

REPORTLINE



# RIDDOR REPORTING MADE SIMPLE

Reporting of Injuries, Diseases and Dangerous  
Occurrences Regulations 2013

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# MANAGING ACCIDENT REPORTING IN THE WORKPLACE

## Introduction

Nobody goes to work to get injured, however despite employers' best efforts to prevent workplace accidents and incidents employees can, unfortunately, be injured or killed at work. In 2019/2020, figures released by the Health & Safety Executive (HSE) show that 700,000 workers sustained injuries, 111 fatally.

Employers are legally obliged to record and report specific injuries, illnesses and incidents. To help manage your health and safety responsibilities effectively, we've produced this guide as a practical resource and framework on how to comply with accident reporting regulations, which are more commonly known as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

As an employer, you must understand your legal responsibility to correctly follow RIDDOR and be able to prove that you have taken steps to prevent similar incidents from happening again. This helps to make sure that employees are kept safe at work, encourages everyone to follow health and safety procedures and make sure your business complies with the law.

Protecting the health and safety of your workforce and staying on top of records and reporting accidents will help you to manage risks and prevent future injuries, accidents and incidents of ill-health. Employers who fail to comply with RIDDOR can face fines and a possible custodial sentence in the most serious of cases.

## Why report and record?

Reports inform the enforcing authorities (HSE, local authorities) about deaths, injuries, occupational diseases and dangerous occurrences so they can identify where and how risks arise, and whether they need to be investigated.

Records of incidents covered by RIDDOR are also important so that you collect sufficient information to allow you to effectively manage health and safety risks. This information is a valuable management tool that can be used for risk assessment, helping to develop solutions to potential risks and prevent injuries and ill health and control costs from accidental loss.

**Be prepared. Know what your responsibilities are, what to do when they happen – and act quickly.**



Need health and safety expertise? Alcumus can help. We've been supporting organisations for over 25 years with our expert service and award-winning Info Exchange software.

In 2019 alone, our ReportLine team managed and reported over 38,000 workplace incidents. Our team of specialists are here 24 hours a day, seven days a week to assist you with all your health and safety reporting requirements.

**Helen Jones**

Chief Operating Officer  
Enterprise, Alcumus

# WHAT IS RIDDOR?

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These regulations require employers, the self-employed and those in control of premises to report and keep records of specified workplace incidents:



Work-related deaths



Certain 'dangerous occurrences'  
(near-miss incidents)



Certain serious injuries  
(reportable injuries)



Injuries to workers which result in  
their incapacitation for more than  
seven days



Diagnosed cases of  
industrial diseases



Injuries to non-workers which result  
in them being taken directly to  
hospital for treatment or specified  
injuries to non-workers which occur  
on hospital premises

The main purpose of RIDDOR is to report and keep track of work-related accidents and incidents. By doing so, you can help to keep people and workplaces safer and make sure action is taken where required and make improvements to prevent accidents from happening again.

When deciding if an accident that led to death or injury is work-related, the key issues to consider are whether the accident was related to:

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

A report to HSE must be submitted within 10 days of the incident. For accidents resulting in the over seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident.

What is the specific RIDDOR information which must 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





We recommend that you follow a structured process and encourage a safety-first culture in dealing with incidents, which helps to resolve and report them as quickly as possible:

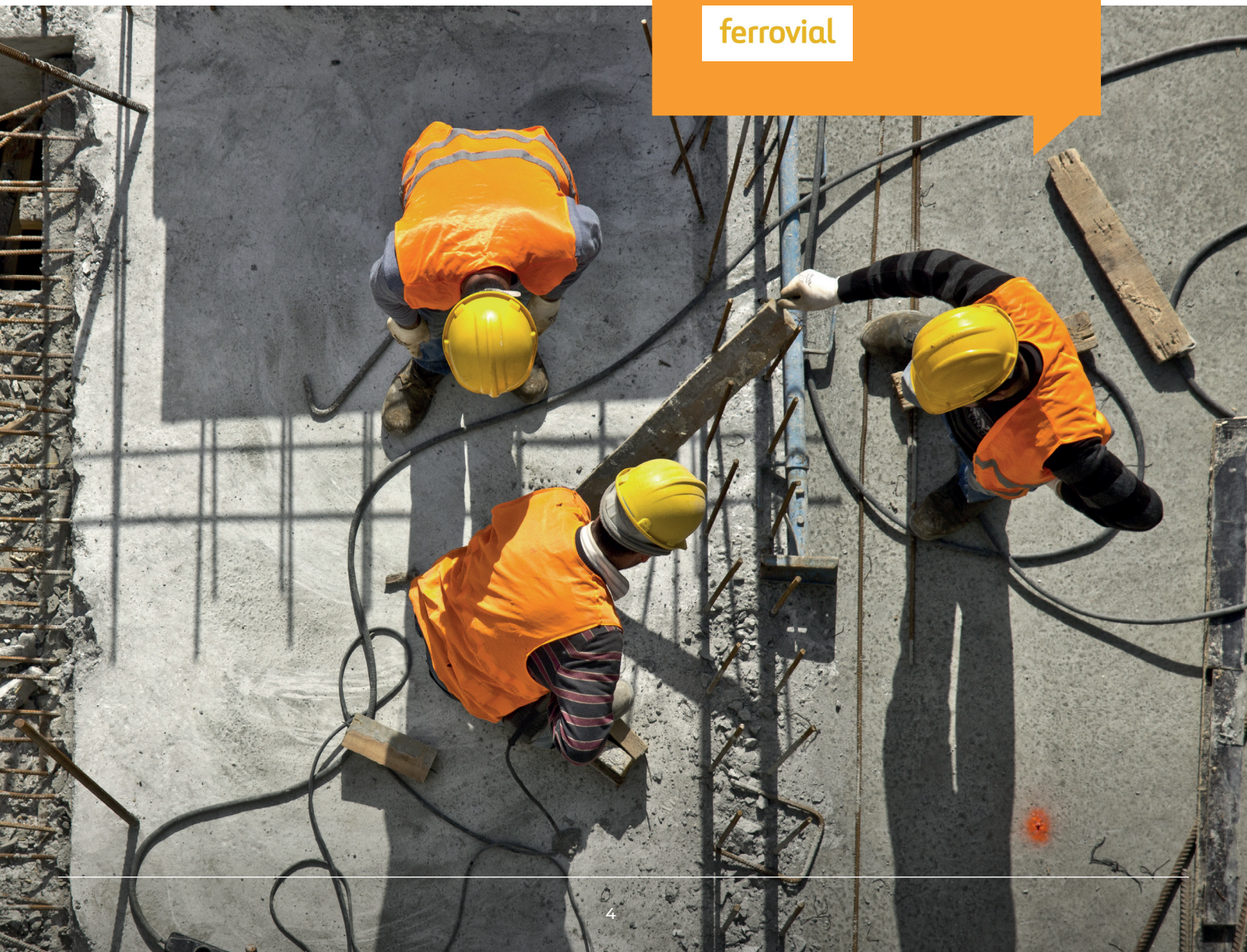
- Resolve the incident - treat injuries using first aid procedures
- Make sure that injuries requiring ongoing treatment have been passed on to the appropriate medical professionals
- Record details of the incident - records must be kept for at least three years
- Assess whether RIDDOR reporting is required and complete the relevant report
- Inform your insurers if required
- Decide whether anyone needs debriefing, either by a member of staff or by a professional
- Examine the incident for learning points and identify any improvements that can be made to processes, equipment or communication
- Update your risk analysis
- Review training and staff inductions so that dealing with incidents is as smooth and effective as possible

It's vital that near misses are recorded so we can prevent them from happening again.

**Declan Davis**

Director at Ferrovial Construction

**ferrovial**





# WHAT DO YOU NEED TO REPORT?

Regulations do change over time. So please make sure that you always also refer to the HSE version of the regulations “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013”, which you’ll find on the HSE’s [website](#).

## Reportable injuries include:

- Fractures (not to fingers, thumbs, toes)
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

## Reportable occupational diseases include:

- Occupational asthma
- Tendonitis or tenosynovitis
- Hand arm vibrating syndrome
- Occupational dermatitis
- Cramp of the hand or forearm
- Carpal tunnel syndrome

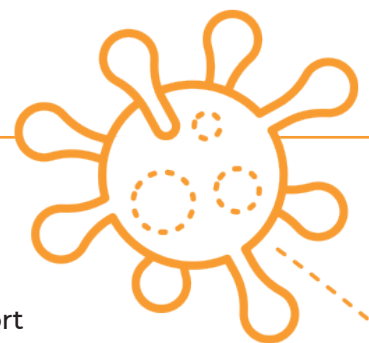
## Reportable dangerous occurrences include:

- Collapse, overturning or failure of the load bearing parts of lifts or lifting equipment
- Explosion, collapse or bursting of a closed vessel or associated pipework
- The failure of a freight container in any of its load-bearing parts
- Plant or equipment encountering overhead power lines
- Accidental release of a biological agent with the potential to cause severe human illness
- The malfunction of breathing apparatus while in use or during testing before use
- Unintended collision of a train with any vehicle
- The collapse, or partial collapse of a scaffold over 5 metres high or erected near water

## RIDDOR reporting of COVID-19

The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person’s work. You should only make a report under RIDDOR when one of the following circumstances applies:

- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease
- a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent



# KEY HEALTH AND SAFETY STATISTICS 2020

In November 2020, the HSE released its annual statistics on work-related health and safety in Great Britain. Creating safer workplaces to improve the health, safety and wellbeing of employees is the only way to help reduce these statistics in the future.



## The Overall Picture

1.6 million working people suffering from work-related ill health in the UK - up 14% from 1.4 million in 2018



## Accident and Injury

693,000 workers sustained a non-fatal injury

65,427 non-fatal injuries to employees reported under RIDDOR

111 fatal injuries to workers - the UK consistently has one of the lowest rates of fatal injury compared to the EU



## Health

480,000 work-related musculoskeletal disorder cases

12,000 lung disease deaths each linked to past exposures at work

2,446 mesothelioma deaths linked to past exposures to asbestos



## The Cost

£16.2 billion annual costs of work-related injury and ill health

£5.6 billion annual costs of workplace injury

£35.8 million in fines from prosecutions



## Working Days Lost

32.5 million due to work-related ill health

8.9 million due to work-related musculoskeletal disorders

6.3 million due to non-fatal workplace injuries

# CONSEQUENCES OF NOT ACHIEVING RIDDOR COMPLIANCE

You are legally required to report certain workplace incidents, near-misses and work-related health issues to the Health and Safety Executive. If a report is not sent and recorded, you could face a fine, a possible custodial sentence, a claim for accident at work compensation and impact your reputation.

However, there are a number of instances where workplace hazards aren't always being reported. The key reasons are that people didn't have the time, didn't believe it wasn't their responsibility, didn't know who to report to, worried about getting in trouble or were told not to report an issue.

Unless incidents are reported and investigated, the risks are likely to remain, with similar incidents occurring in the future. Without the right information and records, it's difficult to take any action or make recommendations that could potentially prevent incidents and fatal accidents.

Reporting allows you to identify and reduce risk in the workplace. Encouraging incident reporting in the workplace is a great tool for risk management and creating a safer, healthier, work environment. Whether an incident that resulted in injury, or a near miss, employees should be encouraged to report on all workplace incidents so that the risks they face every day can be understood and managed by the business.

A safety conscious culture is likely to improve employee satisfaction, wellbeing and productivity. Employees become more alert to workplace risks and knowing that their employer will take action if a risk or incident is reported creates a sense of security and confidence that they're being cared for and helps to reduce the number of accidents that occur.

## Statutory, regulatory and legislative compliance

Alcumus provides solutions for all aspects of regulatory compliance and best practice, not just RIDDOR, including:

- Control of Substances Hazardous to Health (COSHH)
- Freedom of Information
- General Data Protection Regulation (GDPR)
- Gifts and Hospitality (Bribery Act)
- Health and Safety Consultancy
- HR and Employment Law
- ISO Standards
- Modern Slavery
- Permit to Work
- Property Compliance
- SafeContractor accreditation (SSIP and Pas91)
- Safeguarding





## HELPING YOU TO MEET YOUR REPORTING REQUIREMENTS AND LIMIT RISKS

We understand how important it is to make sure your employees are safe at work and that your business is compliant with health and safety at work regulations.

With over 25 years' experience, our combination of excellent service and software can help businesses to manage workplace incidents and accidents, keep employees safe and comply with RIDDOR regulations.

Incidents and accidents require immediate analysis and tracking. From reporting a near miss to undertaking a risk assessment, Alcumus Info Exchange software makes it easier and quicker to record, analyse and act upon your health and safety data. In fact, 60% of our clients said that improved data collection and management had been the greatest value of implementing Info Exchange into their business.

### **RIDDOR reporting made simple**

Workplaces are fast-moving and diverse, complying with regulations and keeping people safe is a complex task. Our solution combines the Info Exchange software with a 24/7 incident reporting phonenumber, to support your reporting needs through your channel of choice.

**Here's how a combination of software and a specialist phonenumber can help:**

- Record, track and analyse workplace incidents and accidents via a phonenumber and software
- Use our IOSH, NEBOSH and RIDDOR qualified specialists as an extension to your health and safety team
- Access our software and phonenumber 24 hours a day, 7-days-a-week any where, any time and using any device
- Export safety data reports at the click of a button
- Receive advice on whether an incident is reportable under RIDDOR and should be recorded
- Gain support through investigations and let us report directly to the HSE on your behalf.

All information can be accessed from the ReportLine dashboard. This will help you to see any trends and hotspots and take appropriate action to help reduce, prevent and deal with risks.



# BENEFITS OF USING REPORTLINE WITH INFO EXCHANGE FOR RIDDOR



**Drive up employee participation and drive down serious incidents** – By giving your people the tools to easily report workplace incidents and accidents, you will see increased participation, which in turn will improve your safety culture and performance.



**Achieve compliance** – Stay up to date with ever-changing legislation. The ReportLine call handlers are aligned to the latest HSE regulation changes, so we can help you to comply with RIDDOR regulations.



**Keep people safe** – Having visibility of your workplace risks across your organisation will help to eliminate them. We help you to meet your moral and legal obligations when keeping your people safe in the workplace.



**Save money** – When an organisation requires a 24/7, qualified team to manage their incidents and accidents, hiring an in-house professional can be costly. Outsourcing the cost can have a positive impact on a business' bottom line.



**Focus on running and growing your business** – Having peace of mind and reassurance that your workplace incidents and accidents are taken care of will give organisations the time to do what they do best, running their business.

Iceland Foods has worked with ReportLine for many years and have found the service and the software to be efficient, cost effective and reliable.

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With 960 stores and 25,000 staff reporting in excess of 1,500 accidents a year, we simply could not keep track without it.

The incident management system and telephone reporting process is suited to our business as it provides each caller with live support. This coupled with a database search facility, allowing easy retrieval of reports, and the ability to update any report should new information become available, has proven to be of real value to our claim handlers when investigating accidents or defending claims.

**Stephen Dean**

Health and Safety Manager, Legal Services Department

**Iceland**

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## ABOUT ALCUMUS

Alcumus is a leading provider of technology-led risk management solutions providing clients with advice, expertise and support to help them identify and mitigate risks, navigate compliance and keep people safe. It supports clients with a wide range of risk management services, including products across Supply Chain Management, EHSQ Software, UKAS Accredited Certification and HR and H&S support services.

Our people are at the heart of our business, building strong relationships with our clients to understand their needs, minimise risks and navigate compliance through our in-depth knowledge of your sector, regulations and challenges.

## RIDDOR REPORTING MADE SIMPLE

With over 25 years' experience, our solutions help businesses to manage workplace incidents and accidents and comply with RIDDOR regulations.

### **Alcumus Info Exchange**

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