



Reporting of Injuries, Diseases & Dangerous Occurrences 2013

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Introduction

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), place a legal duty on

- Employers,
- Self-employed people,
- People in control of premises

to report work related deaths; specified injuries; accidents causing more than 7 days off work; work related diseases; and dangerous occurrences.

Reporting accidents, dangerous occurrences and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities, to identify where, and how, risks arise, and to investigate serious accidents.

Failure to report under RIDDOR is a breach of criminal law and is likely to attract a financial penalty for the Academy. Most reporting (but not all) under RIDDOR is via an on-line form normally identified as a F2508.

From September 2011 statutory reporting to the HSE of work-related injuries and incidents under RIDDOR moved to a predominantly online system. Employers will no longer be able to report incidents by post or fax.

The preferred HSE reporting method is for employers or their representatives to submit an online form, available on HSE's website at <http://www.hse.gov.uk/riddor/report.htm>

Where an employer does not have access to electronic reporting systems the HSE Incident Contact Centre will still take reports of all work-related fatal and specified injuries by telephone on 0845 300 9923.

The Trust must still keep a record of all over 3 day injuries, either in an Accident Book or the individual Accident Report forms.,

If you have any queries at all regarding RIDDOR please contact Estates Director 0161 485 7201 Ext 7051 or Vita Safety (H&S Advisors) – 0161 486 5020

Death

The death of any person *, whether or not they are at work, must be reported if it results from an accident arising out of or in connection with work, with the exception of suicides, but including an act of physical violence against an employee.

If an employee dies within a year of an accident at work, then this must be reported.

**Depending on the circumstances, the death of an employee or a member of the public (including students) may have to be investigated either by the Police or jointly between the Police and other relevant Enforcement Authorities (e.g. Health & Safety Executive) to establish whether the death is suspicious or if a serious criminal offence has been committed (e.g. manslaughter). Work-Related Deaths & Guidance on Protocol for Liaison*

The Police and other relevant enforcing authorities are involved in order to investigate fully the circumstances surrounding the death. The introduction of the Corporate Manslaughter and Corporate Homicide Act 2007 means companies and organisations, such as Academies, can be found guilty of corporate manslaughter from serious management failures which result in a gross breach of their duty of care.

Although there are reporting requirements under RIDDOR in the event of a death there are likely to be additional and more urgent managing actions required. Prior to a Police Officer attending the scene, some basic managing actions should be taken. Managers faced with this situation are advised to:

- Preserve the scene where a death occurred until the Police are satisfied it can be returned to normal use.
- Within the sensitivities of the situation be aware or establish basic details of the deceased e.g. name, age, address etc.
- Gather names and addresses of likely witnesses, especially if members of the public, that may have to be interviewed by the authorities.
- If urgent safety / security repairs are sanctioned by the police any items likely to be regarded as evidence should be retained.
- Keep personal notes in case there is a need to refer to them at a later date.
- As soon as possible inform members of the Governing Body.

Action to comply with RIDDOR in the event of a Death related to work

For the situation above RIDDOR states that the report must be made forthwith. To delay reporting is a criminal offence for which the Academy can be prosecuted.	
Required Action	Contact Details
For any advice or assistance please contact Vita Safety	Vita Safety– 0161 486 5020
*Internet: Complete a F2508 Print a copy prior to submitting (you will not be able to save your copy). You will receive an electronic receipt Telephone: If you do not have internet access * preferred	http://www.hse.gov.uk/riddor/report.htm Tel: 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). Information about contacting HSE out of hours can be found at: www.hse.gov.uk/contact/outofhours.htm .

Specified Injuries

These include:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalpings (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Action to comply with RIDDOR for Specified Injuries

For the situation above RIDDOR states that the report must be made forthwith. To delay reporting is a criminal offence for which the Academy can be prosecuted.	
Required Action	Contact Details
For any advice or assistance please contact Vita Safety	Vita Safety (H&S Advisors) – 0161 486 5020
*Internet: Complete a F2508 Print a copy prior to submitting (you will not be able to save your copy). You will receive an electronic receipt Telephone: If you do not have internet access * preferred	http://www.hse.gov.uk/riddor/report.htm Tel: 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). Information about contacting HSE out of hours can be found at: www.hse.gov.uk/contact/outofhours.htm .

Injuries to People not at work

Any injury to a person who is not at work (e.g. a student, member of the public etc.) must be reported if both of the following criteria are met:

1. The injury results from an accident arising out of or in connection with work

AND

2. The injury results in the person being taken from the premises where the accident occurs to a hospital, by whatever means, for treatment (e.g. taxi, ambulance, car, etc.)

