

The RIDDOR Regulations and what this means in practice

Background

RIDDOR is a law that requires us as an employer to report certain types of accidents, incidents and ill-health to the Health and Safety Executive (HSE). RIDDOR stands for the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations. The law has been in place in the UK for a number of years, but it was updated in 2012. RIDDOR is a regulation and therefore our compliance to the requirements is mandatory and in fact we could be taken to court and prosecuted if we fail to do all we can to comply.

RIDDOR is primarily focussed on staff accidents and ill-health, but members of the public and students will also need reporting if there is any chance that this is because of the work we do here (e.g. a student is knocked over by a estates vehicle or a member of public trips over a brick and breaks their arm). The legal phrase is "as a result of an accident arising out of, or in connection with work".

We have to report certain types of accidents, incidents and ill-health to the HSE within a certain time frame. This gives the HSE knowledge of what is happening on our sites. They may choose to come and inspect us, or they may just use this data for national comparisons. Every employer in every sector of industry is required to report under RIDDOR.

The University Safety & Occupational Health Department report all RIDDOR incidents directly to the HSE so please contact us and let us know if you have identified a RIDDOR injury or you suspect something could be a RIDDOR incident.

If you identify a member of staff is off work due to an accident or occupational ill-health it is important to ask if this happened at work.

What are the requirements?

There are four broad reporting categories;

1. A major injury

This includes things like broken bones, loss of consciousness, dislocation, any burns or injuries to the eye, hypothermia and hospitalisation for more than 24hrs. Broken fingers and toes don't count in this category, but see below category if the person is off work for more than 3 days because of this. We need to report these major injuries to the HSE within 24 hours.

2. An over 7 day injury

This requirement changed in 2012. We did have to report any person who was off work for more than 3 days (not including the day of the incident), but now this has changed to over 7 days (not including the day of the incident).

However, we are still required to have a list of all persons who have been off for more than 3 consecutive days (so let us know about these too) but we will only report those that have been off for more than 7 consecutive days. This also includes people who were not due to work, but should they have needed to work wouldn't have been able to.

In summary if you identify that someone has been injured as a result of work or a work activity and are off work for more than 3 days, let us know. If the person is absent for over 7 days this will be RIDDOR reported by the Safety Team.

We have to report these types of RIDDOR to the HSE within 15 days.

3. A disease

There is a requirement to report any occupational disease such as dermatitis or occupational asthma. To report this we will need a medical diagnosis – but let us know and we will find this out. We have to report these to the HSE once a medical diagnosis is known.

4. A dangerous occurrence

Dangerous occurrences include things like major pressurised steam release, scaffolding collapse, fire etc. We have to report these to the HSE immediately.

How can you help?

If you suspect a RIDDOR, please contact the Safety Department either by email safety@exeter.ac.uk or by phone 01392 725347.