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## HS 5

# Reporting of Injuries, Diseases and Dangerous Occurrences Policy

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## CONTENTS

1.	Introduction.....	1
2.	Policy Statement.....	1
	<b>Policy Guidance</b>	
3.	Incident/Accident Reporting.....	2
4.	Exemptions.....	3
5.	Guidance .....	4
6.	Records .....	4
7.	Advice.....	4
	Managers Checklist.....	5

## **1. INTRODUCTION**

- 1.1 This policy has been produced in response to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- 1.2 RIDDOR imposes a legal requirement on the Council as an employer to report certain injuries, occupational diseases and dangerous occurrences that arise out of or in connection with its work (i.e. work-related) to the enforcing authority, the Health and Safety Executive (HSE), within set timeframes.
- 1.3 The full requirements for reporting to the HSE are set out in RIDDOR.
- 1.4 The reports enable the HSE to identify where and how risks arise, investigate serious accidents and develop guidance for employers to help prevent future incidents.

In addition, the reports provide the Council with information that helps to manage health and safety risks and is an aid to risk assessment, which in turn helps to develop risk solutions and prevent injuries and ill health, and also helps to reduce costs from accidental loss.

- 1.5 The Council can be prosecuted by the HSE for non – compliance with RIDDOR and it is therefore imperative that the requirements of RIDDOR are met.

## **2. POLICY STATEMENT**

- 2.1 This policy outlines the responsibilities that employees have to record and report work-related incidents and accidents.
- 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. INCIDENT/ACCIDENT REPORTING**

- 3.1 RIDDOR requires that reportable incidents/accidents be reported to the HSE by a 'responsible person'.

During normal working hours, members of the Council's Health and Safety Team are the 'responsible persons' for this purpose.

Outside of normal working hours, for example on weekends and Bank Holidays, the 'responsible person' will be the relevant supervisor or manager.

- 3.2 The Health and Safety Team has produced a comprehensive guidance document on the reporting requirements of RIDDOR entitled 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) – Accident Reporting Arrangement Guidelines' (hereafter referred to in this policy as the Council's RIDDOR Guidance Document).
- 3.3 It is the responsibility of all supervisors and managers to read and understand their reporting duties as set out in the Council's RIDDOR Guidance Document, and to properly carry out those duties.
- 3.4 It is the responsibility of all supervisors and managers to inform their employees of their responsibilities in respect of incident/accident reporting.
- 3.5 In each instance that a work-related incident/accident occurs, the Council's Incident/Accident Investigation and Injury Record Form HS5(A), (referred to hereafter in this policy as Form HS5(A)), must be completed by the relevant supervisor or manager and forwarded to the Health and Safety Team, in line with the procedures set out in the Council's RIDDOR Guidance Document.

This applies even if a relevant supervisor or manager has already reported the incident/accident to the HSE due to it occurring outside of normal working hours – although in such instances, this should be made clear on Form HS5(A).

- 3.6 Guidance on completing Form HS5(A) is available in the Council's document HS5(B) – Guidance to the Completion of the Incident/Accident Investigation and Injury Record Form HS5(A).

- 3.7 When a work-related incident/accident occurs during normal working hours, to enable the Health and Safety Team to comply with the timeframes set out in RIDDOR, details may initially need to be supplied to the Health and Safety Team via telephone, again in line with the procedures set out in the Council's RIDDOR Guidance Document.
- 3.8 It is the responsibility of every Council employee to report work-related incidents/accidents to their supervisor or manager, and to cooperate with that supervisor or manager in completing Form HS5(A), including cooperating with any investigation into the incident/accident.
- 3.9 It is the responsibility of every Council employee, irrespective of grade or position, to cooperate with the Council's Health and Safety Team with regards to the provision of information in respect of any work-related incident/accident, and with regards to any investigation into any such incident/accident undertaken by the Health and Safety Team.
- 3.10 Although this policy and the Council's RIDDOR Guidance Document both relate to the requirements of reporting reportable incidents/accidents to the HSE under RIDDOR, it is the responsibility of supervisors and managers to report **all** work-related incidents/accidents to the Health and Safety Team, using 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.

#### **4. EXEMPTIONS**

- 4.1 In general, deaths and injuries that result from the following are not reportable to the HSE under RIDDOR:
- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
  - the duties carried out by a member of the armed forces while on duty;
  - road traffic accidents, unless the accident involved:
    - the loading or unloading of a vehicle;
    - work alongside the road, e.g. construction or maintenance work;
    - the escape of a substance being conveyed by the vehicle;
    - a train

## **5. GUIDANCE**

- 5.1 Copies of the Council's RIDDOR Guidance Document and of document HS5(B) – Guidance to the Completion of the Incident/Accident Investigation and Injury Record Form HS5(A), are available from the Council's Health and Safety Team.
- 5.2 Further guidance on RIDDOR is available from the HSE website: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

## **6. RECORDS**

- 6.1 Copies of all Forms HS5(A) that relate to employees, together with the associated RIDDOR reporting forms and any investigation reports, will be forwarded by the Health and Safety Team to the Human Resources Employment Services Team for inserting in employees' personal files.
- 6.2 Copies of all RIDDOR reporting forms that relate to employees, together with any associated investigation reports, will be forwarded by the Health and Safety Team to relevant senior managers for holding on file at employees' workplaces.
- 6.3 Copies of all Forms HS5(A) that relate to non – employees, together with the associated RIDDOR reporting forms and any investigation reports, will be retained on file by the Health and Safety Team.
- 6.4 Records will be retained on file by the Health and Safety Team for a minimum of three years as is required under RIDDOR.
- 6.5 Records of work-related incidents and accidents involving children or young adults will be retained on file by the Health and Safety Team for at least until the person reaches the age of 21.

## **7. ADVICE**

- 7.1 Advice on the implementation of this policy can be obtained from the Health and Safety Team, Human Resources, Ty Elai, Williamstown, CF40 1NY, telephone 01443 425531.

**MANAGERS CHECKLIST**

	✓ As Appropriate		
	N/A	Yes	No
<ul style="list-style-type: none"> <li>Have you read this policy, the Council’s RIDDOR Guidance Document and the document ‘HS5(B) – Guidance to the Completion of the Incident/Accident Investigation and Injury Record Form HS5(A)’?</li> </ul>			
<ul style="list-style-type: none"> <li>Do you understand your responsibilities with regards to reporting work-related incidents/accidents to the Council’s Health and Safety Team, including the completion of Form HS5(A) and, when necessary, initially providing details via the telephone?</li> </ul>			
<ul style="list-style-type: none"> <li>Do you understand your responsibilities for reporting certain incidents/accidents that occur outside of normal working hours?</li> </ul>			
<ul style="list-style-type: none"> <li>Have you informed your employees of their responsibilities with regards to reporting work-related incidents/accidents and cooperating with managers, supervisors and the Council’s Health and Safety Team?</li> </ul>			
<ul style="list-style-type: none"> <li>Do you understand your responsibility with regards to cooperating with the Council’s Health and Safety Team with regards to work-related incidents/accidents?</li> </ul>			
<ul style="list-style-type: none"> <li>Are you aware of how to obtain guidance on the requirements for reporting work-related incidents/accidents?</li> </ul>			
<ul style="list-style-type: none"> <li>Are there monitoring procedures in place to ensure that the requirements of the policy are being met?</li> </ul>			

Completed by: \_\_\_\_\_  
(Signature)

Confirmed by: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print)

Name: \_\_\_\_\_  
(Print)

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