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

Please note, both of the above criteria must be satisfied.

For schools and students, the Health & Safety Executive has issued further guidance (HSE RIDDOR Guidance for Schools).

Incidents on a Public Highway

NB. There are only a few incidents that are reportable as a result of an accident on a public road and generally deaths or major injuries whilst driving are not reportable under RIDDOR.

Violence at Work

If an employee dies or suffers a major injury as a result of a non consensual act of physical violence, then the incident must be reported.

NB. This type of incident only needs to be reported if it arises out of or in connection with work.

Action to comply with RIDDOR for injuries to people not at work and major injuries occurring as a result of violence

For the situations 3 & 5 above, RIDDOR states that the report must be made forthwith. To delay reporting is a criminal offence for which the Academy can be prosecuted.	
Required Action	Contact Details
For any advice or assistance please contact Vita Safety	Vita Safety (H&S Advisors) – 0161 486 5020

Over 7 Day Accidents

- This category only applies to injuries resulting from accidents to employees who are at work.
- This reporting requirement includes acts of non-consensual physical violence arising out of a work activity.

A report must be sent if an employee is incapacitated for work for more than 7 consecutive days, not counting the day of the accident, but including any days which would not have been working days, e.g. Saturday and Sunday.

If the employee was away from work (leave, weekend) then it will be necessary to establish whether, during this period, the employee was fit or unfit for work.

Employees who do not refrain from work but come in and are put on different duties are also subject to this reporting requirement.

Action to comply with RIDDOR for accidents resulting in an employee absence longer than seven days

For the situation above RIDDOR states that the report must be made within fifteen working days. To delay reporting is a criminal offence for which the Academy can be prosecuted.	
Required Action	Contact Details
For any advice or assistance please contact Vita Safety	Vita Safety (H&S Advisors) – 0161 486 5020
Internet: Complete a F2508 Print a copy prior to submitting (you will not be able to save your copy). You will receive an electronic receipt	http://www.hse.gov.uk/riddor/report.htm

Dangerous Occurrences

Certain incidents are designated 'dangerous occurrences' and by law have to be reported to the HSE. These include incidents involving:

Lifting equipment

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

Pressure systems

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

Overhead electric lines

- 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 an electric line, such that it causes an electrical discharge.

Electrical incidents causing explosion or fire

- 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.

Collapse of scaffolding

- 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.

Structural collapse

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,

Arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground.

The unintentional collapse or partial collapse of any falsework.

Explosion or fire

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

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

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.

Please note that any accident / incident that is dangerous does not necessarily qualify as a 'dangerous occurrence'. The legislation is very specific.

For further specific advice on any of the above, please contact the H&S Adviser.

Action to comply with RIDDOR in the event of specified Dangerous Occurrence

For the situation above RIDDOR states that the report must be made forthwith. To delay reporting is a criminal offence for which the Academy can be prosecuted.	
Required Action	Contact Details
Notify Vita Safety to receive confirmation the incident is actually a 'dangerous occurrence' under RIDDOR	Vita Safety (H&S Advisors) – 0161 486 5020
Internet: Complete a F2508 Print a copy prior to submitting (you will not be able to save your copy). You will receive an electronic receipt	http://www.hse.gov.uk/riddor/report.htm

Reportable Occupational Diseases

If a doctor diagnoses one of a number of specified diseases and the affected employee's current job involves a specific work activity, then this must be reported to the HSE.

Usually these situations will be identified by an Occupational Health provider or the employee's Consultant / GP.

In most cases managers are unlikely to be the first source of such information.

Action to comply with RIDDOR for reportable Occupational Diseases

Please contact the Health & Safety Adviser if you have a query regarding the detailed schedules relevant to this section. RIDDOR states that the report must be made forthwith	
Required Action	Contact Details
Notify Vita Safety to receive confirmation the disease is reportable under RIDDOR	Vita Safety (H&S Advisors) – 0161 486 5020
If the Academy receives a written statement prepared by a registered medical practitioner that an employee has been diagnosed as suffering from a reportable disease, then this must be reported forthwith to the Health & Safety Executive on form F2508A. Forward a copy of the F2508 to the HSE via the internet. (print a copy before submitting` as you will not be able to save your on-line copy)	http://www.hse.gov.uk/riddor/report.htm

Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Assistant Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	☒ Race ☒ Disability ☒ Sex ☒ Age ☒ Religious belief ☒ Sexual Orientation ☒ Gender Reassignment
Summary of any issue/proposed changes	N/A
Date	24.04.26
Date of next review	July 2027



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