

RIDDOR - (Reporting Of Injuries, Diseases And Dangerous Occurrences Regulations 1995)

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Introduction

Under RIDDOR, employers and other responsible people who have control over employees and work premises have certain responsibilities.

If any of the following events occur at work, employers and other responsible people must report the incident to the relevant enforcing authority.

What has to be reported?

If incidents involving staff, patients, contractors and visitors fall within these criteria, they should be reported under RIDDOR.

- [Deaths](#)
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- [Accidents resulting in over three-day injuries](#)
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- Gas incidents

Death or major injury

Line managers, the nominated person, safety supervisor and health and safety services must be informed immediately so they can report to the HSE without delay.

Health and safety services will report the accident to the HSE by telephone and complete the appropriate form within 10 days.

Death

If there is an accident connected with work **and**:

- Your employee, or a self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public (including students) is killed or taken to hospital.

Major injuries

- Fracture other than fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)

- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation or admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness, arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe it resulted from exposure to a biological agent or its toxins or infected material.

Accidents resulting in over three-day injuries

An over three-day injury is one which is not 'major' but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days.

If there is an accident connected with work (including an act of physical violence) and a person working on your premises suffers an over-three-day injury, you must report it to the enforcing authority within ten days. This applies if the person is an employee or self-employed.

Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must report it to the occupational health service, who will notify the enforcing authority. Reportable diseases include:

- Certain poisonings
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma
- Infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus
- Other conditions such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

The [occupational disease flowchart](#) shows the procedures once a disease is identified.

Dangerous occurrence

If an incident does not result in a reportable injury, but clearly could have done, then it may be a dangerous occurrence and must be reported immediately (by telephone or completing a form on our website).

Reportable dangerous occurrences include:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment

- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Failure of any freight container in any of its load-bearing parts
- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness;
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- Malfunction of breathing apparatus while in use or during testing immediately before use
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall
- Unintended collision of a train with any vehicle
- Dangerous occurrence at a well (other than a water well)
- Dangerous occurrence at a pipeline;
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released
- A dangerous substance being conveyed by road is involved in a fire or released.

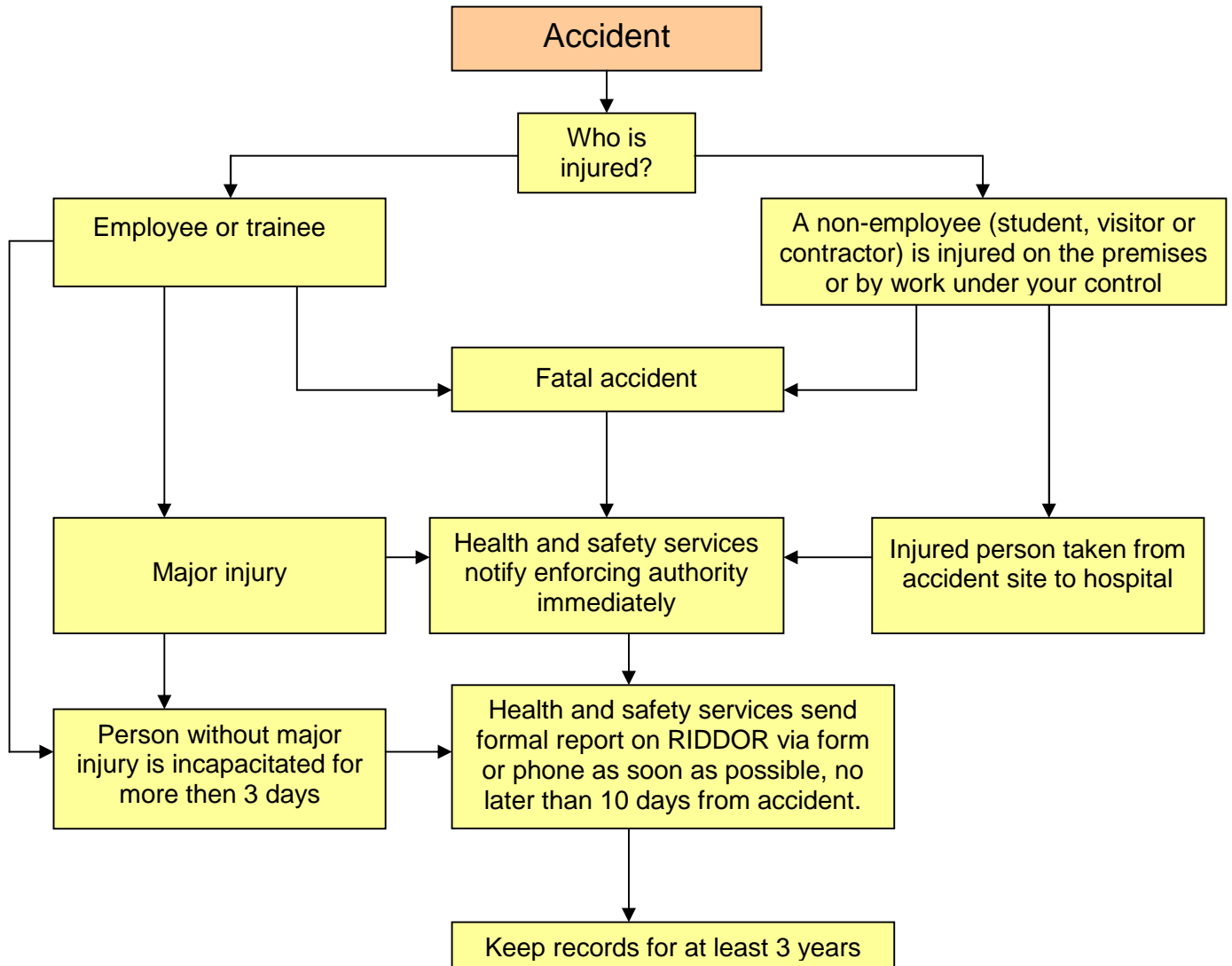
More information on RIDDOR is available at <http://www.hse.gov.uk/riddor/index.htm>

