

**THE REPORTING OF INJURIES, DISEASES AND  
DANGEROUS OCCURRENCES REGULATIONS 2013  
(RIDDOR)**

**ACCIDENT REPORTING ARRANGEMENT  
GUIDELINES**

**AUGUST 2016**



## Introduction

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (hereafter in this document referred to as RIDDOR 2013) require certain injuries (including deaths), occupational diseases and dangerous occurrences to be reported to the enforcing authority, the Health and Safety Executive (HSE).

For any of the above incidents to be reportable to the HSE, they must be 'work-related'. Acts of non-consensual violence to people at work are included in reportable incidents. When determining if an incident is 'work-related', the key issues to consider are whether it was related to:

- the way in which the work was carried out;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the incident happened.

If any of the above factors were related to the cause of the incident, then it will be considered to be 'work-related' and may need to be reported to the HSE.

Reporting certain incidents and ill health at work is a legal requirement under RIDDOR 2013. The reports enable the HSE to identify where and how risks arise, to investigate serious accidents and to develop guidance for employers to help prevent future incidents. The Council can be prosecuted for non-compliance with RIDDOR 2013 and it is therefore imperative that the guidance outlined in this document is read, understood and implemented.

During normal working hours, the responsibility for reporting certain incidents to the HSE lies with the Council's Health and Safety Team. Outside of normal working hours, for example on a weekend or Bank Holiday, this responsibility lies with the relevant supervisor or manager.

Should a supervisor or manager fail to notify the Council's Health and Safety Team of a reportable incident in enough time to enable the deadlines set down in RIDDOR 2013 to be met, or for an 'out of hours' incident they fail to meet the deadlines themselves, then the Team may notify a relevant senior manager of the failure.

The information contained within these guidelines outlines the procedures that must be adopted in order to enable the Council to comply with RIDDOR 2013.

**(However, please note that ALL work-related incidents must be reported to the Council's Health and Safety Team, using the Council's Incident/Accident Investigation and Injury Record Form HS5(A) (hereafter referred to as Form HS5(A)), including those that do not need to be reported to the HSE. For non-reportable incidents/accidents, Forms HS5(A) should be forwarded to the Health and Safety Team as soon as is reasonably practicable – managers should not hold on to them so that a number of them can be sent together at some later date, sometimes months after an incident/accident has occurred.)**

Where a supervisor or manager reports an 'out of hours' incident to the HSE themselves, this should be made clear when Form HS5(A) is subsequently completed.

If any incident occurs and a supervisor or manager is unsure of their responsibilities or of the reporting requirements then, during normal working hours, a member of the Health and Safety Team can be contacted for advice on the numbers below:

<b>Name</b>	<b>Telephone Contact Number</b>
Mike Murphy	01443 425536
Stephen Humphreys	01443 425524
Adrian Perry	01443 425456
Eddie Pugsley	01443 425666
Rob Warburton	01443 425531

No	CATEGORY OF INCIDENT/ACCIDENT	SUPERVISOR OR MANAGER REPORTING PROCEDURE	HEALTH AND SAFETY TEAM RESPONSIBILITIES
1	<p><b>Death of an employee, self - employed person or a member of the public</b> as a result of a work-related accident (including an act of non-consensual physical violence done to a person at work) or occupational exposure to a biological agent.</p>	<p>The supervisor or manager concerned must notify the Health and Safety Team of the details <b>immediately</b>, e.g. by telephone.</p> <p>Form HS5(A) must be forwarded to the Health and Safety Team as soon as possible, but in any event within 5 days (the form may be faxed on 01443 444534).</p>	<p>A member of the Health and Safety Team must, on notification of the accident, <b>immediately</b> notify the HSE via the quickest practicable means, e.g. by telephone or by completing form F2508 via its online facility. If the initial notification was via telephone, it must be followed up by completing form F2508 via the HSE's online facility within 10 days of the date of the accident at the latest. One copy of the completed F2508 is to be forwarded to a relevant senior manager and, where an employee is involved, one to HR.</p>
2	<p><b>Subsequent death of an employee</b> as a result of a reportable work-related accident (including an act of non-consensual physical violence done to a person at work) suffered previously and within 1 year of the date of the accident.</p>	<p>The supervisor or manager concerned must notify the Health and Safety Team of the details in writing, by completing and forwarding Form HS5(A), <b>immediately</b> they become aware of the death (the form may be faxed on 01443 444534).</p> <p>This applies even if Form HS5(A) was completed and forwarded to the Health and Safety Team at the time of the original accident.</p>	<p>A member of the Health and Safety Team must, on notification of the details, <b>immediately</b> notify the HSE via the quickest practicable means other than by telephone, i.e. by completing form F2508 via its online facility. This applies whether or not the HSE were notified at the time of the original accident. One copy of the completed F2508 is to be forwarded to a relevant senior manager and one to HR.</p>

