

Accidents and incidents

What accidents are reportable?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require the following specific types of accidents to be reported to the enforcing authority as quickly as possible and then confirmed using the appropriate notification form within 15 days

A death or major injury to an employee
A dangerous occurrence

An injury to a member of the public resulting in that person being taken to hospital
In addition to the above, employers need to inform the enforcing authority within 10 days of:

An accident at work resulting in a person being off work for more than 7 days

A specified occupational disease certified by a Doctor or specialist Occupational Health Doctor , resulting from work.

For more details click here to access the [HSE RIDDOR Pages](#) .

How do I report an accident?

Statutory reporting to HSE of work related injuries and incidents under RIDDOR are predominantly done via an online system

Online forms make the reporting process quick and easy. Employers no longer need to report incidents by email, post or fax.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

To report an incident online follow this link [How to make a RIDDOR Repoert](#)

The health and safety team will investigate notifiable accidents where a serious injury or fatality has occurred.

Also, other accidents meeting the criteria within the service's enforcement policy will also be investigated.

The response time to fatalities and serious injuries notified to the service will be as soon as practicable.

The response time to other accidents to be investigated will be no longer than 5

working days.

In respect of fatalities and serious injuries, the scene of the accident should not be disturbed before contacting the relevant enforcement authority.

In all cases of accidents, it is important that the employer investigates the incident to determine immediate and underlying causes with the aim to prevent reoccurrence of similar incidents.