



Unit 7

How to make a RIDDOR Report

Learning Outcomes

By the end of this unit the learner will be able to:

- ✓ Complete and submit a RIDDOR report in the event of an accident or injury
- ✓ Understand and discuss the different types of RIDDOR report forms
- ✓ Use best practice guidelines to ensure RIDDOR reports are filed accurately

Unit 7

How to make a RIDDOR Report

RIDDOR reports are important to fill out as they help ensure your workplace is compliant with up to date health and safety legislation. It also helps provide a robust database for the HSE Executive who can then compile data and reports looking at accident trends across the UK.

RIDDOR regulations hold employers responsible for negligence and bad working practices, so following them will help you create a safer working environment. This is why it is essential to know how to fill out a RIDDOR report to ensure that you stay compliant with the important regulations and rules.

Only someone in control of the work premises, like a manager or employer, should fill out a **RIDDOR report**.

Step 1: Work out which RIDDOR report you need to create

RIDDOR reports are submitted directly through the **HSE Executive website**. The type of report you need to make will depend on the nature of the incident. The different forms relate to the:

- Report of an injury
- Report of a case of disease
- Report of a flammable gas incident
- Report of a dangerous occurrence
- Report of a dangerous gas fitting

Step 2: Submit the RIDDOR report in the appropriate place

Reports can be made by telephone however they have to be in regards to major health and safety incidents. These can be submitted to the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reports take the form of an online form, which is then added directly to the RIDDOR database.

Step 3: Follow the best practice for filling out a RIDDOR report

When filling out the RIDDOR report, you will have to give information on your company, yourself, and as much detail as you can about the incident in hand. Each report will be different but all will require you to give information on your companies industry and any other relevant information.

- Always keep some kind of record of any RIDDOR report you make, this is a legal requirement. Once an incident has happened you should notify it through the HSE executive as quickly as possible.

- Keep in mind the when, where and who principle. Giving as much detail as possible will decrease the likelihood of a repeat incident. Try to give an idea of the chain of events leading up to the incident.
- When you are establishing what happened try to be as factual as possible. Approach the situation without bias and keep in mind all possible reasons for the incident occurring

What incidents are RIDDOR reportable?

When you are looking to fill out a RIDDOR report it is important to have a good understanding of which incidents you need to report. The table below outlines some of the incidents that are reportable from the **HSE Executive**. It provides an outline of the main incidents but is not comprehensive.

Incident	Further Information
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.
Specified injuries to workers	There are a number of injuries that need to be reported which can be found on the HSE Executive portal.
Over-seven-day incapacitation of a worker	Any incident which results in a worker being out of action for over 7 days must be RIDDOR reported.
Over-three-day incapacitation	Over 3 day incapacitations must be recorded, but not necessarily reported.
Non-fatal accidents to non-workers (eg members of the public)	Incidents involving members of the public may be RIDDOR reportable.
Occupational diseases	Occupational diseases such as dermatitis and carpal tunnel syndrome must be reported.
Dangerous occurrences	Dangerous occurrences which could lead to an incident must be RIDDOR reported.
Gas incidents	Gas incidents such as leaks and the combustion of gas must be reported.

Offshore Reporting

To report on an offshore related issue please utilise the Report of an Oil and Gas Incident (ROGI) form. The form enables the reporting under all the relevant legislation and requirements including RIDDOR.

If you have problems accessing a form, this may be due to the (Internet) security settings on the PC that you are using.

Telephone

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

Reporting out of Hours

The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE webpage. If you want to report less serious incidents out of normal working hours, you can always complete an online form.

RIDDOR and the General Data Protection Regulations 2018

As a notifier you are acting as the responsible person under RIDDOR legislation and you are under a legal obligation to make the notification and have a lawful basis for processing the personal data of the injured person (data subject).

The HSE processes this data as part of their public task. This is their legal justification for processing the data.

Further Reading:

- ✓ Reporting accidents and incidents at work: A Brief Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) by Health and Safety Executive (2013-10-31) by Health and Safety Executive (Author)
- ✓ Accident Report Book: HSE Compliant Accident & Incident Record Log Book | Workplace Health & Safety, 15 May 2021 by James Michael Crowe