

Argyle House School
Whole School
RIDDOR Policy

Reporting of Injuries, Diseases and Dangerous Occurrences in the Workplace

What is RIDDOR '95?

RIDDOR '95 means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995, which came into force on 1st April 1996.

RIDDOR '2013 requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

Why should I report?

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can help and advise your school on preventive action to reduce injury, ill health and accidental loss-much of which is uninsurable.

When do I need to act?

The school needs to report:

- Deaths
- Major Injuries
- Accidents resulting in over three days of injury
- Diseases
- Dangerous occurrences
- Gas incidents

Death or major injury

If there is an accident connected with work and:

- An employee, or self-employed person working on the premises 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.

The nominated person (Chris Johnson) must be immediately informed and then notify the enforcing authority without delay. He can either telephone or complete the appropriate form on the RIDDOR website-www.hse.gov.uk/riddor/

Reportable major injuries are:

- Loss of sight (temporary or permanent)

- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation; or requiring 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 reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over seven 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 the premises, suffers an over seven-day injury it must be reported to the enforcing authority within ten days.

An over seven-day injury is one which is not major but results in the injured person being away from work or unable to do their full range of their normal duties for more than seven days.

Disease

If a doctor notifies the school that an employee suffers from a reportable work-related disease, then it must be reported to the enforcing authority.

Reportable diseases include:

- Certain poisonings;
- Some lung diseases such as occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;
- Other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

Dangerous occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (by telephone or by completing a form on the website: www.riddor.gov.uk).

Reportable dangerous occurrences are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Failure of any freight container in any of its load-bearing part.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Collapse or partial collapse of a scaffold over five metres high or erected near water.

Who do I report to?

All accidents related to the above lists must be immediately reported to RIDDOR via Chris Johnson. All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre.

Telephone 0845 3009923

Internet www.riddor.gov.uk

Post Incident Contact Centre, Caerphilly Business park, Caerphilly, CF83 3GG

The contact centre will forward details of the incidents to the relevant enforcing authority, which is the environmental health department of the local authority.

Keeping Records



The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include the 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.



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