

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

***It should be noted that Larches Sports and Education Centre (LSEC) will comply with all procedures outlined below but it should also be emphasised that, as ever, we will comply and cooperate with the demands made by partner schools relating to their own specific R.I.D.D.O.R. procedures.***

RIDDOR is the law that requires employers, and other people in charge of work premises to report and keep records of all:

* work-related fatalities
* [work-related injuries](https://www.hse.gov.uk/riddor/specified-injuries.htm)
* diagnosed cases of [reportable occupational diseases](https://www.hse.gov.uk/riddor/occupational-diseases.htm)
* certain [dangerous occurrences](https://www.hse.gov.uk/riddor/dangerous-occurences.htm) (incidents with the potential to cause harm)

The purpose of RIDDOR is to inform the relevant enforcing authority that a work-related accident or incident has happened.

This is so either HSE or the local authority can respond to ensure compliance with health and safety law.

**Who should report?**

Reports should only be submitted by the ‘responsible person' with duties under RIDDOR, such as:

* employers (in relation to workers)
* some self-employed people
* those in control of work premises when a reportable work-related accident or event has occurred

**Who should not report?**

Do not use this reporting system if you are:

* an injured person (unless you are self-employed)
* a member of the public, or
* others who do not have duties under RIDDOR

**Raising a concern with HSE**

You can tell HSE about a work-related accident or an ongoing risk to health and safety in the workplace if you are:

* a worker
* acting on behalf of an employee, or
* a member of the public

**Reportable injuries**

The following injuries are reportable under the RIDDOR Regulations when they result from a work-related accident:

* the death of any person (regulation 6)
* [specified injuries to workers](https://www.hse.gov.uk/riddor/specified-injuries.htm) (regulation 4)
* injuries to workers which result in them being [incapacitated for more than 7 consecutive days](https://www.hse.gov.uk/riddor/reportable-incidents.htm#over) immediately following the day of the accident (Regulation 4)
* [non-fatal injuries to people other than workers](https://www.hse.gov.uk/riddor/reportable-incidents.htm#non_fatal) (such as customers or volunteers) which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises (regulation 5)

There is more information on specified injuries in our page on [types of reportable incidents](https://www.hse.gov.uk/riddor/reportable-incidents.htm).

**What a reportable accident is?**

Under RIDDOR, an accident is a type of incident which is separate, identifiable, unintended and causes physical injury.

This specifically includes acts of non-consensual violence to people at work.

Injuries themselves, for example 'feeling a sharp pain', are not accidents. There must be an identifiable external incident that causes the injury, for example a falling object striking someone.

Gradual, cumulative exposures to hazards, which eventually cause injury (such as repetitive lifting), are not classed as 'accidents' under RIDDOR.

There is more information on [reportable incidents under RIDDOR](https://www.hse.gov.uk/riddor/reportable-incidents.htm).

**What work related means?**

A work-related accident means an accident ‘arising out of or in connection with work'.

Deciding if an accident is reportable under RIDDOR does not depend on finding blame. The term ‘arising out of or in connection with work’ means an accident may still be reportable even if there had been no breach of health and safety law and no one was clearly to blame.

When deciding if a report needs to be made, think about the circumstances of the accident and the factors involved.

Examples might be:

* What activity was going on at the time?
* What was the injured person doing?
* What were others doing?
* Where did the accident happen?
* Were factors such as structures, equipment or substances involved?

An accident taking place at work premises does not, in itself, mean that it is work related – the work activity itself must cause the accident.

An accident is work related if any of the following played a role:

* how the activity was carried out, including how the work was organised, supervised or performed by an employer or any of their employees, or by a self-employed person
* any machinery, plant, substances or equipment used in connection with the workplace or work processes carried out there
* the condition of the workplace where the accident happened, including:
	+ the state of the structure or fabric of a building or outside area forming part of the workplace
	+ the state and design of floors, paving, stairs, lighting etc

**Procedures**

**Types of reportable incidents**

If someone has died or has been injured because of a work-related accident, this may have to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

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

* [the accident is work related](https://www.hse.gov.uk/riddor/key-definitions.htm#work-related), and
* it results in a reportable injury

**Reportable injuries**

The following types of injury must be reported under RIDDOR.

**The death of any person**

With the exception of suicides, the death of any person must be reported if it resulted from a work-related accident.

If a person suffers a reportable work-related injury and dies due to that injury within one year (365 days), this must be reported as a work-related fatality.

There is no requirement to report the death of a self-employed person when it occurs in premises where they are the sole owner or occupier.