For detailed advice on RIDDOR contact health and safety services:

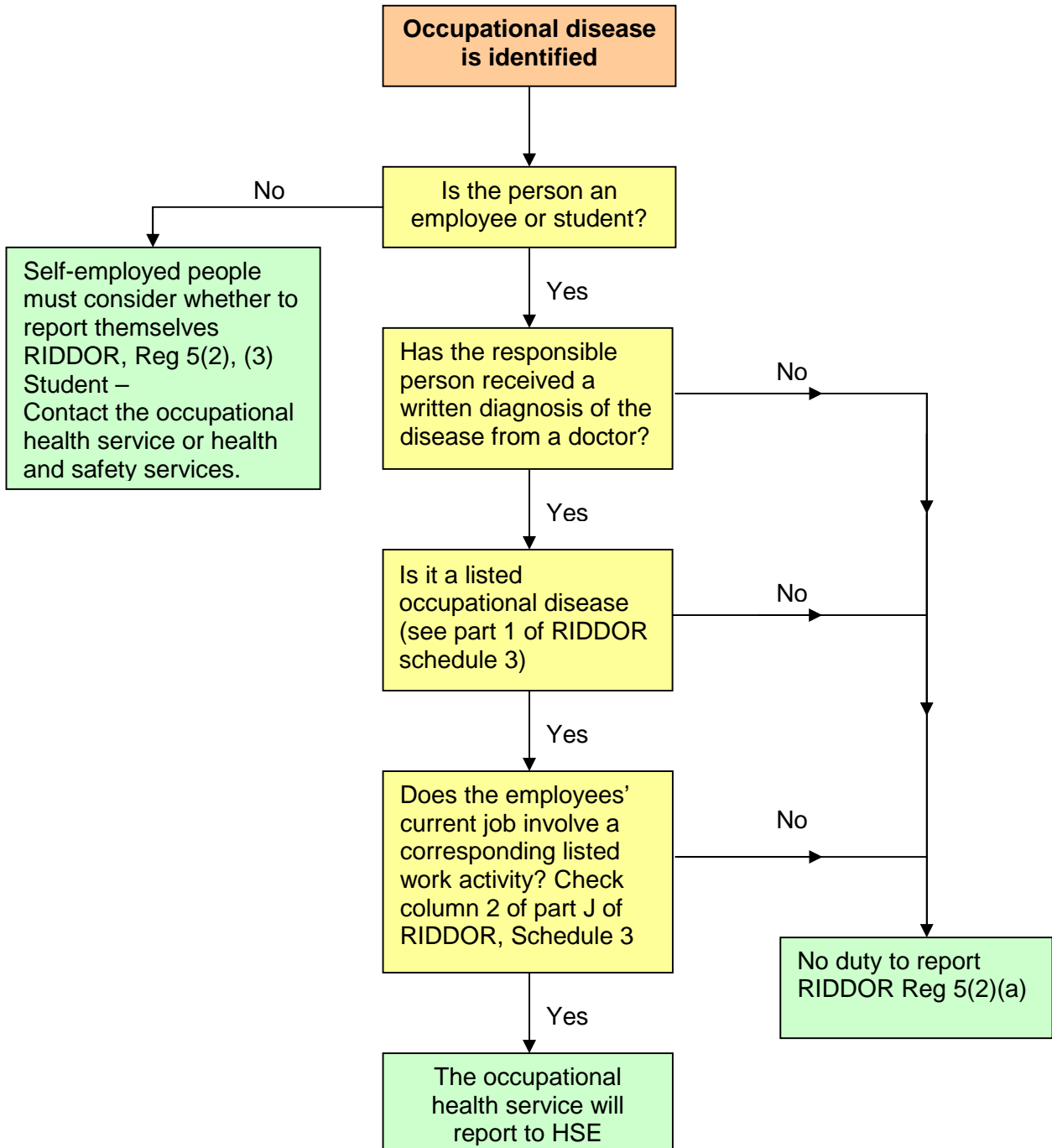
Health and safety services
 Level 11
 Worsley Building

Tel: 0113 3434201/6

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RIDDOR – occupational diseases



Sentinel - The University accident and incident reporting form

Leeds University Sentinel - Online Accident & Incident Logging

Assign to
School/Service

Corporate Services - Human Resources - Safety Advisory Services

Select

Assign to School/Service
help



For help on completing this form, click the information symbol next to the corresponding field.

