

SAFETY INFORMATION SHEET

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

INTRODUCTION

This Information Sheet is one of a series produced by the LEIA Safety and Environment Committee on topics relevant to the Lift and Escalator Industry. Whilst every effort has been taken in the production of these sheets, it must be acknowledged that they should be read in conjunction with the relevant legislation, codes of practice etc. They should not be taken as an authoritative interpretation of the law but guidance to it.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), place a legal duty on employers, self-employed people and people in control of work premises to report certain types of injury, certain diseases (related to the work activity) and certain dangerous occurrences – which can be considered as near misses (incidents where no injury occurs) which occur at work or as a result of a work activity.

The day of the injury does not count when assessing the length of absence. The information provided enables the responsible authorities (HSE, HSENI, ORR and Local Authorities), to identify where and how risks arise, to investigate serious accidents and to provide advice generally on how to reduce injury, and ill health in the workplace. RIDDOR reporting also enables the HSE to compile statistics and to identify trends for action.

What must you report?

The regulations require the following to be reported:

- Deaths
- Specified injuries
- Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days [See page 4]
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- Some work-related diseases
- Some dangerous occurrences – where something happens that does not result in an injury, but could have done;

There are also requirements to report gas related incidents but these are unlikely to occur in the lift industry.

Motor vehicle accidents are not included within RIDDOR unless they relate to workplace transport such as fork lift trucks. Loading and unloading of vehicles on a work premises.

RIDDOR applies to all work activities but not all incidents are reportable.

Note: The definition of an accident now includes acts of non-consensual violence done to persons at work (e.g. an assault on a lift engineer within customer premises). If the act results in fatality, specified injury or an over 7 day absence then this should be reported. Irrespective of the reporting requirements under RIDDOR any act of violence in connection with work should be reported to the police.

Who do you report to?

To HSE:

In Great Britain, the HSE online site must be used for reporting all reportable injuries and dangerous occurrences.

<http://www.hse.gov.uk/riddor/report.htm>

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). If a report of a fatal or specified injury has been submitted by telephone or online, there is no need to submit a separate online or written report within ten days.

To HSE NI

In Northern Ireland, Reports of all¹ reportable injuries and dangerous occurrences, including railway located incidents should be made to the Health & Safety Executive for Northern Ireland, who will, where relevant, forward forms to the appropriate district council. Northern Ireland retain the over 3-day reporting requirement at present.

For fatal and major injuries, by telephone 028 9024 3249 followed up by the appropriate form available from the HSENI website:

<http://www.hseni.gov.uk/contact-us/report-an-incident.htm>

For over 3-day injuries and dangerous occurrences, the online or downloadable forms on the above website can be used. Reporting must be done within 15 days.

To ORR:

For serious incidents on railways and stations, call the ORR accident reporting line 020 7282 3910 (Monday to Friday 9.00am to 5.30pm)

Outside these hours, weekends and public holidays, serious incidents should be reported to the DfT Duty Officer on 020 7944 5445

All other incidents should be reported to ORR using their online RIDDOR form:

<https://raildata.orr.gov.uk/riddor/>

Note that incidents in the Channel Islands are reported through their Social Welfare system and do not require separate reporting

¹ Applies to most lift and escalator related injuries and dangerous occurrences. For detailed information see HSENI website

Timescales for reporting

The regulations specify varying timescales for reporting different types of incidents, it is advisable and easiest, to report the incident as soon as possible online.

In cases of death or specified injury, the enforcing authority must be notified without delay, most easily by telephone.

Cases of over-seven day injuries must be notified to the enforcing authority within fifteen days of the incident occurring.

Cases of disease should be reported as soon as notification from a Doctor is received that an employee is suffering from a reportable work-related disease.

Keeping records

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the event or disease. You can keep the record in any form you wish. You could, for example, choose to keep your records by:

- keeping copies of report forms in a file;
- recording the details on a computer;
- using your Accident Book entry;
- maintaining a written log.

If you report the incident by telephone or online, the ICC will send you a copy of the record they generate. This should be checked for accuracy and any discrepancies notified to the ICC.

