



Reporting Accidents & Incidents at Work (Incorporating the 2012 Changes)

In an ideal world there would be no need to report accidents as we would never have any.

In the real world we carry out our work activities in a manner that reduces the risk of injury to the 'lowest practicable level'.

There are well known reasons for reporting accidents, incidents and near misses.

These are generally accepted as being:

- Moral
We have a duty as an employer to take reasonable steps to ensure that if an incident happens, we do everything in our power to make sure it doesn't happen again. Reporting accidents and incidents can alert relevant persons within the council to situation that can then be better controlled
- Legal
We have a legal duty to comply with the requirements of health and safety legislation that sets out requirements to report and investigate such incidents

- Economic
There are obvious benefits of having our employees working in a safe and healthy environment. Ensuring that appropriate action is taken following any incident can help us achieve this.

Having a robust system for recording and reporting accidents and incidents greatly assists the council in reducing accidents and maintaining a safe and healthy working environment.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require that certain categories of injuries and incidents arising from work activities are reported to the Health and Safety Executive (HSE)

This newsletter has been produced to re-enforce the existing requirements and to explain the changes that will take effect from April 6th 2012

What Are the Changes?

From 6 April 2012, subject to Parliamentary approval, RIDDOR's over three day injury reporting requirement will change. From then the trigger point will increase from over three days' to over seven days' incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Employers and others with responsibilities under RIDDOR must still keep a record of all over three day injuries – if the employer has to keep an accident book, then this record will be enough.

The deadline by which the over seven day injury must be reported will increase to 15 days from the day of the accident.

New guidance explaining the change is available to download from the HSE website at <http://www.hse.gov.uk/pubns/priced/l73.pdf>

What Must I Report?

- Deaths and injuries
- Occupational diseases
- Dangerous occurrences
- Gas incidents

A very useful guide, explaining what is and is not reportable is available at [Do I need to report...?](#)

Deaths And Injuries

If someone has died or has been injured because of a work-related accident this may have to be reported. If someone dies of natural causes, i.e. a resident in a care home this would not be reportable to the HSE.

Work-Related Accidents

The accident that caused the death or injury must be connected to the work activity. Regulation 3 of RIDDOR 95 covers reporting work-related deaths, injuries and dangerous

occurrences and requires three key elements before deaths and injuries must be reported: There must have been an accident (this is a distinct, adverse event that is external to the deceased or injured person, and was unintended). There are two exceptions: Suicides on a 'relevant transport system' (e.g. a railway) must be reported.

Reportable deaths and injuries from an act of non-consensual physical violence to a person at work must be reported.

That accident must have arisen out of or be connected to the **work activity**.

This must result in a death or reportable injury.

What is meant by 'arisen out of or be connected to the work activity'?

When deciding if the accident that led to a death or injury has arisen out of or is connected to work, the key questions are whether the accident was related to:

- The way the work was carried out;
- Any machinery, other plant, substances or equipment used for the work; and/or
- The condition of the site or premises where the accident happened.

If any of these factors did play a part in causing the accident, then the injury should be reported.

Types Of Reportable Injury

- Deaths
- Major injuries
- Over-seven-day injuries
- People Not At Work

Where a member of the public or person who is not at work has died, or injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

Reportable Major Injuries Are:

- Fracture, other than to fingers, thumbs and 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, or 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 requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a 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 that this resulted from exposure to a biological agent or its toxins or infected material.

Over 7 Day Injuries:

This is where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Occupational Diseases:

Employers and the self-employed must **report listed occupational diseases** when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions and the sufferer has been doing the work activities listed.

Dangerous Occurrences:

These are often confused with near misses. Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable under RIDDOR 95

- 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.

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- Unintended collapse of:
 - Any building or structure under construction, alteration or demolition where over five tonnes of material falls
 - A wall or floor in a place of work
 - Any false work
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden, uncontrolled release in a building of:
 - 100 Kg or more of flammable liquid
 - 10 Kg of flammable liquid above its boiling point
 - 10 Kg or more of flammable gas
 - Or of 500 kg of these substances if the release is in the open air
- Accidental release of any substance which may damage health.

Additional Categories Of Dangerous:

Occurrences apply to mines, quarries, relevant transport systems ([railways](#) etc) and offshore workplaces. Detailed information is provided in the relevant [schedules to the regulations](#) and the [Guide to RIDDOR](#).

Gas Incidents:

If you are a gas engineer registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous, to such an extent that people could die or suffer a '**major injury**', because the design, construction, installation, modification or servicing could result in:

- An accidental leakage of gas
- Inadequate combustion of gas or
- Inadequate removal of products of the combustion of gas.

Complete the online form ([F2508G2](#)).



For further information on the Corporate accident and Incident Recording System email the Health and Safety Team or call 01224 664118.