

4.14 RIDDOR

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Scope of this chapter

When people have accidents, the company will ensure that appropriate first aid treatment is available and will ensure that all accidents are recorded.

The company understands that any incident or near miss, any work-related ill health e.g. food poisoning also needs to be recorded.

Additionally, any dangerous occurrence which could have resulted in serious injury needs to be reported and appropriate records maintained.

All incidents, accidents and near misses will be reported to the Manager and the Head Teacher including information relating to accidents and ill health at work that have been reported under RIDDOR (see www.hse.gov.uk/riddor/). Tel: 0345 300 9923 (*for fatal and major injuries only*)

Note – all RIDDOR accidents are reported to the HSE by Euro Pacific Partnerships Ltd on behalf of Bryn Melyn Care.

1. What is RIDDOR

RIDDOR means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 which came into force on 1 October 2013.

2. Why Report

RIDDOR requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable.

3. When Should Accidents/Incidents be Reported

For the purposes of 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, 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 below.

- Death
- Specified injuries to workers
- Over 7 day injury.
- Non fatal accidents to non-workers (eg members of the public)
- Specified Occupational diseases
- Covid-19 as specified
- Specified Dangerous occurrences

3.1 Death: Any person - if an employee, self-employed person, member of the public or young person is involved in an accident and dies, including deaths resulting from physical violence.

3.2 Reportable specified injuries include:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes 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
- A doctor may require that other injuries are notifiable.

3.3 Injuries to Non-Workers (includes young persons /service users): Work-related accidents involving members of the public or people who are not at work, young persons/service users or visitors 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 actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

3.4 Diseases: If a doctor notifies you that an employee/young person suffers from a reportable work-related disease, for example

- 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.
- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;

- infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;

3.5 COVID-19

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

3.6 Dangerous Occurrence: If something happens involving an employee, self-employed person, visitor or young person which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence, which must be reported immediately to the enforcing authority.

Reportable dangerous incidents include :

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment;
- Electrical short circuit or overload causing fire or explosion;
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse. Projection of material beyond a site boundary, injury caused by an explosion;
- Malfunction of breathing apparatus while in use or during testing immediately before use;
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver or an uncontrolled ascent;
- Dangerous occurrence at a well;
- Unintended collapse of any building or structure under construction, alteration or demolition where over 5 Tonnes of material falls, a wall or floor in a place of work;
- Explosion or fire causing suspension of work for over 24 hours;

4. Reporting

The Health and Safety Officer or the Manager/person responsible for health and safety in his absence is responsible for ensuring RIDDOR reportable accidents are notified to the Health and Safety Executive via notification to Euro Pacific Partnerships Ltd (EPP) who will complete all necessary forms.

Euro Pacific Partnerships Ltd (EPP)

Phone : 0333 567 0774

Email: help@eppartnerships.com

For Information only:

Online: www.hse.gov.uk/riddor/ for all accidents other than a fatality or specified injury.

Telephone: 0345 300 9923 - Fatalities and specified injuries only (opening hours Monday to Friday 8.30 am to 5 pm).

You should inform your line manager as soon as possible of your notification to EPP.

Revision History

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