

Accident Reporting

Accident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of: work-related accidents which cause death; work-related accidents which cause certain serious injuries (reportable injuries); diagnosed cases of certain industrial diseases; and certain 'dangerous occurrences' (incidents with the potential to cause harm).

Work-related accidents For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of nonconsensual 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 under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to: the way the work was organised, carried out or supervised; any machinery, plant, substances or equipment used for work; and the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

In summary, Types of reportable injury are:

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

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

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident

See www.hse.gov.uk/riddor/do-i-need-to-report.htm for examples of incidents that do and do not have to be reported.

Incident Reporting

All incidents can be reported online (see link above) but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).