



RIDDOR POLICY

(Version 1.1)

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1. AIM:

To ensure the company has a comprehensive policy that underpins the Health & Safety Executive's (HSE) Reporting Injuries, Disease and Dangerous Occurrences in health & Social care Regulations, 2013 (RIDDOR) this policy aim is to ensure all staff to are aware of RIDDOR, enabling them to understand what is a reportable incident and how to report a RIDDOR incident if one occurs.

2. INTRODUCTION:

RIDDOR requires that all staff, Managers and any other classification of worker employed or self-employed within the company must be aware of RIDDOR and each individual staff member's responsibility and legal requirement to report to the HSE any occurrence that falls under the RIDDOR guidelines.

These regulations compliment the Health & Safety at Work Act 1974

REPORTABLE INJURIES

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Accidental Injuries

If there is an accident connected with work and your employee, or self-employed person working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, you must notify the enforcing authority without delay by telephoning the ICC or completing the appropriate online form on the HSE Website: .

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 harmful substance or biological agent*

- *Acute illness requiring medical treatment, or loss or 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*

Reportable disease

If a doctor notifies you that you employee suffers from a reportable work-related disease, then you must report it to 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 harm-arm vibration syndrome*

Reportable dangerous occurrences (near misses)

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately.

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 or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion.*
- *Accidental release of a biological agent likely to cause severe human illness.*
- *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.*

- *Dangerous occurrence at a pipeline.*
- *Explosion or fire causing suspension of normal work for over 24 hours.*
- *Sudden, uncontrolled release in a building of: 100kg or more of flammable liquid; 10kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or of 500kg of these substances if the release is in the open air.*
- *Failure of any load-bearing fairground equipment, or derailment of unintended collision of cars or trains.*
- *A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is 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 materials fall; a wall or floor in a place of work; any false-work.*

However, if an accident occurs that does not fall under any of the above but is still deemed serious, then this must still be reported. Good practice is to have an Accident log which can be completed for any accident that has occurred within the clinic relating to either an employee, employer, visitor or patient.

What records do I need to keep?

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*
- *A brief description of the nature of the event or disease*

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- 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.

3. ROLES AND RESPONSIBILITIES

Who should report a RIDDOR occurrence?

The Employer is the 'responsible person', however if an employer is not present at the time of the occurrence then the most senior member of staff takes on the role of 'responsible person'

When to report an occurrence?

Always report the incident as soon as possible, especially in the case of death or serious injury which must be reported immediately.

For all other less serious incidents; they must be reported within 10 days.

For 'Over-seven day injuries' must be reported within 15 days.

For diseases; this must be reported as soon as a registered medical practitioner notifies the employer in writing that an employee suffers from a reportable work-related disease

How do you report a RIDDOR incident?

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reports need to be submitted to the HSE on the following webpage:

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

Where you have the option to complete and submit a form for Injury, Dangerous occurrence (Near Miss) and diseases.

6. PROCEDURE / SYSTEMS

Record Keeping of incidences and occurrences

Records must be kept of any injury, disease or dangerous occurrence for 3 years both within the Accident book and for serious incidents the record will form part of the Route cause analysis investigation.

For any injury that happened at work and required over 3 days off work for the employee concerned a full report within the company's accident book is required, this is a statutory requirement under the Social Security (claims & payments) Regulations 1979

What must be included in the Report/Record

- The date and method of reporting
- The date, time and location of the event
- Personal details of those involved
- The type of injury/incident
- Brief description of event

7 QUALITY CONTROL and AUDIT

In the event of a serious incident or injury the company will after reporting the incident perform a route cause analysis (RCA) of the event/incident, the need to analyse the cause of the incident and to initiate and recommend changes to working practice that will ensure a reduction of a similar incident is paramount to safeguarding staff and the public who use the companies service. All RCA reports will be kept with the initial incident report for 3 years and then filed after that time in the company's electronic record archive.

Annual reviews of any improvements resulting from RCA recommendation for changes in practice will be carried to ensure the changes in practice have reduced the risk.

8. REFERENCES

the Health & Safety Executive's (HSE) Reporting Injuries, Disease and Dangerous Occurrences in health & Social care Regulations, 2013 (RIDDOR)

Health & Safety at Work Act 1974

9. APPENDICES / RELATED DOCUMENTS

Health & Social care Act 2015