

Thompson & Hardwick



RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Policy

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. By law it is required for employers, as well as people who are self-employed and people who are in control of a premises, to report specified incidents in the workplace. These can include a wide range of things such as dangerous occurrences (when a serious accident was luckily avoided) all the way to work related deaths.

As an employer, it is a legal requirement to report all incidents, no matter how big or small, as well as ill health at work. In order to be legally compliant, a record must be kept of all incidents. Keeping RIDDOR records includes:

- Recording all reportable accidents, injuries, illnesses, dangerous occurrences, work-related deaths and specific injuries lasting more than seven days
- Keeping all records in a file, accident book, on a computer or a written log
- RIDDOR reporting is done through an online reporting system via the HSE website
- Understanding and patterns in injuries and/or accidents to be considered when undertaking risk assessments
- Keeping all records organised and up-to-date. In the event of a work related claim, the insurance company will need to see your records
- All employees' RIDDOR records must be kept strictly confidential and are stored away securely. If the records are not kept confidential and stored properly, they will not be deemed compliant with the Data Protection Act
- Records should be kept in a dedicated folder in a lockable cabinet under the direction and responsibility of the **practice manager, Adrian Neal**

There are specific rules and regulations in regards to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations; aside from basic information such as keeping all records updated, the following is also important:

- RIDDOR records must be kept for a minimum of 3 years after the date of the last incident in the book
- It is advised that RIDDOR records are kept for 5-6 years in order to allow time for any civil litigation to be made
- Incidents must be reported within a 10-day timeframe after the occurrence

Specific RIDDOR information to be recorded

- The date of reporting
- The date, time and location of the incident
- Personal details (name, job title etc) of the person(s) involved
- A description of the injury, illness or occurrence

Incidents to be reported in RIDDOR records

- Work-related death
- Serious injuries
- Over-7-day injuries (where the person is unable to work for at least a week)
- Work-related diseases
- Injuries to members of the public (ie. not employees)
- Dangerous occurrences - when an accident *almost* happens
- Dangerous gas fittings in a workplace (Gas Safe registered gas fitters must report this)