



## Reporting of injuries, diseases and dangerous occurrences (RIDDOR)

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require that certain incidents have to be reported to Health and Safety Authorities.

The types of incidents that should be reported include:

1. Fatal accidents to staff, contractors or members of the public
2. If a member of the public has an accident and is taken to hospital.
3. A member of staff has an accident, which results in a major injury or absence for more than 3 days because of the accident, and then the incident must be reported.

If a doctor notifies you that an employee is suffering from a reportable work-related disease e.g. occupational dermatitis, occupational asthma then you must inform the Health and Safety Authority.

If something happens which does not result in a reportable injury, but which clearly could have done, it may be classified as a dangerous occurrence and should be reported.

Incidents can either be reported to the incident contact centre or your relevant Enforcing Authority.

### Keeping records

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. The forms for recording are kept in the office. The accidents file for RIDDOR should be kept on site for 21 years.

### Why should I report?

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable.

The nursery manager/registered provider will report any accidents of a serious nature to OFSTED and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

### Who do I report to?

All serious accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre.

- Telephone - 0845 3009923
- Internet - <http://www.hse.gov.uk/riddor/report.htm> by completing the relevant form on this site:
- By Facsimile - 0845 3009924
- By post to: **Incident Contact Centre** - Caerphilly Business Park, Caerphilly, CF83 3GG.

