

# Did you know you have to tell us if someone gets injured at work?

This leaflet provides information on what a RIDDOR is as well as information on what you should report and how. As a business, you have a legal responsibility to report workplace incidents.

## What is a RIDDOR?

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RIDDOR stands for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. It is a legal requirement for businesses to report certain incidents that happen at the workplace.

## When should you report?

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A RIDDOR report is only required when:

- an accident takes place that is work related.
- resulting in a reportable injury which are further detailed below.
- work related incidents where non-workers (including members of public) are injured and taken straight to hospital. Reporting is only required where the injured person receives treatment, not if taken to hospital as a precautionary measure.
- reports must be received within 10 days of an accident occurring except over-7-day injuries (detailed further below) which should be reported within 15 days.

## What should you report?

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### Reportable injuries

- death to either workers or non-workers relating to a work-related accident including physical violence towards a worker.
- specified injuries:
  - 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).
  - scalping (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.
- over-seven-day injuries to the worker – this is where the worker is not able to work for seven or more consecutive days.

## Reportable occupational diseases

You should report the diagnoses of certain occupational diseases which are likely to have been caused or made worse by their work:

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

## Reportable dangerous occurrences

Dangerous occurrences are certain incidents with a high potential to cause death or serious injury. Examples include:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment (e.g. forklifts)
- explosions or fires causing work to be stopped for more than 24 hours.

## Keeping record of incidents

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You must keep a record of:

- any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR.
- any other occupational accident-causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (however only absence of seven or more days is reportable via RIDDOR)

For example, an accident book which keeps a record of incidents will be sufficient. Information may include the date and time of an incident, the injured person's details, a description of the incident and any witness details.

## How to report a RIDDOR

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### Online

The best way and quickest way to report a RIDDOR is to report it through an online form at: <https://www.hse.gov.uk/riddor/report.htm>. You will receive a copy of the completed form for your own records.

### Telephone

- All incidents can be reported online but for reporting the death of any person and specified injuries only call the Incident Contact Centre on 0845 300 9923 (Weekday 8.30 am to 5 pm)

Further information on RIDDORs can be found on the Health and Safety Executive's website at: <https://www.hse.gov.uk/riddor/index.htm>