



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

# **RIDDOR**

## **THE REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES REGULATIONS 1995**

***FOR ANY ADVICE ON THE ABOVE REGULATIONS, PLEASE  
CONTACT:***

***THE OCCUPATIONAL SAFETY & HEALTH UNIT, BUSINESS  
SERVICES DIRECTORATE ON:-***

**0161-474-3056 / 3054**

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

## Major Injuries

*These include:*

- Any fracture\* (except fingers, thumbs or toes)
- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye
- 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.
- Any other injury -
  - a) leading to hypothermia, heat induced illness or to unconsciousness
  - b) requiring resuscitation
  - c) requiring admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by a harmful substance or biological agent
- 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
- Acute illness which require medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

(\* NB A fracture includes a break, crack or chip)

### **Injuries to People not at Work**

- Any injury to a person who is not at work (e.g. service user, pupil, etc.) must be reported if **both** of the following criteria are met:
  - results from an accident arising out of or in connection with work

**AND**

  - results in them being taken from the premises where the accident occurs to a hospital, by whatever means, (e.g. taxi, ambulance, car, etc.)

*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.***

### **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. The incident only needs to be reported if it arises out of or in connection with work.*

### **ACTION**

1. Notify Council's Occupational Safety & Health Unit immediately by telephone  
**474 - 3056 / 3054**
- ii. Notify Health & Safety Executive (HSE) **immediately** by telephone  
**0845 300 9923**

a copy of the F2508 will be sent back to the person making the report.  
**or**

a report can be made via the internet: **[www.riddor.gov.uk](http://www.riddor.gov.uk)**

**NB. The legislation states that the report must be made *forthwith***

**During out of normal office hours, contact the Council Control Centre on  
0161-474-5555**

- iii. Send a copy of the Council Accident/Incident Report Form (SAIR 101) & the HSE Form F2508 to the Occupational Safety & Health Unit in the Business Services Directorate.

### **Over 3 Day Accidents**

- This only applies to injuries resulting from accidents to employees who are at work and 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 3 consecutive days or more, not counting the day of the accident, but including any days which would not have been working days, e.g. Saturday and Sunday.

e.g. a person who normally works Monday to Friday is injured on a Friday, and returns to work on the following Wednesday.

The total time off, including the weekend is 4 days and is therefore reportable.

- This also applies to employees who do not refrain from work but come in and are put on lighter duties - these situations are also reportable.

### **ACTION**

1. Forward a copy of Form F2508 to the HSE within 10 days by post to:  
**National Incident Contact Centre, Caerphilly Business Park,  
Caerphilly, Wales CF83 3GG**

**Or**

**by FAX to: 0845 300 9924**

**or**

a report can be made via the internet: **[www.riddor.gov.uk](http://www.riddor.gov.uk)**

2. Send a copy of the Council Accident/Incident Report Form (SAIR 101) & the HSE Form F2508 to the Occupational Safety & Health Unit in the Business Services Directorate.

***NB For any advice or assistance - contact the H&S Unit on  
474 - 3056 / 3054***

## Dangerous Occurrences

- Certain incidents are designated 'dangerous occurrences' and by law have to be reported to the HSE.

These include incidents involving:

- ❖ Lifting machinery
- ❖ Pressure systems
- ❖ Freight containers
- ❖ Overhead electric lines
- ❖ Electrical short circuit
- ❖ Explosives
- ❖ Biological agents
- ❖ Malfunction of radiation generators
- ❖ Breathing apparatus
- ❖ Diving operations
- ❖ Collapse of scaffolding
- ❖ Train collisions
- ❖ Wells
- ❖ Pipelines or pipeline works
- ❖ Fairground equipment
- ❖ Carriage of dangerous substances by road
- ❖ Collapse of building or structure
- ❖ Explosion or fire
- ❖ Escape of flammable substances
- ❖ Escape of substances

*\*\* for further specific advice on any of the above, please contact the Occupational Safety & Health Unit \*\**

### ACTION

1. Notify Council's Occupational Safety & Health Unit immediately by telephone on  
**474-3056 / 3054**
- ii. Notify Health & Safety Executive (HSE) immediately by telephone on  
**0845 300 9923**  
**or**  
a report can be made via the internet: **[www.riddor.gov.uk](http://www.riddor.gov.uk)**

**(NB. During out of normal office hours, contact the Control Centre on 0161-474-5555)**

2. Forward a copy of Form F2508 to the HSE within 10 days with a copy to the Occupational Safety & Health Unit

### **Reportable Occupational Diseases**

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

*Please contact the Occupational Safety & Health Unit if you have a query regarding the detailed schedules relevant to this aspect of RIDDOR.*

### **ACTION**

- i. Notify Council's Occupational Safety & Health Unit immediately by telephone on  
**474 - 3056 / 3054**
- ii. If the Council receive 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 HSE on Form F2508A with a copy to the Occupational Safety & Health Unit.
- iii. Contact the Council's Occupational Health provider for further advice.

*\*\* for further specific advice, please contact the Occupational Safety & Health Unit \*\**