



BASILDON DISTRICT COUNCIL

ENVIRONMENTAL HEALTH SERVICES

Please contact 01268 294280 if you would like further advice

Do I need to report an accident which happened at work?

Reporting accidents and ill health at work is a legal requirement. The information enables the Environmental Health department of the Council (as a health and safety enforcing authority) to identify where and how risks arise and to investigate serious accidents. We can then help you and give you advice on how to reduce injury, ill health and accidental loss.

The leaflet entitled "RIDDOR Explained – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" – HSE 31(Rev) can be downloaded in pdf format from the HSE website. <http://www.hse.gov.uk/pubns/hse31.pdf>

When do I need to make a report?

Death or major injury

If there is an accident connected with work and:

- Your employee, or a self employed person working on your premise is killed or suffers a major injury (including as a result of physical violence); or
- a member of the public is killed or taken to hospital:

You must notify the enforcing authority **without delay** (e.g. by telephone). They will ask for brief details about your business, the injured person and the accident; and

Within 10 days you must follow this up with a completed accident report form (F2508).

<http://www.riddor.gov.uk/>

Examples of major injuries include:

- fractures other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or a penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation or requiring admittance to hospital for more than 24 hours;

Over 3 day injury

If there is an accident connected with work (including an act of physical violence) and your employee, or a self employed person working on your premises suffers an over 3 day injury

you must report this to the enforcing authority on an accident report form (F2508) **within 10 days**. <http://www.riddor.gov.uk/>

An over 3 day injury is one which is not major but results in the injured person being away from work or unable to do the full range of normal duties for more than 3 days (including any days they wouldn't normally be expected to work such as weekends, rest days or holidays) not counting the day of injury itself.

Reportable Diseases

If a doctor notifies you that your employee suffers from a reportable work-related disease, you must send a completed disease report form (F2508a) to the enforcing authority.

<http://www.riddor.gov.uk/>

Examples include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer;
- lung diseases including occupational asthma, asbestosis;
- infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;
- other conditions such as occupational cancer, certain musculoskeletal disorders and hand-arm vibration syndrome.

Dangerous Occurrences

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence which must be reported **immediately** (e.g. by telephone) to the enforcing authority.

Within 10 days, you must follow this up with a completed accident report form (F2508)

<http://www.riddor.gov.uk/>

Examples include:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipework;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- explosion or fire causing suspension of normal work for over 24 hours

Who do I report to?

You can report to the Incident Contact Centre via a number of methods:

Telephone – 0845 300 9923 (8:30 a.m. to 5:00 p.m.)

Fax – 0845 300 9924 (any time)

Internet - <http://www.riddor.gov.uk/> (any time)

E-mail – riddor@natbrit.com

Post – Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

Alternatively you may contact this department if your business is listed below and the accident occurred in the Basildon area:

- office based
- retail or wholesale
- warehousing
- hotel and catering
- sports or leisure
- residential accommodation, excluding nursing homes;
- businesses concerned with places of worship;
- pre-school child care;
- mobile vending.

Telephone - 01268 294280 (09:00 – 17:15)

Fax – 01268 2934550 (anytime)

E-mail – ehs@basildon.gov.uk (anytime)

For all other types of business, it will be the HSE's area office. The telephone number for the local Chelmsford office is 01245 706200.

What records do I need to keep?

You must keep a record of any reportable injury, disease or dangerous occurrence for 3 years after the date on which it happened. 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.

You can keep the record in any form you wish.

If you use the internet to report, you will be sent a copy of your own report and given the chance to correct any errors in it.