

Version	2
Last Revision Date	February 2010



Reporting of Injuries, Diseases and Dangerous Occurrences **Policy**



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DOCUMENT CONTROL	
POLICY NAME	Reporting of Injuries, Diseases and Dangerous Occurrences Policy
Department	Human Resources
Telephone Number	01443 425536
Initial Policy Launch Date	May 1996
Reviewing Officer	Mike Murphy
Review Date	February 2010
Date of Equality Impact Assessment	2008
REVISION HISTORY	
Date	Revised By
May 1996	Gerwyn Hogben
July 2002	Gerwyn Hogben
February 2010	Mike Murphy
DOCUMENT APPROVAL	
This document has received approval from:	Date of Approval
HR Senior Management Team	
Corporate Management Team	
Cabinet	

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1. INTRODUCTION

- 1.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 have been in force for 10 years and require certain injuries, occupational diseases and dangerous occurrences to be reported to the enforcing authority. There were recognised shortcomings with the 1985 Regulations such as the level of under-reporting, and the failure to up-date the list of work related ill-health conditions.
- 1.2 In an effort to address these shortcomings, make existing arrangements more user friendly, and to recognise changes in work practices, etc., the 1985 Regulations have been revised and expanded in the form of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

2. POLICY STATEMENT

- 2.1 This policy outlines the procedures, which must be adopted when an employee, or non-employee experiences an accident, dangerous occurrence or disease on the council's premises or in connection with the Council's work activities.
- 2.2 The responsibility for implementing the provisions of this policy and the preparation of an implementation strategy rests with each Director or Head of Service.

POLICY GUIDANCE

3. KEY CHANGES

3.1 The main areas of change over previous reporting requirements are:

- accident has been redefined to include acts of violence done to people at work, and acts of suicide on railways or other relevant transport systems
- reportable injuries to people not at work (e.g. members of the public) are now deaths, and any injuries which cause a person to be taken from the site of the accident to a hospital. However, if the accident occurs out of or in connection with work at a hospital then to be reportable it must be a defined major injury. (Accidents arising directly out of the conduct of medical treatment by a Doctor or Dentist continue to be excluded)
- the list of reportable major injuries has been revised and simplified
- the list of dangerous occurrences which must be reported has been updated: it consists of general provisions as well as additional occurrences reportable in respect of mines, quarries, relevant transport systems and offshore workplaces
- the list of reportable diseases has been updated
- the report that has to be sent to the enforcing authority may be sent either on a form approved by the Health and Safety Executive (HSE) or by some other means approved by the HSE. This enables the HSE to approve the sending of reports by, for instance, telephone. Any change to the reporting arrangements will be widely publicised
- people responsible for reporting gas incidents include those approved under the Gas Safety (Installation and Use) Regulations 1994
- the Health and Safety Executive is given limited power to grant exemptions from the requirements imposed by the Regulations

4. RESPONSIBILITIES FOR REPORTING

The regulations require that the notifiable accidents be reported by a 'responsible person'. For this purpose Divisional Directors will ensure that such a person or persons are appointed in the division to act as the designated 'responsible person' for reporting purposes.

5. ACCIDENTS TO BE REPORTED

- 5.1 **Death or Major Injury:-** If there is an accident connected with work and an employee or self-employed person working the Council's premises is killed or suffers a major injury (including, as a result of physical violence); or a member of the public is killed or taken to hospital, then the designated responsible person must:-

Notify the Health and Safety Executive (HSE) without delay (e.g. by telephone); and within 10 days, follow this up with a completed accident report form (F2508).

There is an additional requirement to report the death of an employee, self-employed person or member of the public who dies within one year from the date of a work accident, as soon as possible after it comes to the division's knowledge, even if the original accident was not initially reported.

Major injuries are listed in Schedule 1 of RIDDOR.

- 5.2 **OVER THREE DAY INJURY:** Where there is an accident connected with work (including an act of physical violence) and an employee, or self-employed person working on the Council premises suffers an over three-day injury, the designated responsible person must ensure a completed accident form (F2508) is sent to the HSE within 10 days.

An over three day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three consecutive days (including non work days).

- 5.3 **INDUSTRIAL DISEASES:** Cases of work related occupational diseases must also be reported by the responsible person on form (F2508A) as soon as he/she receives notification from a registered Doctor that the person is suffering from the disease.

The potential diseases are listed in Schedule 3 of RIDDOR.

- 5.4 **DANGEROUS OCCURRENCES:** If something happens which does not result in a reportable injury, but which clearly could have done, then it may fall within the definition of a 'dangerous occurrence'.

The designated responsible person must notify the Health and Safety Executive (HSE) without delay (e.g. by telephone) and within 10 days follow this up with a completed accident report form (F2508).

Dangerous Occurrences are listed in Schedule 2 of RIDDOR.

- 5.5 Appendix "A" attached outlines the main reporting requirements under RIDDOR of the Council's 'in-house' reporting procedures.

6. RECORDS

- 6.1 The designated responsible person must keep records containing specific information of any reportable injuries, diseases or dangerous occurrences. The records must be retained at the premises to which they relate, or at the usual address of the designated responsible person, and kept for three years from the date the record was made.
- 6.2 The records that must be kept for injuries, diseases and dangerous occurrences are listed in Schedule 4 of RIDDOR.

7. EXCEPTIONS TO REGULATIONS

Fatalities or injuries arising from treatments, etc carried out by registered medical practitioners or dentists, or under their direct supervision, are not required to be reported. This also applies to fatalities or injuries arising from road vehicle accidents, except where the fatality or injury is due to: the involvement of a train; exposure to a substance being carried by the vehicle; vehicle loading and unloading activities; and road repair, alteration, construction, demolition or maintenance activities - including work in the vicinity of roads for example verge/hedge maintenance.

