



Safety Bulletin 115

RIDDOR – a guide

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Employers, the self-employed and those in control of premises must report specified workplace incidents.

What must I report?

As an employer, a person who is self-employed, or someone in control of work premises, you have legal duties under RIDDOR that require you to report and record some work-related accidents by the quickest means possible.

You must report:

- ✚ deaths;
- ✚ major injuries;
- ✚ over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- ✚ injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- ✚ some work-related diseases;
- ✚ dangerous occurrences – where something happens that does not result in an injury, but could have done;
- ✚ Gas Safe/CORGI registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.

RIDDOR applies to all work activities but not all incidents are reportable. If someone has had an accident in a work situation where you are in charge, and you are unsure whether to report it just call the Incident Contact Centre (ICC) on 0845 300 99 23.

Information supplied to HSE in a RIDDOR report is **not** passed on to your insurance company. If you think your insurer needs to know about a work related accident, injury, or case of ill health please remember to contact them separately - insurers have said that reporting injuries and illnesses at work to them quickly could save you time and money.



Who should report an incident?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on:

- ✚ employers;
- ✚ self-employed people;
- ✚ people in control of premises;

to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents). The easiest way to do this is by calling the Incident Contact Centre (ICC) on **0845 300 99 23** (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions.

NB. Copies of submitted RIDDOR forms are sent to the employers / duty holders regardless of who has submitted the report.

Why should I report?

Reporting accidents and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities, to identify where and how risks arise, and to investigate serious accidents. We can then help you and provide advice on how to reduce injury, and ill health in your workplace.

For most businesses, a reportable accident, dangerous occurrence, or case of disease is a comparatively rare event. However, if it does happen, you should report it.

What is the Incident Contact Centre (ICC)?

The ICC is a 'one-stop' reporting service for work-related health and safety incidents in the UK. It was established on 1 April 2001 and is a primarily a call centre, open from Monday to Friday between 8:30am and 5:00pm. If you wish to speak to an ICC operator, just call 0845 300 99 23. All information will remain confidential.

How does the ICC work?

The responsible person, usually the employer or person in control of the premises, must report all incidents and keep appropriate records. The quickest and easiest way to do this is to call the Incident Contact Centre on 0845 300 99 23 with no need to fill in a report form. The ICC Consultant will ask a few questions and take down appropriate details, this is reporting. Your report will be passed on to the relevant enforcing authority. You will be sent a copy of the information recorded which you can file - this meets the RIDDOR requirement to keep records of all reportable incidents. It's as easy as that. When you receive a copy of the information recorded, you will be able to correct any errors or omissions.



You can also report by completing an interactive form which automatically sends you a copy for your records.

Reports are also accepted via email or post to the ICC.

How do I contact the ICC?

- ✚ By phone: **0845 300 99 23 (local rate)**
- ✚ Online: HSE RIDDOR - Report online^[9]
- ✚ By email: riddor@connaught.plc.uk
- ✚ By Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

When do I need to make a report?

Although the Regulations specify varying timescales for reporting different types of incidents, it is advisable to ring and report the incident as soon as possible by calling the Incident Contact Centre on 0845 300 99 23.

In cases of death, major injury, or dangerous occurrences, you must notify the enforcing authority without delay, most easily by calling the Incident Contact Centre on 0845 300 99 23.

Cases of over-three day injuries must be notified within ten days of the incident occurring.

Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease.

What records do I need to keep?

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the event or disease.

You can keep the record in any form you wish. You could, for example, choose to keep your records by:

- ✚ keeping copies of report forms in a file;
- ✚ recording the details on a computer;
- ✚ using your Accident Book entry;
- ✚ maintaining a written log.



If you choose to report the incident by telephone or through this web site, the ICC will send you a copy of the record held within the database. You will be able to request amendments to the record if you feel the report is not fully accurate.

What must I do?

If you are an employer or in control of premises

If you are an employer

If you are an employer, you must report any work-related deaths, injuries, cases of disease, or near misses involving your employees wherever they are working by calling the Incident Contact Centre as soon as possible, or report using an alternative method.

If you are in control of premises

If you are in control of premises, you must report any work-related deaths and injuries to members of the public and self-employed people on your premises, and near miss incidents that occur on your premises. Just call the Incident Contact Centre on 0845 300 99 23, or report using an alternative method

If you are self-employed

If you are working in someone else's premises and suffer either a major injury or an over-three-day injury, then the **person in control of the premises** will be responsible for reporting, so, where possible, you should make sure they know about it.

All they have to do is call the Incident Contact Centre and answer a few questions about the incident.

If there is a reportable accident while you are working on your own premises, or if a doctor tells you that you have a work-related disease or condition, then **you** need to report it.

Just call the Incident Contact Centre on 0845 300 99 23 or report using an alternative method.

If you are a gas supplier

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly that someone has died or suffered a major injury in connection with the gas you distributed, filled, imported or supplied, then this must be reported immediately.

Call the Incident Contact Centre on 0845 300 99 23 or complete the Report of a Flammable Gas Incident form (F2508G1) online.



If you are a gas fitter

If you are an installer of gas appliances registered with the Council for Registered Installers (CORGI), you must provide details of any gas appliances or fittings that you consider to be dangerous, to such an extent that people could die or suffer a major injury, because the design, construction, installation, modification or servicing could result in:

- ✚ an accidental leakage of gas;
- ✚ inadequate combustion of gas or ;
- ✚ inadequate removal of products of the combustion of gas.

Call the Incident Contact Centre on 0845 300 99 23 or complete the Report of a Dangerous Gas Fitting form (F2508G2) online.

If you are an employee

If you are an employee that has been injured at work, seen a dangerous occurrence, or your doctor has certified that you have a work related reportable disease, you must inform your employer or the person in control of the premises as it is their responsibility to report the incident.

Just call the Incident Contact Centre on 0845 300 99 23 or report using an alternative method.

If you require any further information, clarification or assistance with the above, then please do not hesitate to contact us;

Telephone; 01268 649006
Freephone; 0800 046 8122
Email; info@cjtsservices.co.uk

Source –Health and Safety Executive

www.hse.gov.uk