

# University Occupational Health and Safety Information Sheet

## RIDDOR REPORTING

Certain types of injuries and incidents are reportable to the HSE under RIDDOR. Full details on RIDDOR can be found on the [HSE website](#).

**RIDDOR reports on behalf of the University must only be made by SHaW following assessment of the incident. All RIDDOR reportable events are investigated by SHaW.**

All incidents subject to a RIDDOR notification will be approved by the Head of Safety, Health and Wellbeing prior to the notification to the HSE being made. The USCO, responsible Executive Dean(s) and responsible Head(s) of Department being provided with a copy of the notification.

RIDDOR reportable incidents are categorised as follows:

### Deaths of any person

In the event of a fatality arising out of or in connection with the undertakings of the University, All deaths to workers and non-workers with the exception of suicides must be reported to the HSE if they arise from a work-related accident, including an act of physical violence to a worker.

### Specified injuries to workers (previously known as major injuries) are:

- Fracture, other than to fingers, thumbs and toes;
- Amputation;
- Any injury likely to lead to the 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:
  - Cover more than 10% of the body;
  - 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;
  - Requires resuscitation or admittance to hospital for more than 24 hours.

### Over-seven-day incapacitation of a worker

Where workers are injured and this results in them being away from work, or unable to perform their normal duties, for more than seven consecutive days. The seven-day period does not include the day of the accident but includes weekends and rest days. The RIDDOR report must be made within 15 days.

### Over-three-day incapacitation of a worker

Where a worker is injured and incapacitated for more than 3 days, but less than 7 days, then it must be recorded by the University but **not** reported to the HSE.

### Non-fatal accidents to non-workers e.g. students, or members of the public or others who are not at work

Where such people are injured and the person is taken directly from the scene of the accident to hospital for treatment to that injury then it must be reported to the HSE. Examinations and diagnostic tests do not constitute treatment. People taken to hospital as a precaution and there is no apparent injury do not need to be reported.

### Occupational diseases

Certain occupational diseases are reportable to the HSE, where these are likely to have been caused or made worse by work, as set out below with associated hazards:

- **Carpal Tunnel Syndrome:** where the person's work involves regular use of percussive or vibrating tools;

- **Cramp of the hand or forearm:** where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;
- **Occupational dermatitis:** where the person's work involves significant or regular exposure to a known skin sensitiser or irritant;
- **Hand Arm Vibration Syndrome:** where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration;
- **Occupational asthma:** where the person's work involves significant or regular exposure to a known respiratory sensitiser;
- **Tendonitis or tenosynovitis:** in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

### **Exposure to carcinogens, mutagens and biological agents**

Cases of occupational cancer, and any disease or acute illness caused by an occupational exposure to a biological agent must be reported to the HSE.

### **Dangerous occurrences**

RIDDOR lists dangerous occurrences in [Schedule 2 of the Regulations](#). These are generally incidents with a high potential to cause death or serious injury, but which happen infrequently.

### **Exemptions**

Exemptions to RIDDOR Reporting include:

- Accidents involving a moving vehicle on a public road (other than those associated with: loading or unloading operations; escapes of substances from the vehicle and accidents involving trains);
- Reports are not required under RIDDOR where this would duplicate other similar reporting requirements, including reports required under the Ionising Radiations Regulations.