

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

COMPLYING WITH RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, revised 2004, 2013) & COMPLETING THE RIDDOR FORMS F2508 & F2508a**Forms to be completed by the Risk Management Team**

1.0 In order to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, revised 2004, 2013, (RIDDOR), it is essential that the manager:

Phone the incident to the Risk Management Department [REDACTED] who will:

- Gather information from the manager of the service to determine if reportable to the HSE
- Once the information has been collated advise; Director of Service, Director of Compliance and Head of Risk Management who will make a decision if reportable or not
- Complete the appropriate RIDDOR Report Form (F2508) via the Health & Safety Executive (HSE) website and directly submit the form electronically via the database
- Attach a copy of the RIDDOR form to the Datix incident file.
- Report **fatal and specified injuries** via telephone by calling the Incident Contact Centre on 0845 300 9923.

2.0 Statutory Requirements under RIDDOR

2.1 It is a statutory requirement to comply with the requirements of RIDDOR. **Failure to comply may result in prosecution.**

2.2 RIDDOR requires that a report must be completed for specified injuries involving **any** person – i.e. client /resident, visitor and staff - if the incident has occurred on Trust premises or in the course of Trust business.

2.3 The manager must ensure that the Datix incident report is correctly completed before sending it to the Risk Management Department for approval.

2.4 If a member of staff has been absent from work for three days or more, please give exact dates/details and reason for absence.

2.5 If it is possible that a member of staff may be absent from work for more than seven days as a result of an accident at work (including any days that would not have been worked – i.e. Off duty days, Public Holidays, weekends) then this **must** be indicated on the form.

3.0 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, revised 2004, 2013

Reportable Injuries - The following injuries **must** be reported **immediately** to the Risk Management Department who will complete appropriate form (F2508) following telephone contact with the Health & Safety Executive (HSE) Incident Contact Centre on 0845 300 9923 (Fax: 0845 3009924).

3.1 **The death of any person** which occurs as a result of work activity, except the death (or injury) of a client/resident as a result of undergoing treatment by a Doctor or Dentist. The treatment must actually be administered or supervised by a registered medical practitioner, dentist or trained nurse at the time of the client's/residents death (or injury).

3.1.1 **The death of any employee** if this occurs as a result of a reportable injury, but not more than one year afterwards.

3.3 Any person suffering from any of the following injuries or conditions as a result of an accident arising out of or in connection with work:

- a) Fracture, other than to fingers, thumbs or toes
- b) Amputation of an arm, hand, finger, thumb, leg, foot or toe
- c) Permanent loss of sight or reduction of sight
- d) Crush injuries leading to internal organ damage
- e) Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- f) Scalping's (separation of skin from the head) which require hospital treatment
- g) Unconsciousness caused by head injury or asphyxia
- h) 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

3.4 **Reportable Sickness Absence as a Result of an Accident at Work**

3.4.1 Any employee, or self-employed person, being away from work or unable to perform their normal work duties for more than seven consecutive days as a result of their injury (not counting the day of the accident).

3.5 **Summary of HSE Reportable Diseases**

3.5.1 Reportable diseases, infections and ill health include:

- a) Carpal tunnel syndrome
- b) Severe cramp of the hand or forearm
- c) Occupational dermatitis
- d) Hand-arm vibration syndrome
- e) Occupational asthma

- f) Tendonitis or tenosynovitis of the hand or forearm
- g) Any occupational cancer
- h) Any disease attributed to an occupational exposure to a biological agent

3.6 Reportable Dangerous Occurrences

3.6.1 In the event of any of the following dangerous occurrences **Part F** of the F2508 must be completed. It requires a number to be inserted. This number can be found in bold followed by the description of the specific dangerous occurrence as detailed below. The Health & Safety Advisor must be informed immediately of such incidents:

- (1) Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- (2) Explosion, collapse or bursting of any closed vessel or associated pipe work
- (3) Failure of any freight container in any of its load-bearing parts
- (4) Plant or equipment coming into contact with overhead power lines
- (5) Electrical short circuit or overload causing fire or explosion
- (6) Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- (7) Accidental release of biological agent likely to cause severe human illness
- (8) Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- (9) Malfunction of breathing apparatus while in use or during testing immediately before use
- (10) Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- (11) Collapse or partial collapse of a scaffold over 5 metres high, or erected near water where there could be a risk of drowning after a fall
- (12) Unintended collision of a train with any vehicle
- (13) Dangerous occurrence at a well (other than a water well)
- (14) Dangerous occurrence at a pipeline
- (15) Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains
- (16) A road tanker carrying dangerous substance overturns, suffers serious damage and catches fire or the substance is released
- (17) A dangerous substance being conveyed by road is involved in a fire or released

3.6.2 The following dangerous occurrences are reportable, except in relation to offshore workplaces.

(18) Unintended collapse of any building or structure under construction, alteration or demolition, where over 5 tons of material falls; a wall or floor in a place of work; any false work

(19) Explosion or fire causing suspension of normal work for over 24 hours

(20) Sudden, uncontrolled release in a building of 100kg or more of flammable liquid; 10kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or of 500kg of these substances if the release is in the open air.

(21) Accidental release of any substance which may damage health

3.6.3 Additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways, etc) and offshore workplaces.