We are legally required to report certain accidents/incidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Scope

Managers/Supervisors are required to report to the HSE certain notifiable accidents, incidents, diseases and dangerous occurrences that take place whilst at work. This guidance covers which accidents/incidents are notifiable to the HSE and methods/timescales for reporting.

The why, what and how

We are involved with a wide range of activities to meet the needs of the county such as, social care, education, catering, transport, highway maintenance etc.

Engaging in such activities means we are potentially exposed to and need to manage, a vast range of health and safety issues. It is therefore possible that certain notifiable accidents, incidents, diseases and dangerous occurrences may occur to employees whilst at work. Managers/supervisors will need to be aware of these and know how and when to report them.

Significant events that involve the self-employed, contractors, visitors, client/service users, volunteers, agency staff and members of the public, whilst on KCC premises, will also need to be reported.

Reportable (accidents, incidents, diseases and dangerous occurrences)

The types of work related accidents/incidents that must be reported to the HSE include:

- accidents/incidents arising out of or in connection with work which result in death or specified injury (e.g. specified fractures, amputations, loss of sight, electric shock, asphyxia, acute poisoning etc.)
- accidents/incidents arising out of or in connection with work which prevent the injured person (our ‘KCC’ employees only) from continuing their normal work for seven or more days following the day of the accident/incident (this excludes the actual day of the accident/incident).
- certain work-related diseases.
- dangerous occurrences (e.g. collapse etc. of lifting machinery, plant coming into contact with overhead lines, electrical short circuit, explosion etc.).
- an injury to a member of the public, pupil (classed as a member of the public), service user etc. which meant they had to be taken from the scene of the accident/incident to a hospital for treatment.

The above list is not comprehensive. Full details of what is notifiable under RIDDOR 2013 is covered in Frequently Asked Questions.

Managers/Supervisors should consult this list and speak to a Health and Safety Adviser. Schools to continue to report to the HSE and can call the Health and Safety Advice Line for further information on 03000 418456.
Responsible Persons

The report must be made by the “responsible person”. For KCC this will normally be the person in charge of the premises where the accident/incident occurs.

- reportable events which involve employees, the self-employed, volunteers, members of the public and visitors, should be reported by the responsible person for KCC.
- reportable events which result in accidents etc. to contractors through their own acts or omissions must be reported to the HSE by the Contractor.

How to report and timescales for reporting

You are advised to contact a Health and Safety Adviser for advice prior to reporting the incident to the HSE or contact the Health and Safety Advice Line for further information on 03000 418456.

A copy of the online forms F2508 and F2508A can be found in your accident book.

It is important that KCC do not fail to report matters which should be reported, as failure to report is a criminal offence.

Guidance on who is responsible and how to report an accident/incident to the HSE is outlined in Frequently Asked Questions.

Report Form F2508

Managers/Supervisors are required to report to the HSE certain reportable accidents, incidents, and dangerous occurrences that take place whilst at work on report Form F2508. The HSE are currently updating the RIDDOR forms; the look and feel of the forms are being modernised however functionality and reporting requirements remain unchanged. By the end of April 2019, the HSE will no longer be automatically sending copies of RIDDOR forms to the notifiers email address. Therefore, please ensure a copy is saved at the point of submission for your records, otherwise it will not be saved and cannot be retrieved at a later date. A copy of the RIDDOR form will need to be attached when completing KCC’s online accident form or sent to the Health and Safety Team.

Report Form F2508A

If a doctor notifies you that your employee suffers from a reportable work-related disease, Managers/Supervisors are required to report this to the HSE on report Form F2508A. (See Report Form F2508).

Frequently Asked Questions

How do I report an accident/incident to the Health & Safety Executive (HSE)?

You are advised to contact a Health and Safety Adviser for advice prior to reporting the accident/incident to the HSE.

ALL schools MUST complete the online form F2508 and send it to the Health and Safety Executive (HSE).
The type of accident/incident should be reported as follows:

- **Fatal Injuries arising out of work**

You must notify the HSE of fatal and specified injuries without delay and telephone a Health and Safety Adviser.

For fatalities, if you are unable to contact a Health and Safety Adviser, please telephone the Head of Health & Safety on 03000 418456.

- **Specified Injuries to employees (e.g. fractured arm)**

In order for both the HSE and a Health and Safety Adviser to know about serious injuries without delay, please:
  - email completed form F2508 to healthandsafety@kent.gov.uk

Follow up by sending a completed form F2508 on line to the HSE within 15 days of the accident/incident.

- **Over seven day accidents/incidents to employees** - You do not need to notify over seven day accidents/incidents immediately, but you must report them in writing to HSE on online Form F2508 within 15 days of the accident/incident occurring.

A copy should also be sent to a Health and Safety Adviser

- It is also advisable to inform your local recognised Trade Union/Employee Safety Representative that an accident/incident has taken place.

**Do I need to keep records of notifiable/reportable events?**

Yes, a record must be kept of any event described which comes under the RIDDOR 2013 Regulations. These records can be in any form and must include a copy of the F2508/F2508A.

Accident/incident forms should be kept for 4 years following the event (+ 22 years from date of birth, where the injured person is a minor at the time of the accident). Completed forms should not be seen by unauthorised staff so that data protection requirements are met.

The record must include:
- Date
- Method of reporting
- Date, time, place and event
- Personal details of those involved
- Brief description of event or disease

**What is notifiable/reportable?**

The types of work related accidents/incidents that must be reported to the HSE include:

- accidents/incidents arising out of or in connection with work which result in death or specified injury (e.g. fractures, amputations, loss of sight, electric shock, asphyxia, acute poisoning etc.)
- accidents/incidents arising out of or in connection with work which prevent the injured person (KCC employees only) from continuing their normal work for seven or more days following the day of the accident/incident (this excludes the day of the accident/incident)
- certain work-related diseases
- dangerous occurrences (e.g. collapse etc. of lifting machinery, plant coming into contact with overhead lines, electrical short circuit, explosion etc.)
- an injury to a member of the public which meant they had to be taken from the scene of the accident/incident to a hospital for treatment.

**What is an over seven day injury?**

**Injuries to employees**

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident but includes weekends or non-working days).

**Injuries to non-employees**

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a ‘specified injury’ (see below).

**What is a Specified Injury (employees only)?**

- a fracture, other than to fingers, thumbs and toes
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- 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 is a Dangerous Occurrence?**

Dangerous occurrences are certain, specified ‘near-miss’ events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

**Reportable Dangerous Occurrences include**

- the 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.
Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance on the riddor page at the Health and Safety Executive.

What Occupational Diseases do I have to report?

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome (only reportable where the person’s work involves regular use of percussive or vibrating tools and not DSE work)
- 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.

You are advised to speak to a Health and Safety Adviser before making any report to the HSE.