No	CATEGORY OF INCIDENT/ACCIDENT	SUPERVISOR OR MANAGER REPORTING PROCEDURE	HEALTH AND SAFETY TEAM RESPONSIBILITIES
3	<p><b>Specified non-fatal injury suffered by an employee or self - employed person</b> as result of a work-related accident (including an act of non-consensual physical violence done to a person at work).</p> <p>(See the attached list of 'specified non-fatal injuries to workers' towards the end of these guidelines.)</p>	<p>The supervisor or manager concerned must notify the Health and Safety Team of the details <b>immediately</b>, e.g. by telephone or by completing and forwarding Form HS5(A) (the form may be faxed on 01443 444534).</p> <p>If the initial notification was via telephone, Form HS5(A) must be forwarded to the Health and Safety Team as soon as possible, but in any event within 5 days.</p>	<p>A member of the Health and Safety Team must, on notification of the accident, <b>immediately</b> notify the HSE via the quickest practicable means, e.g. by telephone or by completing form F2508 via its online facility. If the initial notification was via telephone, it must be followed up by completing form F2508 via the HSE's online facility within 10 days of the date of the accident at the latest. One copy of the completed F2508 is to be sent to a relevant senior manager and, where an employee is involved, one to HR.</p>
4	<p><b>Injuries to people not at work who are taken to hospital</b></p> <p><b>People not at work</b> - e.g. care home resident, pupil or student, leisure centre customer.</p> <p><b>Please note:</b>  <b>For an accident to a member of the public to be reportable, it must be 'work-related' and result in them 'being taken from the scene to hospital for treatment by whatever means'. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.</b></p>	<p>The supervisor or manager concerned must inform the Health and Safety Team of the details <b>immediately</b>, e.g. by telephone or by completing and forwarding Form HS5(A) (the form may be faxed on 01443 444534).</p> <p>If the initial notification was via telephone, Form HS5(A) must be forwarded to the Health and Safety Team as soon as possible, but in any event within 5 days.</p>	<p>A member of the Health and Safety Team must, on notification of the accident, <b>immediately</b> notify the HSE via the quickest practicable means other than by telephone, i.e. by completing form F2508 via its online facility.</p> <p>The HSE must be notified in writing on form F2508 within 10 days of the date of the accident at the latest, and completing form F2508 online (within this timeframe) will satisfy this requirement.</p> <p>One copy of the completed F2508 is to be sent to a relevant senior manager and one retained on file in the H&amp;S office.</p>

