at Company premises) due to a work-related accident and:

- is killed or suffers a specified injury *Check the list of [specified injuries](#) (reporting is your responsibility)*
- suffers an 'over 7-day injury' *Check the note on ['over 7-day injuries'](#) (reporting is your responsibility)*

Injury to.....someone who is employed by another Company

(working at your Company premises) due to a work-related accident:

- Any injury *Let the Employing Company know as it is their responsibility to report*

No injury, but a dangerous occurrence has happened (i.e. 'could have caused a reportable injury')

- No injury *Refer to specific list of [dangerous occurrences](#)*

No injury, but an employee has reported an occupational disease or condition

- N/A *Refer to specific list of [occupational disease/conditions](#)*

3a. Check the Reportable Injury Definitions

Specified injuries

- Any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding 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 in the chest or abdomen
- 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
- Loss of consciousness caused by head injury or asphyxia
- 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 24 hours

Over 7-day injuries

If a person at work is incapacitated for work of a kind which he is reasonably expected to do for more than seven consecutive days (*excluding* the day of the accident but *including* any days which would not have been working days) because of an accident arising out of or in connection with work.

Note: If the person returned to work following the accident but then was later off work (i.e. there was a delay between the accident and the time off due to the injury) then this would be considered reportable.

Additional Notes:

Over 3-day injuries

This is the pre-April 2012 classification which was changed to 'over 7 days' (see above). These accidents still need to be recorded, but not reported.

3b. Check the list of reportable Dangerous Occurrences

The Regulations provide a long, detailed list of 'Dangerous Occurrences' which must be reported. Many of these cover work activities that we would not normally advise on, for example involving train collisions, wells, diving operations, radiography, pipeline works, use of explosives, work with biological agents. The general rule therefore must be that if any serious 'near miss' happens it's always best to check the fine detail in the Regulations (in Schedule 2, parts 1 & 2).

The following examples from the Regulations should give a good indication of the kind of incidences, and their seriousness, to look out for:

Structural collapse

The unintentional collapse or partial collapse of any structure which involves a fall of more than 5 tonnes of material, or any floor or wall of any place of work, during construction work (including demolition, refurbishment and maintenance), or the collapse or partial collapse of any falsework.

Explosion or fire

Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.

Flammable liquids and gases

The sudden, unintentional and uncontrolled release inside a building:

- Of 100 Kg or more of flammable liquid
- Of 10 Kg or more of a flammable liquid at a temperature above its normal boiling point
- Of 10 Kg or more of a flammable gas

(or in the open air 500 Kg or more of a flammable liquid or gas)

Hazardous substances

The unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases

Lifting equipment

The collapse, overturning or failure of any load-bearing part of any lifting equipment (not an accessory for lifting)

Pressure systems

The failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system (see 'PSSR Regs 2000), where it could cause the death of any persons

Overhead electric lines

Any plant or equipment unintentionally coming into contact with an uninsulated overhead electric line >200 volts, or coming close enough to cause an electrical discharge

Electrical incidents causing explosion or fire

Any explosion or fire caused by an electrical short circuit or overload which either results in the stoppage of the plant for more than 24 hours, or causes a significant risk of death

Breathing apparatus

The malfunction of breathing apparatus such that it causes, or would have caused (e.g. if detected during testing) significant risk of personal injury to the user

Collapse of scaffolding

The complete or partial collapse (including falling, buckling or overturning) of:

- A substantial part of any scaffold more than 5 metres in height
- Any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
- Any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold

3c. Check the list of reportable Occupational Diseases

Reportable occupational diseases are now summarised in regulation 8 of 'RIDDOR' as follows:

1. Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools;
2. Cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;
3. Occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitizer or irritant;
4. Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or the holding of materials, which are subject to percussive processes, or processes causing vibration;
5. Occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitizer; or,
6. Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

...and regulation 9 adds two further categories

7. Cancer resulting from an occupational exposure to a known human carcinogen or mutagen (including ionising radiation); or
8. Disease that is as a result of an occupational exposure to a biological agent.

4. Accident investigation

In the ideal world, all accidents would be investigated because even looking at minor injuries and near misses can often reveal the potential for a major hazard - the occurrence and severity of injury can often be a chance/random happening. However, this would take up valuable resources and is unrealistic.

