

RIDDOR REPORTING PROCEDURE



1. The RIDDOR reporting procedure, which has been in place since 1996, has now been simplified and offers a facility to report all cases to a single point, the Incident Contact Centre (ICC) based at Caerphilly.
2. If there has been a serious or fatal injury to a volunteer or member of staff, whilst involved in RDA activities, this may need to be reported. The serious injury would need to lead to the volunteer or member of staff being away from work or RDA duties, or unable to perform their normal work duties, for more than seven consecutive days. The report must be made within 15 days of the incident.
3. If there is a participant, carer or member of public injured and who is taken from the scene of the accident to hospital for treatment, this will need to also be reported.
4. You can report incidents preferably via the Internet or by telephone. The telephone service will be available Monday to Friday from 8.30am to 5.00pm. You can still report directly to your local HSE office or local authority (by phone and then on forms 2508 or 2508A) and these reports will be forwarded to the ICC for processing.
5. The industry code for RDA is 96040
Main Industry – Other Service Activities
Main Activity – Other Personal Service Activities
Sub Activity - Physical Well Being Activities.
6. If you use the Internet or telephone service, you will be sent a copy of the completed report form.

For Internet reports please go to:

www.hse.gov.uk/riddor/report.htm

By telephone (Monday to Friday 08.30 to 5.00)

0845 300 9923

REPORTABLE MAJOR INJURIES ARE:

- ☞ Fractures, other than to fingers, thumbs, or toes.
- ☞ Amputation
- ☞ Dislocation of the shoulder, hip, knee or spine.
- ☞ Loss of sight (temporary or permanent)
- ☞ 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, head-included illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- ☞ Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- ☞ acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- ☞ acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.