

RIDDOR Reporting Policy

In order to satisfy the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation, A Bright Solution Ltd. shall train managers in the reporting procedure detailed in this policy.

To report the outcome of any work related accident or incident which falls into any of the categories listed in this policy, click on to the HSE web site link; www.hse.gov.uk and complete the appropriate forms.

A copy of the RIDDOR report is to be retained for **5 years** after the date of the incident

The law requires the following work-related incidents to be reported:

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

- **The report must be made immediately or ASAP**

Specified injuries to workers

The list of 'specified injuries' in **RIDDOR 2013** replaces the previous list of 'major injuries' in **RIDDOR 1995**. Specified injuries are (regulation 4):

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - Covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness
 - Requires resuscitation or admittance to hospital for more than 24 hours

- **The report must be made immediately or ASAP**

For further guidance click on the [specified injuries](#) link of the HSE website

Over-seven-day incapacitation of a worker (a)

- Accidents must be reported where they result in an employee or self-employed person being away from work for more than **seven consecutive days** as the result of their injury.

- This seven day period does not include the day of the accident, but does include weekends and rest days.
- **The report must be made within 15 days of the accident.**

Over-seven-day incapacitation of a worker (b)

- Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their **normal work duties**, for more than **seven consecutive days** as the result of their injury.
- This seven day period does not include the day of the accident, **but does include weekends and rest days.**
- **The report must be made within 15 days of the accident.**

Over-three-day incapacitation

- **Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.**
- Records must be kept in the company accident book under the Social Security (Claims and Payments) Regulations 1979.

OCCUPATIONAL DISEASES

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;
- 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.

For further guidance click on the [occupational diseases](#) link of the HSE website

DANGEROUS OCCURRENCES

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- The accidental release of any substance which could cause injury to any person.

For further guidance click on the [dangerous occurrences](#) link of the HSE website

GAS INCIDENTS

- Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas.
- Such incidents should be reported by clicking the [online form](#) link of the HSE website.

Registered Gas Engineers

- Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment.
- The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:
 - an accidental leakage of gas;
 - incomplete combustion of gas or;
 - inadequate removal of products of the combustion of gas.

Unsafe gas appliances and fittings should be reported by clicking the [online form](#) link of the HSE website.



Signed.....
Mick Barrett
Director
8th August 2025



Signed.....
Sam Pailor
Director
8th August 2025