No	CATEGORY OF INCIDENT/ACCIDENT	SUPERVISOR OR MANAGER REPORTING PROCEDURE	HEALTH AND SAFETY TEAM RESPONSIBILITIES
5	<p><b>Over 7 Day Injury</b></p> <p>Injury to an employee or self-employed person arising out of or in connection with work (including an act of non-consensual physical violence done to a person at work) leading to absence from work for more than 7 consecutive days or results in the person being unable to carry out their normal duties for that period (this includes any delayed absence as a result of an accident at work).</p> <p>(Days absence is calculated by excluding the day of accident but may include any days that would not have been working days, e.g. weekends, if the person was not fit for those days.)</p>	<p>The supervisor or manager concerned must inform the Health and Safety Team of the details <b>as soon as possible after the 7 day period has passed, but within 10 days at the latest</b>, e.g. by telephone or by completing and forwarding Form HS5(A) (the form may be faxed on 01443 444534).</p> <p>If the initial notification was via telephone, Form HS5(A) must be forwarded to the Health and Safety Team as soon as possible, but in any event within 10 days.</p>	<p>A member of the Health and Safety Team must, on notification of the accident, notify the HSE in writing by completing form F2508 via its online facility <b>as soon as practicable</b> but within 15 days of the date of the accident at the latest. One copy of the completed F2508 is to be sent to a relevant senior manager and one to HR.</p>
6	<p><b>Dangerous Occurrences</b></p> <p>One of the dangerous occurrences as set out in Schedule 2 of RIDDOR 2013 e.g. collapse of scaffolding, failure of any load-bearing part of lifting equipment.</p> <p>(See the attached list of 'dangerous occurrences' towards the end of these guidelines.)</p>	<p>The supervisor or manager concerned must inform the Health and Safety Team of the details <b>immediately</b>, e.g. by telephone or by completing and forwarding Form HS5(A) (the form may be faxed on 01443 444534).</p> <p>If the initial notification was via telephone, Form HS5(A) must be forwarded to the Health and Safety Team as soon as possible, but in any event within 5 days.</p>	<p>A member of the Health and Safety Team must, on notification of the dangerous occurrence, <b>immediately</b> notify the HSE via the quickest practicable means other than by telephone, i.e. by completing form F2508 via its online facility. The HSE must be notified in writing on form F2508 within 10 days of the date of the incident at the latest, and completing form F2508 online (within this timeframe) will satisfy this requirement. A copy of the completed F2508 is to be sent to a relevant senior manager and, where an employee is involved, one to HR.</p>

No	CATEGORY OF INCIDENT/ACCIDENT	SUPERVISOR OR MANAGER REPORTING PROCEDURE	HEALTH AND SAFETY TEAM RESPONSIBILITIES
7	<p><b>Reportable Work-related Illnesses</b></p> <p>Where a written diagnosis is received from a registered medical practitioner that an employee is suffering from a reportable work-related illness, such as an occupational disease.</p> <p>(See the attached list of 'reportable work-related illnesses' towards the end of these guidelines.)</p>	<p>The supervisor or manager concerned must contact the Health and Safety Team <b>immediately</b> for guidance on notification of the disease.</p>	<p>A member of the Health and Safety Team must, on receipt of a written statement from a registered medical practitioner diagnosing the disease, <b>immediately</b> notify the HSE by completing form F2508a via its online facility. One copy of the completed F2508a is to be sent to a relevant senior manager and one to HR.</p>
8	<p><b>An 'Out of Hours' Incident (i.e. one that occurs outside of normal working hours, such as on a weekend or Bank Holiday) where, for instance, the following type of circumstances apply:</b></p> <ul style="list-style-type: none"> <li>• there is a work-related death or a strong likelihood of death following an incident at, or connected with, work; or</li> <li>• there is a serious accident at a workplace so that the HSE can gather details of physical evidence that would be lost with time; or</li> <li>• following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either the HSE or government ministers.</li> </ul>	<p>The relevant supervisor or manager must telephone the HSE duty officer <b>immediately</b> on 0151 922 9235 and provide the necessary details.</p> <p>Form HS5(A) must then be completed and forwarded to the Health and Safety Team as soon as possible, but in any event within 5 days. The relevant supervisor or manager should make it clear on Form HS5(A) that the incident has already been reported to the HSE via telephone, providing details of the time and date the incident was reported and the HSE incident number.</p>	<p>A member of the Health and Safety Team must, on notification of the incident, notify the HSE in writing by completing form F2508 via its online facility <b>as soon as practicable</b> but within 10 days of the date of the incident at the latest. One copy of the completed F2508 is to be sent to a relevant senior manager and, where an employee is involved, one to HR.</p>



