

Safety Management Standard

RIDDOR – Staff & Patients

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013)

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Document Control

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1.0. Introduction

University Hospitals of Derby and Burton NHS Foundation Trust recognises its duties under the Health and Safety at Work Act (HASAWA) 1974, The Management of Health and Safety Regulations 1999 and the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (2013).

This Safety Management Standard (SMS) works in conjunction with UHDB Trust's Health and Safety Policy and Trust Policy for Incident Reporting, Management and Learning.

2.0. Purpose and Outcome

This SMS supplements the Health and Safety Policy and is a guide for managers in ensuring the correct procedure is followed if either a permanent staff member, agency worker, locum, bank staff, contractor, member of the public or a patient suffers an injury on UHDB property that falls in the category of being RIDDOR reportable.

3.0. Definitions Used

RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.
Statute Law	Made by Parliament in the form of Acts and Regulations.
HSE	Health and Safety Executive.
Fatality	Where any person dies as a result of a work-related injury.
Specified Injury	<ul style="list-style-type: none">▪ 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 causing damage to the eyes, respiratory system, or vital organs.▪ Scalping's (Separation of the skin from the head) which require hospital treatment.▪ Unconsciousness caused by head injury or asphyxia.

Work related illness/ reportable occupational disease

- 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 24hours.

Where a worker suffers one of the eight categories of reportable work-related illness:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or Tendosynovitis of the hand or forearm
- An occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Over seven-day injury

A work-related accident that causes an injury that results in a worker being away from work or incapacitated for more than seven consecutive days (not counting the day of the accident but including any weekends or other rest days).

Over three-day

A work-related accident that causes an injury that results in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days).

Over three-day injuries do not have to be reported to the authorities unless the incapacitation period goes on to exceed seven days.

Injury to non-workers

May be reportable when work related injuries involve members of the public or people who are not at work e.g., patients.

They only need reporting where a person is injured and taken from the scene of the accident to hospital for treatment of that injury (or is already and inpatient).

Reportable gas injury

Concerns distributors and supplies of flammable gas and gas safe registered engineers.

Certain listed events causing or having the potential to cause death or injury are reported.

4.0. Law

Employers are responsible by law for the health, safety and welfare at work of all their workers and any contractors or self-employed people doing work for them. These legal obligations cannot be transferred to any other person, including those people who work alone.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (2013)

A RIDDOR accident is a specified event that has to be reported to the relevant authority by Statute Law. The specified injuries as described under Regulation 4.

Regulations 8 and 9 state that employers must report diagnosis of occupational diseases where these are likely to have been caused or made worse by their work.

Under the regulations certain types of events have to be reported to the relevant enforcing authority, even though no injury or ill health may have resulted, in a specific timescale to comply with statutory requirements. The reportable incidents include fatalities, specified injuries, dangerous occurrences, occupational diseases, over seven-day injuries, flammable gas incidents, dangerous gas fittings and Covid-19.

COVID-19

RIDDOR reporting requirements relating to cases of disease, or deaths, from COVID-19 only apply where an employee has been infected with coronavirus through:

- deliberately working with the virus, such as in a laboratory
- being incidentally exposed to the virus

Deliberately working with the virus, such as in a laboratory - an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence.

Being incidentally exposed to the virus - a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus through either deliberately working with the virus or being incidentally exposed to it. This must be reported as a case of disease due to exposure to a biological agent.

A worker dies as a result of occupational exposure to coronavirus through either deliberately working with the virus or being incidentally exposed to it. This must be reported as a work-related death due to exposure to a biological agent.

If a reportable event occurs, it must be reported to the Health and Safety Executive. Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR.

RIDDOR employee responsibilities may arise in limited situations where an individual employee is deemed to be the person in control of the premises (Senior or Executive Manager on call). Persons deemed to be in control of the premises have a duty to report under the RIDDOR system.

