

## **RHONDDA CYNON TAF COUNCIL**

### **THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (AS AMENDED) (RIDDOR)**

#### **ACCIDENT REPORTING ARRANGEMENT GUIDELINES**

**MAY 2012**

## ACCIDENT REPORTING ARRANGEMENT GUIDELINES – MAY 2012

### Introduction

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as Amended) (RIDDOR) require certain injuries, occupational diseases and dangerous occurrences to be reported to the enforcing authority, the Health and Safety Executive (HSE).

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

Should managers or supervisors fail to notify the Council's Health and Safety Team of an injury, disease or dangerous occurrence in enough time to enable the deadlines set down in RIDDOR to be met, then the Team may notify a relevant senior manager of the failure.

Please note that on 06 April 2012, the over 3 day injury reporting requirement under RIDDOR changed to over 7 day – see item No. 5 of the following guidance.

The information contained within these guidelines outlines the procedures that must be adopted in order to enable the Council to comply with RIDDOR when an employee, self-employed person or member of the public experiences an injury, disease or dangerous occurrence on any of the Council's premises, or during a work activity undertaken on behalf of or under the control of the Council.

(However, please note that ALL work-related incidents/accidents must be reported to the Council's Health and Safety Team, using form HS5(A), even if they do not require reporting to the HSE under RIDDOR. For example, a work-related injury resulting in an employee or self-employed person being absent from work or being unable to carry out their normal duties for, say, 4 consecutive days, must still be recorded on form HS5(A) and the form forwarded to the Health and Safety Team, even though such an injury no longer needs to be reported to the HSE.)

If any incident/accident occurs and a manager or supervisor is unsure of their responsibilities or the reporting requirements, a member of the Health and Safety Team can be contacted for advice on the numbers given below:

<b>Name</b>	<b>Telephone Contact</b>
Mike Murphy	01443 425536
Eddie Pugsley	01443 425666
Ray Darch	01443 425501
Stephen Humphreys	01443 425524
Dave Boaler	01443 425453
Adrian Perry	01443 425456
Coral Janda	01443 425531
Rob Warburton	01443 425546

No	CATEGORY OF INCIDENT/ACCIDENT	MANAGER OR SUPERVISOR REPORTING PROCEDURE	HEALTH AND SAFETY TEAM RESPONSIBILITIES
1	<b>Death of an employee, self - employed person or a member of the public</b> as a result of an accident arising out of or in connection with work (including the act of physical violence).	<p>The manager or supervisor concerned must notify the Health and Safety Team of the details <b>immediately</b>, e.g. by telephone. If the accident occurs out of hours, e.g. on a weekend or Bank Holiday, then the relevant manager or supervisor must telephone the HSE duty officer <b>immediately</b> on 0151 922 9235.</p> <p>The Incident/Accident Report 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. A copy of the completed F2508 is to be sent to a relevant senior manager.</p>
2	<b>Subsequent death of an employee</b>  (i.e. within 1 year of the date of accident)	<p>The manager or supervisor concerned must notify the Health and Safety Team of the details in writing, by completing and forwarding the Incident/Accident Report Form HS5(A), <b>immediately</b> they become aware of the death. (The form may be faxed on 01443 444534.)</p>	<p>A member of the Health and Safety Team must, on notification of the details, <b>immediately</b> notify the HSE by completing form F2508 via its online facility, and forward a copy to a relevant senior manager.</p>
3	<b>Specified major injury suffered by an employee or self - employed person</b> as result of an accident arising out of or in connection with work (including an act of physical violence).  (See schedule 1)	<p>The manager or supervisor concerned must notify the Health and Safety Team of the details <b>immediately</b>, e.g. by telephone or by completing and forwarding the Incident/Accident Report Form HS5(A). (The form may be faxed on 01443 444534.) 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>If the accident occurs out of hours, e.g. on a weekend or Bank Holiday, <b>and</b> results in multiple casualties or causes major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc., then the relevant manager or supervisor must telephone the HSE duty officer <b>immediately</b> on 0151 922 9235. Should none of these be the case, the Health and Safety Team should be notified <b>immediately</b> when normal working is resumed after the weekend, Bank Holiday, etc.</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. A copy of the completed F2508 is to be sent to a relevant senior manager.</p>