8. TRAINING

The designated responsible person within the division must be given appropriate training to ensure they understand the main reporting requirements under RIDDOR.

9. SUMMARY OF MAIN DUTIES

- 9.1 Whenever any of the following events arises 'out of or in connection with work' it must be reported to the HSE in writing and a record kept. If (a), (b), (c) or (d) happens they must first be notified by the quickest practicable means (e.g. by telephone):
 - a) the death of any person as a result of an accident, whether or not they are at work
 - b) someone who is at work suffers a major injury as a result of an accident. Major injuries are listed in Schedule I of RIDDOR
 - c) someone who is not at work (e.g. a member of the public) suffers an injury as a result of an accident and is taken from the scene to a hospital for treatment, or, if the accident happens at a hospital, suffers a major injury
 - d) one of a list of specified dangerous occurrences takes place. Dangerous occurrences are events which do not necessarily result

in a reportable injury, but have the potential to do significant harm. They are listed in Schedule 2 of RIDDOR

- e) someone at work is unable to do their normal work for more than 3 days as a result of an injury (and "over-3-day" injury)
- f) the death of an employee, self employed or member of public if this occurs within one year after a work related accident
- g) a person at work suffers one of a number of specified diseases, provided that a Registered Doctor diagnoses the disease and (except for certain communicable diseases reportable only offshore) the person's job involves a specified work activity. The specified diseases and corresponding work activities are listed in Schedule 3 of RIDDOR

The duty to notify and report the above events rests with the "designated responsible person".

9.2 In addition to the requirements outlined (a) to (g) above, a report must also be made in the following circumstances:-

- (i) a conveyor of flammable gas through a fixed pipe distribution system or the filler, importer or supplier of liquefied petroleum gas (LPG) in a refillable container, must report if they learn that someone has died or suffered a major injury arising out of, or in connection with that gas - unless the death or injury falls within the scope of regulation 3(1)
- (ii) any registered installation business must report if it finds that there is, in any premises, a gas fitting or associated flue or ventilation arrangement which could be dangerous in a way specified in regulation 6 (2).

10. **ADVICE**

Advice on the implementation of the policy can be obtained from the Health & Safety Team, Human Resources, Tŷ Elai, Dinas Isaf Industrial Estate, Williamstown, CF40 1NY

APPENDIX A

MAIN RIDDOR REPORTING AND RECORDING REQUIREMENTS

CATEGORY OF INCIDENT	IMMEDIATE REPORTING REQUIREMENTS	FURTHER/FORMAL REPORTING REQUIREMENTS	RECORDING REQUIREMENTS	RCT IN-HOUSE REPORTING PROCEDURES
Injury to employee or self employed person arising out of or in connection with work (including the act of physical violence) leading to absence from work for more than three consecutive days (excluding the day of accident but including any days which would not have been working days).		Within 10 days send a completed accident report to the HSE on form (F2508)	Record to be made and kept for at least 3 years from date on which it was made	Responsible person to inform HSE on Form (F2508) within 10 days.
Case of an employee at work suffering from a specific disease associated with a specific work activity (See Schedule 3 of RIDDOR)	Inform HSE forthwith on Form (F2508A) i.e. as soon as the employer receives a medical certificate from a Doctor, diagnosing the disease		Record to be made and kept for at least 3 years from date on which it was made	Responsible person to inform HSE on Form (F2508A).
One of the dangerous occurrences set out in Schedule 2 of RIDDOR.	Notify HSE without delay (e.g. by telephone)	Within 10 days send a completed accident report to HSE on Form (F2508)	Record to be made and kept for at least 3 years from date on which it was made	Supervisor to notify the responsible person forthwith. Responsible person to notify the HSE by telephone then confirm on Form (F2508) within 10 days

MAIN RIDDOR REPORTING AND RECORDING REQUIREMENTS				
CATEGORY OF INCIDENT	IMMEDIATE REPORTING REQUIREMENTS	FURTHER/FORMAL REPORTING REQUIREMENTS	RECORDING REQUIREMENTS	RCT REPORTING PROCEDURES
Death of an employee, or self-employed person as a result of an accident arising out of or in connection with work (including the act of physical violence); or a member of the public is killed	Notify the HSE without delay (by telephone)	Within 10 days send a completed accident report to the HSE on Form (F2508)	Record to be made and kept for at least 3 years from date on which it is made	Supervisor to notify responsible person forthwith. Responsible person to notify HSE by telephone then confirm on Form (F2508) within 10 days. In addition responsible person to inform Group Director and the Director of Human Resources as soon as possible.
Subsequent death of an employee (i.e. within 1 year of the date of accident)	Inform HSE in writing 'as soon as death comes to the employer's knowledge'			Responsible person to inform HSE in writing.
Specified major injury (see Schedule 1 of RIDDOR), suffered by an employee, or self-employed person as result of an accident arising out of or in connection with work (including threat of physical violence); or a member of the public is taken to hospital.	Notify the HSE without delay (by telephone)	Within 10 days send a completed accident report to the HSE on Form (F2508)	Record to be made and kept for at least 3 years from date on which it has been made.	Supervisor to notify responsible person forthwith. Responsible person to notify HSE by telephone then confirm on Form (F2508) within 10 days.

MANAGERS CHECKLIST

	✓ As Appropriate		
	N/A	Yes	No
• Has a designated responsible person or persons been appointed in the division for reporting purposes?			
• Has the designated person or persons appointed been given appropriate training to ensure they understand the reporting requirements?			
• Are there procedures in place to ensure that the reporting requirements are being met?			
• Are appropriate records being kept?			
• Are there monitoring procedures in place to ensure that the requirements of the Policy are being met?			

Completed by: _____

Confirmed by: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Date: _____

Date: _____