If a member of staff (or representative) or a member of the public wishes to report an incident, information can be accessed at [Contact HSE - Reporting a health and safety issue](#)

Records of RIDDOR reportable events must be kept by the responsible person for a minimum of three years. RIDDOR also requires that a record of all-over three-day injuries are kept for a minimum of three years.

Failure to report a reportable injury, dangerous occurrence, or disease, in accordance with the requirements of RIDDOR, is a criminal offence, and may result in prosecution.

Management of Health and Safety at Work Regulations 1999 (MHSW)

Regulation 10 requires employers to provide comprehensible and relevant information to their employees on: the risks to their health and safety identified by the risk assessment, preventive and protective measures.

Regulations 12 and 15 requires the organisation to provide health and safety information to contractors and temporary workers before they commence employment.

Regulation 14 states that employees must use equipment and materials in accordance with instruction and training given and in compliance with relevant statutory provisions. Inform employers or the workplace safety representative about any serious or immediate health and safety dangers or any shortcomings in the employer's health and safety arrangements.

5.0. Key Responsibilities / Duties

Employers' Responsibilities

University Hospitals of Derby and Burton NHS Foundation Trust must carry out a general risk assessment for their employees to assess all health and safety risks they are exposed to while at work. As part of that process, employers should consider all employees, including bank, locum, agency and contractors, assessing the risks that may arise from any process, working condition or physical, biological or chemical agents.

University Hospitals of Derby and Burton NHS Foundation Trust must ensure that all notifications of RIDDOR reportable incidents have formally been reported to the HSE.

Managers Responsibilities

- Investigate all notifications on injuries, diseases and dangerous occurrences to determine if they require formal reporting to the HSE
- Notify the Health and Safety Team of all reportable incidents without delay
- Inform the senior manager/executive on call of any work-related deaths
- Ensure all incidents, no matter how trivial are reported and formally recorded on Datix

Employees Duties

- Notify their supervisor/manager immediately of any reportable injury, occupational disease or dangerous occurrence
- Ensure all incidents, no matter how trivial are reported and formally recorded on Datix
- Inform their supervisor/manager of any work situations that present a serious and imminent risk
- Ensure all equipment is used correctly and safely in accordance with instructions and training
- Take care of their own health and safety and that of others
- Assist and support in the investigation of incidents

The Health and Safety Team

- Assist and support in the investigation of incidents
- Scrutinise incidents against RIDDOR reportable criteria
- Report all notifications of RIDDOR reportable incidents to the HSE

6.0. Risk Assessment

University Hospitals of Derby and Burton NHS Foundation Trust shall ensure that a risk assessment is completed where either an employee, patient or member of the public may either experience or be exposed to one or more of the following:

- Death or injury caused by a workplace accident.
- Occupational disease
- Carcinogens mutagens and biological agents
- Specified injuries to workers
- Dangerous occurrences
- Gas incidents
- COVID - 19

Records of risk assessments should be kept and the findings of the risk assessment communicated to staff and others as necessary.

Risk assessments should be reviewed immediately if there is reason to believe it is no longer valid and/or if there is a significant change in the work activity to which it relates.

7.0. Reporting

The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related. An accident is work related if any of the following played a significant role:

- the way the work was carried out
- if any machinery, substance, plant or equipment was used for the work
- the condition of the site or premises where the accident occurred

In relation to RIDDOR, an accident is a separate, identifiable, unintended incident which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Accidents which arise solely from the medical condition of the injured person are not reportable. Injuries themselves (e.g., feeling a sharp twinge) are not accidents.

There must be an identifiable, external event that causes the injury. Cumulative exposures to hazards, which eventually cause injury (e.g., repetitive lifting), are not classed as accidents under RIDDOR.

Most RIDDOR incidents, including fatalities, specified injuries and dangerous occurrences, must be notified by the quickest means possible without delay.

For most types of incidents, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers
- dangerous occurrences

The responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1). This is most easily done by completing the online report form: [How to make a RIDDOR report - RIDDOR - HSE](#)

For fatal accidents or accidents resulting in specified injuries to workers only, you can phone **0345 300 9923**.