**Specified, reportable injuries to workers**

Regulation 4 of RIDDOR lists ‘specified injuries’ which must be reported:

* fractures (other than to fingers, thumbs, and toes)
* amputation of an arm, hand, finger, thumb, leg, foot or toe
* any injury 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
* serious burns (including scalding) which:
	+ cover more than 10% of the body
	+ cause significant damage to the eyes, respiratory system, or other vital organs
* any scalping requiring hospital treatment
* any 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
	+ requires resuscitation or admittance to hospital for more than 24 hours

You should refer to the detailed guidance on [specified, reportable injuries](https://www.hse.gov.uk/riddor/specified-injuries.htm).

**Over-7-day incapacitation of a worker**

Work-related accidents must be reported where they result in an employee (or self-employed person) being away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury.

Where the worker’s injury or condition does not become apparent until some time after the accident, it must be reported as soon as it has prevented them from doing their normal work duties for more than 7 consecutive days.

This 7-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Some situations will include days when the injured person would not normally have been expected to work. You must take those days into account when deciding whether they were unable to do their normal duties for ‘more than 7 consecutive days’.

**Over-3-day incapacitation**

Accidents must be recorded where they result in a worker being away from work, or unable to do their normal work duties, for more than 3 consecutive days.

As an employer, you don’t need to report this type of accident – recording it in your accident book (under social security law) will be enough.

There is information on [HSE’s accident book](https://www.hse.gov.uk/pubns/books/accident-book.htm).

**Non-fatal accidents to people other than workers**

Accidents to members of the public or others who are not at work (such as customers or volunteers) must be reported if:

* they involve work activity
* they result in an injury
* the person is taken directly from the scene of the accident to hospital for treatment to that injury

Examinations and diagnostic tests, such as X-rays, do not count as 'treatment'. However, you must report treatment that involves the person having:

* a dressing applied
* stitches
* a plaster cast
* surgery

There is 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 by the responsible person at the hospital if there is a [specified injury](https://www.hse.gov.uk/riddor/reportable-incidents.htm#specified).

**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:

* carpal tunnel syndrome (where the person’s work involves regular use of hand-held percussive power tools involving repetitive blows, such as jackhammers, or vibrating power tools such as sanders, grinders or chainsaws)
* cramp of the hand or forearm (where the person’s work involves prolonged periods of repetitive movement of the fingers, hand or arm)
* occupational dermatitis (where the person’s work involves significant or regular exposure to a known skin sensitiser or irritant)
* hand-arm vibration syndrome (where the person’s work involves regular use of percussive power tools, vibrating power tools, or holding materials which vibrate while being processed by powered machinery)
* occupational asthma (where the person’s work involves significant or regular exposure to a known respiratory sensitiser)
* tendonitis or tenosynovitis of the hand or forearm (where the person’s work is physically demanding and involves frequent, repetitive movements)

There is more information on [reportable occupational diseases](https://www.hse.gov.uk/riddor/occupational-diseases.htm).

**Carcinogens, mutagens and biological agents**

**Occupational cancers**

Cases of cancer must be reported where there is an established causal link between:

* the type of cancer diagnosed, and
* the hazards to which the person has been exposed through work. These hazards include all known human carcinogens and mutagens, including ionising radiation

For example, the following diagnosed occupational cancers must be reported:

* mesothelioma or lung cancer in a person who is occupationally exposed to asbestos fibres
* cancer of the nasal cavity or sinuses in a person who is occupationally exposed to wood dust

Reports are only required when the person's work significantly increases the risk of developing the cancer. In some cases, the medical practitioner may indicate the significance of any occupational factors when making their diagnosis.

Cases of cancer are **not** reportable when they are not linked with work-related exposures to carcinogens or mutagens.

There is more information on [reportable carcinogens](https://www.hse.gov.uk/riddor/carcinogens.htm#occupational_cancers).

**Biological agents**

All diseases must be reported when there is a causal link between an occupational exposure and a biological agent.

The term ‘biological agent’ is defined in the [Control of Substances Hazardous to Health Regulations (COSHH)](https://www.hse.gov.uk/pubns/books/l5.htm). It means a micro-organism, cell culture, or human endoparasite which may cause infection, allergy, toxicity or other hazard to human health.

Occupational exposures to biological agents may happen as a result of:

* an identifiable incident, such as accidentally breaking a laboratory flask, accidental injury with a contaminated syringe needle, or an animal bite
* unidentified incidents, where workers are exposed to the agent without their knowledge, for example where a worker is exposed to legionella bacteria during routine maintenance on a hot water service system

A report should be made whenever there is reasonable evidence that an occupational exposure was the likely cause of the disease. The doctor may indicate the significance of any occupational factors when making their diagnosis.

