REPORTING AN ACCIDENT

by Tony Rees MIOSH, Health & Safety Consultant and Senior Instructor with ATB-Landbase Training Services

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These Regulations (RIDDOR) require persons (eg the employer) to notify the enforcing authority of any accident which results in, or which could have resulted in, death, injury or disease.


RIDDOR specifies:

1. The Person Responsible for Reporting

Generally the person who should report the accident or disease is the injured person's employer (the training provider in the case of work trainee) or the person in control of the premises in the case of a dangerous occurrence or injury to a person on the premises who is not an employee.

2. Reporting an Accident

Accidents arising out of or in connection with work or which are attributable to the undertaking, the plant, substances or premises must be reported to the Enforcing Authority if they result in death, specified injury or condition, injury resulting in more than three days off work or are classed as a Dangerous Occurrence.

The Enforcing Authority is either the HSE (factories etc) or the Environmental Health Department of the Local Authority (offices, shops etc) though if in doubt report to the HSE who will pass on your report if necessary.

2.1 Immediate Reporting

The following must be reported immediately, by telephone if possible:

a) any accident resulting in death or specified injury to an employee
b) any accident resulting in death or specified injury to any person who is on premises under your control. Where the person concerned is employed by some other Employer then his Employer will normally make the report.
c) any dangerous occurrence which happens on premises under your control.

d) requires 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

c) requiring admittance to hospital for more than 24 hrs includes situations where, had the injured person not already been in hospital, the injury would have resulted in admission for more than 24 hours.
d) acute illness means illness which:

i) progresses rapidly to a crisis after the onset of symptoms, and
ii) has severe symptoms

e) medical treatment covers hospital treatment, treatment by a GP, or treatment by a firm's medical staff
f) loss of consciousness means the injured person enters into a state, for however short a period, where there is a lack of response, either vocal or physical, to people trying to communicate with them

g) biological agent is defined in the Control of Substances Hazardous to Health Regs 1994 as meaning 'any micro-organism, cell culture or human endoparasite including any which have been genetically modified which may cause any infection, allergy, toxicity or otherwise create a risk to human health'. In the context of the infection hazards relevant to RIDDOR

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 electrical shock or electrical burn (inc 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 unconsciousness
b) requiring resuscitation

e) requiring admittance to hospital for more than 24 hours

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Explaining some of the main terms used:

a) fracture includes a break, crack or chip
b) amputation means either traumatic amputation at the time of the accident or surgical amputation following the accident

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**REPORTING AN ACCIDENT**

In the event of an accident at work, the following procedures must be followed by the person in charge of the place of work concerned, unless not reasonably practicable, to report the accident to the Enforcing Authority within ten days on form F2508.

**Details of the Accident**
- Date and time of accident or condition.
- Place where it happened.
- Person's name, occupation, etc.
- Nature of injury or condition.

**Reporting Within Ten Days**
- In addition to the reporting procedures above, if an employee dies, as a result of injuries sustained in an accident at work, within one year of the accident then this must be reported to the Enforcing Authority when it becomes known.

**3. Reporting a Disease**

The Regulations list 72 types of diseases associated within certain occupations and, when it is confirmed by a registered Medical Practitioner that an employee is suffering from one of these diseases it must be reported immediately to the Enforcing Authority on form F2508A.

Self-employed persons must also make arrangements for such reporting when suffering from a confirmed prescribed disease.

Again, records of such reports must be kept.

**4. Records**

Records of all reportable information must be entered into a register. The register must be kept at the place of work concerned, unless not reasonably practicable, and must be kept for three years.

Copies of the form F2508 will be sufficient for this purpose.

Details to be entered into the register must include the following information:
- Date and time of accident or dangerous occurrence.
- Details of the person affected including full name, occupation and nature of injury or condition.
- Place where it happened.
- A brief description of the circumstances.

Where the report is of a gas incident or condition then a record of the information sent to the HSE must be kept.

A list of Dangerous Occurrences and Reportable Diseases can be found on the new F2508 RIDDOR Report Form Pads.

Further information on training courses and consultancy contact ATB Landbase Training Services (Jean John on 01282 617466 or Tony Rees on 01686 622799).