

March 2022

Accidents and Incidents (1)

RIDDOR Reporting Categories

Occupational Health and Safety Service

HSD117E (rev 9)



UNIVERSITY OF
CAMBRIDGE

Some accidents and incidents are reportable to the Health and Safety Executive (HSE) by the University under **RIDDOR**.

RIDDOR reporting is done by the University Safety Office (SO).

However, Safety Office staff need to know about ALL accidents and incidents, including those with radioactive substances or genetically modified organisms, as they may be reportable to agencies other than HSE (e.g. Environment Agency, Defra).

What is RIDDOR?

RIDDOR stands for the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*.

What are the RIDDOR categories?

1. All deaths arising from a work-related accident.
2. A specified injury (details below).
3. An 'over 7 day' injury to workers (details below).
4. Injuries to non-workers, e.g. student, member of the public requiring hospital treatment.
5. Reportable occupational disease (details below).
6. Reportable dangerous occurrence (details below).

What are the specified injuries?

- Fracture (but not involving fingers, thumbs or toes).
- Amputation.
- 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).
- Scalpings (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.

What are the reportable occupational diseases?

Diagnoses of certain occupational diseases, where they are likely to have been caused or made worse by their work. These 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.

Once informed by the University Occupational Health Service that a case has been diagnosed, a F2508A form is submitted to the HSE by the SO.

What are reportable dangerous occurrences?

Dangerous occurrences are certain, specified 'Near Miss' events (with the potential to cause harm).

There are 27 categories (details: <http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>) fortunately, almost all of these are rarely encountered in the University setting. The most likely ones to occur are:

- 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.

Special cases

Release of Genetically Modified (GM) material

A significant and unintended release (outside of primary containment) of Genetically Modified Organisms (GMOs), which could cause harm to humans or the environment, is reportable to the **HSE**, normally by the person undertaking the activity. However, advice should be

sought from the Departmental Biological Safety Officer (DBSO) or the School Safety Officer and the SO before contacting the HSE.

Report everything

Most accidents and incidents are not reportable to the HSE, but that does not mean that the SO does not want to know about them. Every accident or incident is of importance in the risk assessment review/revision process, for insurance and other reasons. Therefore, please report **everything**. Do not select the incidents that you think are important, and leave out the rest!

Please let the SO know about all specified injuries and dangerous occurrences straight away by submitting an accident report on AssessNET.

'Over 7 day Injury'

Tell us about over 7 day injuries as soon as you are aware. When considering an 'over 7 day injury', please do not count the day of the accident, but do count weekends, bank holidays, etc.

It is the inability to do normal work – not absence from work that matters.

The leaflet **Accidents and Incidents (2) How to Report Them** (HSD118E) explains about reporting procedures.

Further Information:

- [Frequently Asked Questions](#)
- [Accidents and Incidents \(2\) – How to](#)

[Report Them \(HSD118E\)](#)

- [Online Incident Reporting Guidance Notes](#)

If you have any questions regarding AssessNET:

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