Definitions

- **Fatality**

All fatalities to employees and non-employees must be reported. A fatality will include an employee who dies within one year as a result of an accident which was reportable.

- **Specified injuries**

The following are the most likely specified injuries to occur in the lift industry – for the full list of Specified injuries see Schedule 1 of the regulations.

- Fractures (other than fingers, thumbs or toes).
- Amputation including arms, fingers, thumbs and toes.
- Loss of sight (Temporary or permanent)
- Crush injuries leading to internal organ damage
- Injury resulting from electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by head injury or asphyxia
- Serious burns (covering more than 10% of the body or damaging eyes, respiratory system or other vital organs)

- Any other injury arising from work in an enclosed space leading to hypothermia, heat-induced illness or to unconsciousness requiring resuscitation or requiring admittance to hospital for more than 24 hours.

- **Dangerous occurrences**

The following are the most likely dangerous occurrences within the lift industry – for the full list of Dangerous Occurrences see Schedule 2 of the regulations.

- The collapse the overturning or the failure of any load bearing part of lifts or lifting equipment
- Collapse or partial collapse of a scaffold over five metres high
- Plant and equipment coming into contact with overhead power lines
- Electrical short circuit causing fire or explosion

- **Reportable diseases**

The following are intended as examples of the better known diseases associated with work activity – for the full list see Schedule 3 of the regulations.

- Hand-arm vibration syndrome.
- Legionella.
- Leptospirosis (Weil's disease).
- Tetanus
- Asbestosis
- Occupational dermatitis.
- Occupational asthma.

- **Over 7 day accidents**

Where a person is injured as a result from an accident at work and the injury is not a fatality or specified injury, that accident must be reported if the person is incapacitated for work for more than seven consecutive days. The day that the accident occurs is not taken into account, but days which would not have normally been working days are. Therefore an over seven day injury means in practice at least eight days, and if the employee's incapacity for work extends over the weekend these are included.

- **Injuries to non-workers**

Work-related accidents involving members of the public (such as lift and escalator users) must be reported if the person is injured and is taken from the scene of the accident to a hospital for treatment to that injury. There is no requirement to report accidents where people are taken to hospital as a precaution when no injury is apparent.

Who reports what?

The regulations refer to reports being made by the "responsible person" in differing circumstances this might be the employer of the injured person, the self employed

person (or someone on his behalf) or the person in control of the premises where the incident occurred. The table on the following page summarizes the likely persons within the lift industry.

Reportable event (under RIDDOR 2013)	Injured person	Responsible person
Injuries and disease		
Death, specified injury, over-7-day injury, or case of disease	of an employee at work	That person's employer
Death, specified injury, over-7-day injury, or case of disease	of a self-employed person at work in premises under the control of someone else	<p>The person in control of the premises:</p> <ul style="list-style-type: none"> • at the time of the event; and • in connection with their carrying on any trade, business or undertaking <p>Note: There is no requirement on anyone to report the death of a self-employed person which occurs in premises where the self-employed person is the owner or occupier</p>
Death, or injury requiring removal to a hospital for treatment	of a person who is not at work (but is affected by the work of someone else), eg a member of the public, a student, a resident of a nursing home	<p>The person in control of the premises where, or in connection with the work at which, the accident causing the injury happened:</p> <ul style="list-style-type: none"> • at the time of the event; and • in connection with their carrying on any trade, business or undertaking.
Dangerous occurrences		<p>The person in control of the premises where, or in connection with the work at which the dangerous occurrence happened</p> <ul style="list-style-type: none"> • at the time of the Dangerous occurrence and • in connection with their carrying on any trade, business or undertaking.

FURTHER INFORMATION

UK:

INDG453 Reporting accidents and incidents at work

Available for free download from:

<http://www.hse.gov.uk/pubns/indg453.pdf>

<http://www.hse.gov.uk/riddor/index.htm>

Office of the Rail Regulator (ORR):

<http://www.rail-reg.gov.uk/server/show/ConWebDoc.9108>

Northern Ireland:

HSA 31 Guidance on Regulations

HSENI 02-11 RIDDOR Booklet

Available for free download from:

<http://www.hseni.gov.uk/contact-us/report-an-incident.htm>