

Safety Alert



SUBJECT: RIDDOR reporting of COVID-19

RECIPIENTS: All Council Services

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COVID-19: When to report

The Health and Safety Executive (HSE) have recently amended the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 2013, to include the requirement to report possible or actual exposure to the COVID-19 virus as a result of, or in connection with, a **work activity**.

You must only make a report under the RIDDOR regulations when:

- An unintended **incident at work** has led to someone's possible or actual exposure to coronavirus. This must be reported as a **dangerous occurrence**.
- A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure **at work**. 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 fatality**.

COVID-19: What to report

- **Dangerous Occurrences (RIDDOR regulation 7)**
If something happens **at work** which results in (or **could** result in) the release or escape of coronavirus, you must report this as a dangerous occurrence. An example of a dangerous occurrence would be a member of staff being accidentally (or intentionally) sneezed/coughed on by a member of the public, or a user of our services, who has tested positive for/been diagnosed as having COVID-19.
- **Disease: Exposure to a Biological Agent (RIDDOR regulation 9)**
If there is reasonable evidence that someone diagnosed with COVID-19 was likely **exposed because of their work**, you must report this as an exposure to a biological agent. An example of a work-related exposure to coronavirus would be a health care professional who is diagnosed with COVID-19 after treating patients with COVID-19.
- **Work-related Fatalities (RIDDOR regulation 6)**
If someone dies as a result of a **work-related exposure** to coronavirus, and this is confirmed as the likely cause of death by a registered medical practitioner, then you must report this as a death **due to exposure to a biological agent** using the 'case of disease' report form.

PLEASE NOTE: for employees who are infected with COVID-19 through a **non-work** related activity - i.e. the employee has been working from home, was infected whilst shopping or infected by someone else within their household, and is now off sick with COVID-19 - this is **NOT** RIDDOR-reportable.

COVID-19: How to report (RIDDOR-reporting process within LCC)

1. **Complete the LCC accident/incident report form/PO3.** If a member of staff has been involved in an unintended incident that has, or could have, led to exposure to COVID-19 **and/or** a member of staff has been diagnosed with COVID-19, likely as a result of exposure through work activity **and/or has** subsequently died of work-related exposure to COVID-19, a PO3 form must be completed and must include as much information as is possible, as there is a requirement under RIDDOR to report within predetermined timescales.

The PO3 form can be accessed by clicking [here](#) or on [GEORGE](#).

2. **Send the completed PO3 to the Corporate Health & Safety team.** Once a PO3 has been completed, send it to the Corporate Health & Safety Team (preferably by email). Within the 'Subject' header of the email, ensure you include the wording '**PO3 COVID-19**' followed by the date and the Directorate the PO3 relates to. An automatic email reply should be received.

Email the completed form to the [Corporate Health & Safety team](#).

3. **The Corporate Health & Safety team will review the PO3.** The PO3 will be reviewed by the Corporate Health and Safety team, to ensure it includes all the relevant information (PO3s may be returned, or the person completing the form may be contacted, if there is incomplete/insufficient information within the PO3) and decide if the incident meets the criteria of the RIDDOR guidance regarding COVID-19 reporting.
4. **The Corporate Health & Safety Team will complete the RIDDOR report.** If the incident reported in the PO3 meets the RIDDOR criteria, the appropriate RIDDOR report will be submitted by the Corporate Health & Safety team on your behalf.

Please note that if a RIDDOR report is required, a 'Manager Investigation report' is likely to be required. The Corporate Health & Safety Team will contact the recorded Manager to discuss/support them with this process.

See [Accident Reporting](#) (Appendix 4) for the Managers investigation report template and guidance. (Please note this site is not compatible with Internet Explorer, so please use Chrome, Edge, Safari or Firefox.)

For further advice or guidance on the RIDDOR reporting process within LCC, contact [Corporate Health & Safety Team](#).