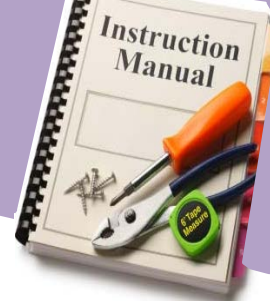


Health & Safety

Quick Card Guide



RIDDOR REPORTING GUIDANCE QUICK CARD

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A. On-line FNOL accident/incident reporting system

Lincolnshire County Council's on-line accident /incident reporting system is provided by DWF360. The First Notification Of Loss (FNOL) form (replacing PO3 form) can be found [here](#). The on-line form takes you through a series of questions that, once completed, can be viewed by the injured/affected person's manager. The manager will be able to review the information, attach additional information, and accept or reject the completed FNOL (e.g. the Manager may have to reject the submitted form if it is incomplete, inaccurate or duplicated).

For further information and guidance on how to correctly complete the FNOL, and how to authorise the completed form (if you are the recorded manager) see the FNOL Accident or Incident reporting Quick Card [here](#).

B. Non-RIDDOR accident/incident reporting

All work-related injuries to employees and non-employees must be:

- Evaluated by a relevant manager to establish whether further investigation is required and/or appropriate measures implemented to prevent/reduce the risk of re-occurrences. Click [here](#) to view the Managers Investigation Guidance.

- Recorded on the council's on-line accident report form (FNOL), access to which is available [here](#).
- If access to the on-line form can't be gained, a [hard copy FNOL](#) may be used to temporarily record the details of the incident. Once access to the system can be gained, the details must then be transferred from the hard copy FNOL into the on-line system.*

Over 3 days injuries – Recordable, but not RIDDOR-reportable

Whilst it is no longer necessary to report directly to the HSE any injuries sustained to an employee which then resulted in that employee being absent for 3 days or more, or which leaves them unable to undertake their normal duties (not including the day the incident took place) managers **must still** ensure that such incidents are reported internally using the council's on-line accident reporting form (FNOL).

C. RIDDOR Reporting

Some Injuries and Incidents will need to be reported directly to the Health & Safety Executive (HSE) under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

When to RIDDOR report:

1. Over 7 day Injuries - Employees

- 'Over 7 day' injuries are defined by any employee or self-employed person working on County Council premises having to take 7 consecutive days off work or normal duties (not including the day of the incident, but including weekends) as a result of a work-related injury.
- These 7 day injuries must be reported to the HSE within 15 days of becoming aware of an employee's 'over 7 day' injury via the [ICC on-line database](#) system (F2508 form). Once an on-line RIDDOR form has been submitted, a reference number will be provided via email by the HSE, and this number must be recorded on the LCC's own FNOL accident/incident report form within the Manager's 5-question page, or as an email attachment.

2. Specified Injuries - Employees/Self-employed

Some Injuries to employees or self-employed persons working on County Council premises or involved in activities controlled by us are RIDDOR-reportable.

Specified RIDDOR-reportable injuries (diagnosed by doctor):

- 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);
- Scalplings (separation of 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.

Click [here](#) for more details and criteria for each reportable injury.

What to do when the extent of an injury is unclear

In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, e.g. when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation. In such situations, there is no requirement to make precautionary reports of specified injuries. It is likely that the accident will in any case require reporting due to the injured person being incapacitated for more than 7 days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

3. Non-employee Injuries

You must report injuries to members of the public or people who are not at work if they are injured through a work-related accident or incident, and are ***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. In these situations, injuries are defined as any injury arising out of, or in connection with work where the person is taken to hospital direct from the premises. In 'connection with work' is where the injury is attributable to:

- **work organisation** (e.g. supervision)
- **plant or substance** (e.g. lifts, machinery, practical lessons in schools etc.)
- **the condition of the premises** (e.g. uneven surface, defective guardrail)

In schools, playground accidents or contact sports that result in collisions, falls or slips are **NOT** RIDDOR-reportable to the HSE **unless** they arise out of, or in connection with work as above, e.g. through the condition of the premises or equipment or through lack of supervision. Click [here](#) for further details on RIDDOR-reporting in schools. Likewise, injuries to elderly persons which occur as a direct result of their health are also not RIDDOR-reportable, unless attributable to the condition of the premises or equipment or through lack of care. Click [here](#) for further details on RIDDOR-reporting in a social care environment.

4. Fatal Injuries (Deaths)

All deaths to workers and non-workers (with the exception of suicides) must be reported if they arise from a work-related accident, including an act of physical violence to a worker, this meaning, the fatal injury of any person on premises or involved in activities controlled by the County Council. If an employee dies within a year as a result of a 'Specified' or 'Over 7 day' injury, the HSE must be informed via the quickest means possible, i.e. telephone.

5. Reportable Occupational Diseases

Employers and self-employed people must report diagnoses of certain occupational diseases where these are likely to have been caused or made worse by their work. 'Reportable Diseases' as notified by a doctor's certificate must be reported to the HSE within 10 days via the [ICC on-line database](#) system (F2508a).

These diseases include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.
- Coronavirus (Covid-19)

Note- Coronavirus is RIDDOR reportable if it is believed to have been contracted through the Staff members work activities or duties, and a positive diagnosis (test) has been confirmed. If in doubt as to whether to report to the HSE, contact the [Corporate Health and safety team](#) for further advice and guidance

Click [here](#) for further details on reportable occupational diseases.

6. Reportable Dangerous Occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm). Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- Explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc.). Click [here](#) for a detailed list of reportable dangerous occurrences.

NB - The [Corporate Health and Safety Team](#) must be contacted immediately in the case of a 'Fatality', 'Specified Injury' or a 'RIDDOR Dangerous Occurrence' and an FNOL **MUST** be completed once all necessary notifications have been made.

For additional guidance on RIDDOR reporting, see the RIDDOR flowchart [here](#)

D. Contacting the HSE

Telephone Reporting to the HSE

The telephone service remains available for reporting fatal and major injuries only - call the HSE's ICC on **0345 300 9923** (opening hours Monday to Friday 8.30am to 5pm).

Contacting the HSE out of hours

The types of circumstances where HSE may need to respond out of hours are:

- following a work-related death, or where there is a strong likelihood of death following an incident at, or connected with work;
- following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours;
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

If you feel that your incident fits these descriptions, or if you are not sure, then ring the duty officer on 0151 922 9235.

E. FURTHER INFORMATION

LCC Guidance

[G4 - Accidents, Incidents and Dangerous Occurrences reporting](#)
[FNOL Accident Incident Reporting Quick card \(Employee and Manager Guidance\)](#)
[Managers Investigation Report template and Guidance](#)
[RIDDOR Flowchart 2020](#)

HSE Guidance/ Information

[HSE – RIDDOR How to make a report](#)

[HSE - Reporting accidents and incidents at work - A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)

Further information is also available at: www.hse.gov.uk.

ADVICE AND SUPPORT

Please contact the [Corporate Health and Safety team](#).

LEGISLATION

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.