

Is it RIDDOR-reportable?

Only **work-related** accidents/incident arising out of (or in connection with) our services could be RIDDOR-reportable.

Was the incident as a result of any of the below?

- The equipment / material / substances used
- The condition or design of a building / premises
- The way our work / services is organised, supervised or undertaken

If **YES** to any of these then it could be RIDDOR-reportable. If **in doubt**, contact the Corporate Health & Safety Team at corporatehealthandsafety@lincolnshire.gov.uk.

NO

No further RIDDOR actions required.

May still require FNOL form to be completed.

YES

Employee

Non-employee

Refer to www.hse.gov.uk for Reportable Disease or Dangerous Occurrence information.

Off work or normal duties for 7 days + due to any other injury.

Refer to www.hse.gov.uk for specified injuries.

Fatality

Person goes directly to hospital from site and receives treatment.

YES

NO

**Manager to notify the Health & Safety Executive (HSE) without delay.
Phone: 0345 300 9923
Out of hours: 0151 922 9235**

Manager to then contact corporatehealthandsafety@lincolnshire.gov.uk.

Managers must report the incident on the HSE's online RIDDOR-reporting system ASAP (www.hse.gov.uk) for Specified Injury & Fatality and within 15 days for all other injuries.

Manager to ensure an LCC on-line FNOL form completed and an internal investigation is undertaken.

Managers to report on the HSE's on-line reporting system at www.hse.gov.uk, within 10 days for Dangerous Occurrence, and once diagnosis received for Diseases. **For COVID-19, first contact corporatehealthandsafety@lincolnshire.gov.uk.**

Manager to evaluate whether a 'Managers Investigation' is required or a more detailed investigation by the Corporate Health & Safety Team.

Examples of reportable and non-reportable accidents and incidents are available at www.hse.gov.uk.

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