No	CATEGORY OF INCIDENT/ACCIDENT	SUPERVISOR OR MANAGER REPORTING PROCEDURE	HEALTH AND SAFETY TEAM RESPONSIBILITIES
9	An 'Out of Hours' Incident where none of the type of circumstances described in 8 above apply.	<p>There is no need for the supervisor or manager to contact the HSE duty officer, but the Health and Safety Team should be notified <b>immediately</b> when normal working is resumed after the weekend, Bank Holiday, etc., e.g. by telephone or by completing and forwarding Form HS5(A) (the form may be faxed on 01443 444534).</p> <p>If the initial notification was via telephone, Form HS5(A) must be completed and forwarded to the Health and Safety Team as soon as possible, but in any event within 5 days.</p>	A member of the Health and Safety Team must, on notification of the incident, determine whether or not it is reportable to the HSE under one of the categories listed above and, if it is, follow the procedure described, as appropriate.

### **Specified Non-fatal Injuries to Workers**

1. Any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe.
2. Amputation of an arm, hand, finger, thumb, leg, foot or toe.
3. Any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes.
4. Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen.
5. Any burn injury (including scalding) which –
  - (i) covers more than 10% of the whole body's total surface area; or
  - (ii) causes significant damage to the eyes, respiratory system or other vital organs.
6. Any degree of scalping requiring hospital treatment.
7. Loss of consciousness caused by head injury or asphyxia.
8. Any other injury arising from working in an enclosed space which –
  - (i) leads to hypothermia or heat-induced illness; or
  - (ii) requires resuscitation or admittance to hospital for more than 24 hours.

## **Reportable Work-related Illnesses**

### **Occupational Diseases**

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 (HAVS), 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.
6. Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

### **Exposure to Carcinogens, Mutagens and Biological Agents**

1. Any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation).
2. Any disease attributed to an occupational exposure to a biological agent.

## **Dangerous Occurrences**

### **Lifting Equipment**

1. The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.

### **Pressure Systems**

2. The failure of any closed vessel or of any associated pipework (other than a pipeline) forming a part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.

### **Overhead Electric Lines**

3. Any plant or equipment unintentionally coming into –
  - a) contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
  - b) close proximity with such a line, such that it causes an electrical discharge.

### **Electrical Incidents Causing Explosion or Fire**

4. Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either –
  - a) results in the stoppage of the plant involved for more than 24 hours; or
  - b) causes a significant risk of death.

### **Explosives**

5. Any unintentional –
  - a) fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration, as the case may be, under regulation 9, 10 or 11 of the Manufacture and Storage of Explosives Regulations 2005; or
  - b) explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to do),

except where a fail-safe device or safe system of work prevented any person being endangered as a result of the fire, explosion or ignition.

## **Dangerous Occurrences (continued)**

6. The misfire of explosives (other than at a mine or quarry, inside a well or involving a weapon) except where a fail-safe device or safe system of work prevented any person being endangered as a result of the misfire.
7. Any explosion, discharge or intentional fire or ignition which causes any injury to a person requiring first-aid or medical treatment, other than at a mine or quarry.
8. The projection of material beyond the boundary of a site on which explosives are being used, or beyond the danger zone of the site, which caused or might have caused injury, except at a quarry.

(Danger zone' means the area from which persons have been excluded or forbidden to enter to avoid being endangered by any explosion or ignition of explosives.)

9. The failure of shots to cause the intended extent of collapse or direction of fall of a structure in any demolition operation.

### **Biological Agents**

10. Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

### **Radiation Generators and Radiography**

11. The malfunction of –
  - a) a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products by irradiation, which causes it to fail to de-energise at the end of the intended exposure period; or
  - b) equipment used in fixed or mobile industrial radiography or gamma irradiation, which causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.