NB: A report must be received within 10 days of the incident.

Where an employee is unable to do their normal work for more than seven days as a result of an injury caused by a work-related accident, a report must be sent to the enforcing authority as soon as is practicable and, in any event, within 15 days of the accident. The seven days do not include the day of the accident but include any days that would not have been working days.

Cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, must be reported using the online report form upon written confirmation or diagnosis by a medical practitioner.

Where an incident has been identified as RIDDOR reportable, the Health and Safety Team will receive notification and inform the Health and Safety Executive.

8.0. Patient RIDDOR

Within the health and social care sector, HSE’s role includes health and safety risks to healthcare workers and others who might be affected by the work activity.

Whilst HSE focuses on the health and safety of employees, it also has a role in patient safety under section 3 of Health and Safety at Work Act 1974 and investigates certain patient related deaths and serious incidents in accordance with its incident selection criteria.

HSE deals with the major non-clinical risks to patients such as:

- trips and falls
- scalding
- manual handling/people handling

RIDDOR requires employers and others to report deaths, certain types of injury, some occupational diseases and dangerous occurrences that **‘arise out of or in connection with work’**. Generally, this covers incidents where the work activities, equipment or environment (including how work is carried out, organised or supervised) contributed in some way to the circumstances of the accident – the patient’s injury may have been a result of an activity or how it was provided.

For example:

Incident/accident	How the work activities, equipment or environment contributed in some way to the circumstances of the accident and are therefore RIDDOR reportable
A patient requires hospital treatment after sliding through a sling after being hoisted from a chair.	The wrong-sized sling was used.
A patient falls out of bed, is injured and requires hospital treatment.	The assessment identified the need for bedrails but they, or other preventative measures, had not been provided.
A patient falls whilst in hospital.	The fall protection measures identified in the falls assessments were not in place at the time of the incident including

A patient chokes during mealtime.	Measures in place at the time of the incident as per patient assessment were not in place e.g., supervision at mealtimes, staff training in swallowing, eating, drinking assessments.
A patient slips and fractures their arm when going to the bathroom whilst the floor is wet.	This is related to the condition of the site, i.e., the floor was wet.
A patient falls from bed and receives a significant burn from a radiator.	The radiator did not have protective covers fitted.
A confused patient falls from a window on an upper floor and is badly injured.	The window was not fitted with restrictors.
	arrangements for supervision, assistance, access to call aids and use of mobility aids etc.

If the incident is RIDDOR reportable, the Health and Safety Team must be notified. You can do this by completing the RIDDOR section on Datix and sending an email to dhft.healthandsafety@nhs.net

The Health and Safety Team will assist and support in the investigation of incidents and will advise if incidents are reportable against RIDDOR criteria. **For further advice, please contact the Health and Safety Team.**

9.0. Information, Instruction, Training and Supervision

University Hospitals of Derby and Burton NHS Foundation Trust shall provide training for employees on RIDDOR reporting, and what constitutes, as an incident to be reported, as well as the timeframes and legal duties required. Any member of staff, whether permanent, agency, locum, bank or contractor working for UHDB will receive training and the correct level of information on:

- Hazards and risks they may be exposed to
- Measures in place to deal with those hazards and risks, if necessary
- How to follow any emergency procedures

10.0. Monitoring & Review

The Health and Safety Team will carry out auditing and monitoring of compliance with this management standard to:

- Ensure UHDB continues to comply with legislation
- Ensure that it is reasonably practicable to implement to all those concerned within the Trust

11.0. Further information

The Health and Safety Executive (HSE) has a range of information on RIDDOR. Information is available at: [Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR \(hse.gov.uk\)](http://www.hse.gov.uk)

For information on specific risks consult one of our other health & safety management standards or use the search function at <http://www.hse.gov.uk/>.

For further advice, please contact the Health and Safety Team.

We hope you find this SMS useful; if you require further information, please contact one of the Health and Safety Team:



General enquiries during normal hours

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