No	CATEGORY OF INCIDENT/ACCIDENT	MANAGER OR SUPERVISOR REPORTING PROCEDURE	HEALTH AND SAFETY TEAM RESPONSIBILITIES
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 “arise out of or be in connection with work” and result in them “being taken from the scene to hospital by whatever means”</b></p>	<p>The manager or supervisor concerned must inform the Health and Safety Team of the details <b>immediately</b>, e.g. by telephone or by completing and forwarding the Incident/Accident Report Form HS5(A). (The form may be faxed on 01443 444534.) 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>If the accident occurs out of hours, e.g. on a weekend or Bank Holiday, <b>and</b> results in multiple casualties or causes major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc., the relevant manager or supervisor must telephone the HSE duty officer <b>immediately</b> on 0151 922 9235. Should none of these be the case, the Health and Safety Team should be notified <b>immediately</b> when normal working is resumed after the weekend, Bank Holiday, etc.</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. 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>A copy of the completed F2508 is to be sent to a relevant senior manager.</p>
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 the act of physical violence) 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). (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.)</p>	<p>The manager or supervisor 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 the Incident/Accident Report Form HS5(A). (The form may be faxed on 01443 444534.) 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 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, and forward a copy of the completed F2508 to a relevant senior manager.</p>

No	CATEGORY OF INCIDENT/ACCIDENT	MANAGER OR SUPERVISOR REPORTING PROCEDURE	HEALTH AND SAFETY TEAM RESPONSIBILITIES
6	<p><b>Dangerous Occurrences</b></p> <p>One of the dangerous occurrences as set out in RIDDOR e.g. collapse of scaffolding, failure of any load-bearing part of lift or hoist.</p> <p>(See Schedule 2 - Summary)</p>	<p>The manager or supervisor concerned must inform the Health and Safety Team of the details <b>immediately</b>, e.g. by telephone or by completing and forwarding the Incident/Accident Report Form HS5(A). (The form may be faxed on 01443 444534.) 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>If the incident occurs out of hours, e.g. on a weekend or Bank Holiday, <b>and</b> results in multiple casualties or causes major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc., then the relevant manager or supervisor must telephone the HSE duty officer <b>immediately</b> on 0151 922 9235. Should none of these be the case, the Health and Safety Team should be notified <b>immediately</b> when normal working is resumed after the weekend, Bank Holiday, etc.</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.</p> <p>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.</p> <p>A copy of the completed F2508 is to be sent to a relevant senior manager.</p>
7	<p><b>Disease</b></p> <p>An employee at work suffering from a specific disease associated with a specific work activity.</p> <p>(See schedule 3 - Summary)</p>	<p>The manager or supervisor 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, and forward a copy of the completed F2508a to a relevant senior manager.</p>

## **Schedule 1 – Major Injuries**

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (whether temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury -
  - a. leading to hypothermia, heat-induced illness or to unconsciousness;
  - b. requiring resuscitation; or
  - c. requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin -
  - a. acute illness requiring medical treatment; or
  - b. loss of consciousness.
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

## **Schedule 2 (Summary) – Dangerous Occurrences**

1. Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
2. Explosion, collapse or bursting of any closed vessel or associated pipe-work.
3. Plant or equipment coming into contact with overhead power lines.
4. Electrical short circuit or overload causing fire or explosion.
5. Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
6. Accidental release of a biological agent likely to cause severe human illness.
7. Malfunction of breathing apparatus while in use or during testing immediately before use.
8. Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver or an uncontrolled ascent.
9. Collapse or partial collapse of a scaffold over five metres high or erected near water where there could be a risk of drowning after a fall.
10. Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work.
11. Explosion or fire causing suspension of normal work for over 24 hours.
12. Sudden, uncontrolled release in a building of:
  - 100 kg or more of a flammable liquid;
  - 10 kg or more of a flammable liquid above its boiling point; or
  - 10 kg or more of a flammable gas; or
  - 500 kg of these substances if the release is in the open air;
13. Accidental release of any substance that may damage health.

**A full list of dangerous occurrences can be found in the detailed guide to the regulations. Please contact The Health and Safety Team for further advice.**

### **Schedule 3 (Summary) – Reportable Diseases**

#### **Reportable diseases include:**

1. Certain poisonings;
2. Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
3. Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
4. Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;
5. Other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand arm vibration syndrome.

**A full list of reportable diseases, and the work activities they are related to, can be found in the detailed guide to the regulations. Please contact the Health and Safety Team for further advice.**