

## R.I.D.D.O.R Policy & Procedure

Veritech Systems Ltd understand that the reporting of certain incidents is a legal requirement. The report informs the enforcing authorities (HSE, local authorities and the Office for Rail Regulation (ORR)) about deaths, injuries, occupational diseases and dangerous occurrences, so they can identify where and how risks arise, and whether they need to be investigated. The data is also collated for the purpose of identifying high risk activities and the collation of

### What is accident and when should it be reported under RIDDOR?

According to RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported and a RIDDOR report is required only when:

The accident is work-related, and it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to any of the following:

- The way the work was organised.
- The way the work was carried out or supervised.
- If any machinery, plant, substances or equipment were used for work.
- The condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

Further examples of incidents that do or do not require reporting can be found at: [www.hse.gov.uk/riddor/do-i-need-to-report.htm](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm)

### Types of reportable injury

#### Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

#### Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body or damaging the eyes.
- Respiratory system or other vital organs).
- Scalping (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to Hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

#### Over 7-day injuries to workers

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).

## Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

## Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis.
- Hand-arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

## Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.

Plant or equipment contacting overhead power lines.

Explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at:

[www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

## Reportable gas incidents

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

If you are a gas engineer registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die, lose consciousness or require hospital treatment. This may be due to the design, construction, installation, modification or servicing, and could result in:

- An accidental leakage of gas.
- Inadequate combustion of gas.
- Inadequate removal of products of the combustion of gas.

## Exemptions

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- Medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist.
- The duties carried out by a member of the armed forces while on duty.
- Road traffic accidents, unless the accident involved:
  - The loading or unloading of a vehicle.
  - Work alongside the road, e.g. construction or maintenance work.
  - The escape of a substance being conveyed by the vehicle.
  - A train.

### **Recording requirements**

Records of incidents covered by RIDDOR are also important. They ensure that you collect enough information to allow you to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

You must keep a record of any:

- Accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR.
- Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). You do not have to report over 3-day injuries, unless the incapacitation period goes on to exceed 7 days.

If you are an employer who must keep an accident book, the record you make in this will be enough. You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

### **Procedure**

In the event of any accident or incident covered under RIDDOR, it must be reported through the staff members line management. The line management must contact the H&S Director immediately for advice. If the H&S Director is available, they must take over the incident investigation and decide if it needs to be reported or not. In the event the H&S Director is not available the Managing Director should be contacted, and they should seek advice from the designated external H&S support company.

Under no circumstances should any member of staff speak to the press and should pass on any requests through their line management to the company press officer.

### **The reporting procedure to be followed by the H&S professional**

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 specified injuries only.

Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).  
Health and Safety

If you want to report less serious incidents out of normal working hours, you should complete an online form at [www.hse.gov.uk/riddor/report.htm#online](http://www.hse.gov.uk/riddor/report.htm#online) .

A full list of all correspondence needs to be added to the investigation report including:

- The official reporting reasons.
- Organisations contacted, contact details, telephone conversations and exact times.
- A copy of any documentation completed, either online and/or in paper form.
- Full details of replies, requests for further information requests, including to access to attend sites.

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

P R Oldridge (MD)