Detailed help and accident/reporting policy

All personal information reported on this form is subject to the Data Protection Act and the university's data p
Personal information will not be divulged to any third party unless we are legally required to do so, i.e. reporti
more information)



SECTION A

IMMEDIATE NOTIFICATION

Incidents involving death or major injury must be reported immediately to an appropriate level mana
Services 0113 343 4201.

Major Injury list



SECTION B

ACCIDENT & INCIDENT CLASSIFICATION

Type Of Incident

Please Select



Incident Classification

Please Select



Other Incident
Classification

SECTION C

PERSON DIRECTLY AFFECTED BY THE ACCIDENT / INCIDENT

Affected Person

0 Records

Open



SECTION D

TREATMENT / ABSENCE

Did the person receive
an injury?

Please Select

Other type of injury

Did the person receive
any treatment?

Please Select



Other Type of Treatment

Is this accident likely to
result in the injured
person being absent

Please Select

from work

Date person returned to work

Total time loss - Days

Total time loss - Hours

SECTION E

WITNESSES

Witness 0 Records

Witness information

SECTION F

ACCIDENT / INCIDENT DETAILS

School/Service where accident happened Please Select

Building / location Please Select

Exact Location

Date Of Incident

Time Of Incident

Brief Description of Incident

Full Description of Incident


Immediate action taken to prevent reoccurrence

SECTION G

DETAILS OF PERSON COMPLETING THIS FORM

Person completing this

form is: Please Select 

Reporting person 

SECTION H SAFETY ADVISORY FORM

Status Of Incident Please Select

Assigned to advisor Please Select

Sign on date 

Sign off date 

Notes field



Office to follow-up Please Select

RIDDOR reportable Please Select

Date (RIDDOR) Reported on 

HSE Reference

USHA classification Please Select

Severity Please Select 

Investigation level Please Select

Investigation file name

Notification to fields: Estates Please Select

Notification to fields: OH Please Select

SECTION I COSTING REPORTS

Guesstimate accident costs

Examples of immediate direct causes	
Unsafe acts - Any act that deviates from a generally recognised safe way of doing a job and increases the likelihood of an accident:	
<ul style="list-style-type: none"> • Operating without authority • Failing to warn or secure • Cutting corners • Bypassing safety devices • Using defective equipment • Using equipment wrongly • Not using PPE 	<ul style="list-style-type: none"> • Improper loading or stacking • Poor loading or stacking • Poor lifting technique • Improper position • Maintaining moving or live equipment • Working under the influence of drugs or alcohol.
Unsafe conditions - Environmental conditions that may cause or contribute to an accident	
<ul style="list-style-type: none"> • Inadequate guarding • Defective tools or equipment, • Congestion • Poor housekeeping • Inadequate warning systems 	<ul style="list-style-type: none"> • Fire or explosion hazards • Poor ventilation • Excessive noise • Hazardous atmospheres • Poor illumination
Examples of underlying indirect causes	
Management control factors (lack of)	
<ul style="list-style-type: none"> • Management commitment or intent • Production versus safety goals and targets • Staffing procedures • Use of records • Assignment of responsibility, authority and accountability • Employees selection and placement • Access to competent people 	<ul style="list-style-type: none"> • Training • Supervision • Communications • Inspection/audits • Job/equipment design • Purchasing • Maintenance • Systems and procedures
Personal or job factors - Any condition that causes or influences a person to act unsafely	
<ul style="list-style-type: none"> • Motivation • Ability (physical or mental) • Knowledge • Training 	<ul style="list-style-type: none"> • Awareness • Personal care or hygiene • Reaction time • Job performance.
Direct results	
Basic types: 1 - No result – or near miss 2 - Minor injury 3 - Major injury 4 - Property damage 5 - Ill health	
Indirect results - The consequence for all concerned that flow from the direct result of the accident	
For the injured person:	For the organisation:
<ul style="list-style-type: none"> • Loss of earnings • Disrupted family life • Disrupted personal life • Other consequences 	<ul style="list-style-type: none"> • Injury costs • Production loss costs • Property damage costs • Lowered employee morale • Poor reputation • Poor customer relations • Lost supervisor time • Product damage costs