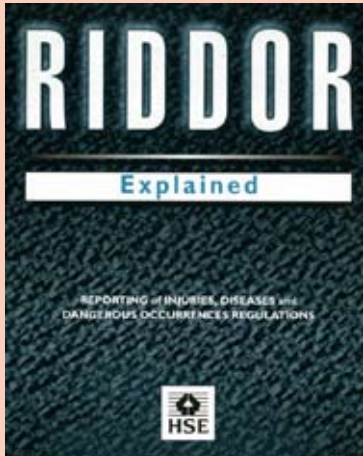


Accident reporting

Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Safety point	Why?	How do you do this?
<p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) place a legal duty on:</p> <ul style="list-style-type: none"> • employers; • self-employed people; • people in control of premises; <p>to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences such as a fire or explosion.</p> <p>Further information can be found at www.hse.gov.uk/riddor</p>	<p>If an employee is off work due to a work related illness then you must check if it needs to be reported under RIDDOR.</p> <p>If a member of the public has an accident in your workplace and is taken to hospital then you must also report this under RIDDOR.</p> <p>If an accident needs to be reported, then you must notify the Incident Contact Centre: Tel: 0845 3009923 Monday to Friday 8.30am to 5pm</p> <p>Alternatively you can complete a RIDDOR form (downloadable from the website) and post it to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG</p> 	<p>Do you know when you should report certain conditions? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If not please refer to the RIDDOR book or go to www.hse.gov.uk/RIDDOR</p> <p>Where do you record incidents, accidents and illnesses?</p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>
<p>For all accidents that result in injuries to persons, you should carry out an investigation and prepare a brief written report of the findings and any action taken.</p>	<p>It is important to record as much detail whilst it is still fresh in your mind. If an enforcement officer investigates the accident or the injured person decides to sue you for damages you will have a comprehensive report for your defence. The investigation should focus on the person injured, what they were doing at the time of the accident and where the accident occurred. Positive issues should also be noted in the report, e.g., “the floor was in good condition and a handrail was provided”. These reports should be restricted to facts and not opinions. The reports should be signed and dated.</p>	<p>How do you investigate accidents?</p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>