Not all accidents are equal: some are clearly more serious – maybe because they've *caused* great harm, but also because they had the *potential* to cause great harm.

This is very important, the message being that we shouldn't be ignoring the 'near-miss' incidents, as the next time everyone might not be so lucky. Arguably these are *more important* to investigate than the ones where a dramatic outcome tends to stick in the mind and cause an automatic change in behaviour.

So, whether to investigate depends on the *severity of the actual or potential loss*. Because each accident often has their own unique set of circumstances, there can be no 'hard-and-fast' rules – it's a judgement call.

'Non-Health and Safety' reasons for carrying out an investigation

It is important to recognise that from a pure 'Health & Safety' point-of-view, there may be no need for an accident investigation, but from other perspectives an investigation may still be desirable.

For example, there may be concerns about how the incident would look to non-H&S trained people such as those in the press, the general public and any consequential damage to reputation that appearing to 'do the minimum' could bring.

Informing this, research ¹ has outlined the factors that influence the public acceptance or rejection of risk.

The factors that influence public acceptance or rejection of risk are:

1. **Choice** – I choose to take this risk - as opposed to having been given no choice e.g. an edict presented by someone in authority.
2. **Control** - those who are in control (e.g. operator of a machine) accept what happens more readily than if someone else is in control (e.g. run over by someone else driving a fork-lift)
3. **Familiar** situations (e.g. regularly taken short-cuts, even if risky) are more accepted than non-familiar (e.g. new methods presented by management)
4. **'Dread'** factor: High probability, low consequence factors (e.g. frequent, minor injuries) are more readily accepted than low probability high consequence (e.g. nuclear power incident)
5. **Vulnerability** - decisions taken by adults are more acceptable than children or anyone who has a particular vulnerability
6. **Nature** - natural events (e.g. due to adverse weather) are more acceptable than man-made/technological (e.g. chemical plant explosion)

So, if an incident lies in an area where the public would generally reject a risky situation (very often decided retrospectively), then this might warrant a higher level of investigation, despite the apparent lack of any H&S issues.

¹ Risk and Regulation Advisory Council (paper URN 09/949 May 2009)

Of course, it can be said that employees, prior to entering the workplace, are 'members of the public' too, so they may also find certain factors influence both their acceptance or rejection of risk-taking, as well as the adverse consequence of a risk e.g. an injury.

However, as an important caveat, it's crucial to note that employers hold 'vicarious liability' for employees, so it is in everyone's interest that employees realise that they cannot unilaterally and voluntarily choose to accept any particular significant risk.

This is also why employees have a duty to report such risks to the employer.

How to Report

You need to make your report to the relevant Enforcing Authority².

You can report the accident/incident by any one of the following methods, online reporting being the method recommended by the HSE:

Online: Electronic submissions can be submitted on the internet at:
<http://www.hse.gov.uk/riddor/report.htm>

This is what it will look like:



The screenshot shows a webpage with the following content:

How to make a RIDDOR report

Who should report?

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. If you are an employee (or representative) or a member of the public wishing to report an incident about which you have concerns, please [refer to our advice](#).

Reporting online

Responsible persons should complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- ▶ Report of an injury
- ▶ Report of a dangerous occurrence
- ▶ Report of an injury offshore
- ▶ Report of a dangerous occurrence offshore
- ▶ Report of a case of disease
- ▶ Report of flammable gas incident
- ▶ Report of a dangerous gas fitting

² Depending on your industry, this may be your Local Authority Environmental Health Department OR the Health and Safety Executive. The reporting mechanism is the same for both.

Check the guidance in previous pages of this guide – most will be ‘injuries’, but you may be reporting a notifiable ‘disease’ or a ‘dangerous occurrence’

Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

Out of Hours:

The type of circumstances where HSE may need to respond out of hours are:

- following a work-related death
- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc

If your incident fits these descriptions ring the duty officer on 0151 922 9235.

Paper forms

There is no longer a paper (prev. known as ‘F2508’) form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential for you to submit a report by post, it should be sent to:

RIDDOR Reports
Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS