



## **'Reportable' Accidents, Incidents, Dangerous Occurrences and Occupational Ill Health**

Certain accidents, incidents, dangerous occurrences and cases of occupational ill health must be reported to the enforcing authorities (primarily the Health and Safety Executive (HSE)) immediately under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR).

### **Updated October 2013**

The reporting requirements were updated in October 2013. A summary of the requirements are listed below, full details are available on the Health and Safety Executive website at <http://www.hse.gov.uk/riddor/>

**The requirements of these regulations are very specific and the Health and Safety Department will decide which events come within these regulations and will make all necessary reports to the enforcing authority, where appropriate.**

There is a requirement that the University notify Reportable events to the enforcing authorities within 10 or 15 days depending upon the reporting criteria.

In order for the University to comply with these requirements it is important that the Health and Safety Department are notified of serious accidents immediately.

If there is doubt about the seriousness of an accident, etc, (for example someone is taken to hospital by ambulance but the extent of injuries are as yet unknown), notify the Health and Safety Department (514255) with details as known at the time. Further information can be obtained once more is known and a decision can be taken to notify the enforcing authority once the facts have been established. **Remember to also complete an accident form, even if calling to inform us of a serious accident, as we will still require the details gathered in the form.**

### **Reportable events include:**

- Specified Injury to an employee
  - includes certain fractures, amputation, serious burns, etc;
- Non-employee to hospital:
  - injuries to non-employees (students, visitors, members of the public, etc) where the injured person is taken to hospital for treatment;
- Over 7-day injury to an employee:

- an accident to an employee which results in the injured person being absent from their normal work duties for more than three days;
- Dangerous Occurrences;
  - For example failure of lifting equipment
- Certain cases of Occupational Ill health / disease;
- Death of any person arising out of, or in connection with, work;