Infections in the community, such as colds or flu, are generally not reportable as they cannot usually be attributed to occupational exposures to biological agents.

There is more information on [reportable biological agents](https://www.hse.gov.uk/riddor/carcinogens.htm#bio).

There is also general guidance on [infections at work and occupational illnesses associated with biological agents](https://www.hse.gov.uk/biosafety/infection.htm).

**Dangerous occurrences**

A dangerous occurrence is one which ‘arises out of or in connection with work’ and could risk harm to others. Not all of these events need to be reported.

HSE has detailed guidance on [dangerous occurrences](https://www.hse.gov.uk/riddor/dangerous-occurences.htm) that must be reported under Schedule 2 of RIDDOR. It explains which sections of the Schedule apply for occurrences at:

* all workplaces

**Gas incidents**

Distributors, fillers, importers and suppliers of flammable gas must report incidents in connection with that gas, where someone has:

* died
* lost consciousness, or
* been taken to hospital for treatment

These incidents should be reported using the [Report of a Flammable Gas Incident - online form](https://notifications.hse.gov.uk/riddorforms/FlammableGasIncident).

Gas Safe Registered engineers must provide details of any gas appliances or fittings they consider to be dangerous anywhere where people could die, lose consciousness or require hospital treatment. This includes domestic premises.

The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

* an accidental leakage of gas
* incomplete combustion of gas, or
* products from the combustion of gas not being fully removed

Unsafe gas appliances and fittings should be reported using the [Report of a Dangerous Gas Fitting - online form](https://notifications.hse.gov.uk/RiddorForms/DangerousGasFitting).

There is [advice on requirements for notifying and reporting gas incidents](https://www.hse.gov.uk/gas/supply/gas-riddor-gsmr.htm).

**Who should report?**

Reports should only be submitted by the ‘responsible person' with duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Responsible people will be:

* employers (in relation to workers)
* some self-employed people
* those in control of work premises when a reportable work-related accident or event has occurred

There is more information on [who should report under RIDDOR](https://www.hse.gov.uk/riddor/who-should-report.htm).

**Who should not report?**

You should not make a report if you are not the responsible person under RIDDOR. So you should not report if you are:

* an injured person (unless you are self-employed)
* a member of the public
* others who do not have duties under RIDDOR

**Raising a concern with HSE**

If you are worker, acting on a worker’s behalf, or a member of the public, you can tell us about a work-related accident or an ongoing risk to health and safety in the workplace, by [raising a concern with HSE](https://www.hse.gov.uk/contact/tell-us-about-a-health-and-safety-issue.htm).

**Reporting online**

If you are the responsible person, you should complete the appropriate online form.

The form will be submitted to the RIDDOR database. You will then have the option to download a copy for your records.

It is important that you read the relevant guidance before completing the form.

**Relevant guidance**

* [Reportable incidents](https://www.hse.gov.uk/riddor/reportable-incidents.htm)
* [Specified injuries to workers](https://www.hse.gov.uk/riddor/specified-injuries.htm)
* [Dangerous occurrences](https://www.hse.gov.uk/riddor/dangerous-occurences.htm)
* [Occupational diseases](https://www.hse.gov.uk/riddor/occupational-diseases.htm)
* [Gas incidents](https://www.hse.gov.uk/riddor/reportable-incidents.htm#gas)

**The forms**

* [Report of an injury](https://notifications.hse.gov.uk/riddorforms/Injury.aspx)
* [Report of a dangerous occurrence](https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence.aspx)
* [Report of a case of disease](https://notifications.hse.gov.uk/riddorforms/Disease)
* [Report of a flammable gas incident](https://notifications.hse.gov.uk/riddorforms/FlammableGasIncident.aspx)
* [Report of a dangerous gas fitting](https://notifications.hse.gov.uk/riddorforms/DangerousGasFitting)

If you have problems accessing a form, this may be due to your security settings. A series of [frequently asked questions](https://www.hse.gov.uk/riddor/faqs.htm) will help you complete your online form.

**Reporting by phone**

All incidents can be [reported online](https://www.hse.gov.uk/riddor/how-to-report.htm#online). Alternatively, for fatal accidents or accidents resulting in specified injuries to workers**only**, you can phone 0345 300 9923.

**Reporting out of normal working hours**

HSE and local authority enforcement officers are **not** an emergency service.

You can find more information on when and how to report work-related fatalities or serious incidents involving multiple casualties or major disruption on [ways to contact HSE](https://www.hse.gov.uk/contact/contact.htm).

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