('Radiation generator' means any electrical equipment emitting ionising radiation and containing components operating at a potential difference of more than 5kV.)

## **Dangerous Occurrences (continued)**

### **Breathing Apparatus**

12. The malfunction of breathing apparatus –
- a) where the malfunction causes a significant risk of personal injury to the user; or
  - b) during testing immediately prior to use, where the malfunction would have caused a significant risk to the health and safety of the user had it occurred during use,
- other than at a mine.

### **Diving Operations**

13. The failure, damaging or endangering of –
- a) any life support equipment, including control panels, hoses and breathing apparatus; or
  - b) the dive platform, or any failure of the dive platform to remain on station,
- which causes a significant risk of personal injury to a diver.
14. The failure or endangering of any lifting equipment associated with a diving operation.
15. The trapping of a diver.
16. Any explosion in the vicinity of a diver.
17. Any uncontrolled ascent or any omitted decompression which causes a significant risk of personal injury to a diver.

### **Collapse of Scaffolding**

18. The complete or partial collapse (including falling, buckling or overturning) of –
- a) a substantial part of any scaffold more than 5 metres in height;
  - b) any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
  - c) any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

## **Dangerous Occurrences (continued)**

### **Train Collisions**

19. The collision of a train with any other train or vehicle, other than a collision reportable under Part 5 of Schedule 2 of RIDDOR 2013, which could have caused the death, or specified injury, of any person.

### **Wells**

20. In relation to a well (other than a well sunk for the extraction of water) –
- a) a blow-out (which includes any uncontrolled flow of well-fluids from a well);
  - b) the coming into operation of a blow-out prevention or diversion system to control flow of well-fluids where normal control procedures fail;
  - c) the detection of hydrogen sulphide at a well or in samples of well-fluids where the responsible person did not anticipate its presence in the reservoir drawn on by the well;
  - d) the taking of precautionary measures additional to any contained in the original drilling programme where a planned minimum separation distance between adjacent wells was not maintained; or
  - e) the mechanical failure of any part of a well whose purpose is to prevent or limit the effect of the unintentional release of fluids from a well or a reservoir being drawn on by a well, or whose failure would cause or contribute to such a release.

### **Pipelines or Pipeline Works**

21. In relation to a pipeline or pipeline works –
- a) any damage to, accidental or uncontrolled release from or inrush of anything into a pipeline;
  - b) the failure of any pipeline isolation device, associated equipment or system; or
  - c) the failure of equipment involved with pipeline works,
- which could cause personal injury to any person, or which results in the pipeline being shut down for more than 24 hours.
22. The unintentional change in position of a pipeline, or in the subsoil or seabed in the vicinity, which requires immediate attention to safeguard the pipeline's integrity or safety.

## **Dangerous Occurrences (continued)**

### **Structural Collapse**

23. The unintentional collapse or partial collapse of –
- a) any structure, which involves a fall of more than 5 tonnes of material;  
or
  - b) any floor or wall of any place of work.
24. The unintentional collapse or partial collapse of any falsework.

### **Explosion or Fire**

25. 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.

### **Release of Flammable Liquids and Gases**

26. The sudden, unintentional and uncontrolled release –
- a) inside a building –
    - (i) of 100 kilograms or more of a flammable liquid;
    - (ii) of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point;
    - (iii) of 10 kilograms or more of a flammable gas; or
  - b) in the open air, of 500 kilograms or more of a flammable liquid or gas.

### **Hazardous Escapes of Substances**

27. 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.

**The above list is a reproduction of the dangerous occurrences set out in Part 1 (General) and Part 2 (Dangerous Occurrences Reportable Except in Relation to an Offshore Workplace) of Schedule 2 of RIDDOR 2013.**

**Please refer to RIDDOR 2013 for Parts 3, 4, 5 and 6 of Schedule 2 in relation to Mines, Quarries, Transport Systems and Offshore Workplaces respectively.**



