

# **Datix Guidance Document**

## **RIDDOR Guidance**

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### The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

**RIDDOR** is the law that requires employers to report and keep records of:

- Work related accidents that cause death;
- Work related accidents that cause certain specified injuries;
- Diagnosed cases of certain occupational diseases; and
- Certain dangerous occurrences (incidents with the potential to cause harm)
- Reportable gas incidents
- Over 7-day absences resulting from workplace incidents

These regulations require employers to report the following incidents to the enforcing authority (Health and Safety Executive/Environmental Health) if they occur as a result of an accident arising out of or in connection with work.

It is vitally important that all incidents are recorded promptly and accurately on Datix and relevant RIDDOR sections completed. Failure to report to the enforcing authority within the prescribed timescales is a criminal offence and could lead to prosecution.

## TYPES OF REPORTABLE INJURY:

### 2) Specified injuries to worker which include:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalpings (separation of the skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### 3) 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.

### 4) 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.

### 5) Non-fatal accidents to non-workers (eg 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.**

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).