

What is RIDDOR?

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

How does RIDDOR affect me?

RIDDOR places a legal duty on employers, the self-employed and those in control of premises to report some work-related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. This can be the Health and Safety Executive (HSE) or one of the local authorities (LAs).

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

- deaths;
- major injuries*;
- over-3-day injuries:
 - where an employee or self-employed person has an accident and the person is away from work or unable to work normally for more than 3 days;

- injuries to members of the public where they are taken to hospital;
- work-related diseases*;
- dangerous occurrences*:
 - where something happens that does not result in a reportable injury but which could have done.

What is the Incident Contact Centre?

The Incident Contact Centre (ICC), based in Caerphilly, was launched on 1 April 2001.

The ICC allows reports to be made to one single point, irrespective of where in England, Wales or Scotland a company is located.

The ICC, which is a joint venture between HSE and the LAs, is user-friendly, simple, fast and effective.

There is no need to worry about making another report to HSE or an LA: the ICC takes care of that and will send your report to the correct enforcing authority for you.

This means your statutory obligations are met with the minimum fuss and the maximum efficiency. What could be simpler?

How do I use this service?

You can report incidents in a variety of ways but telephoning† is the **quickest and most straightforward**, with no need to fill in a report form. You will be sent a copy of the final report for your own records - this meets your statutory obligation to keep records of all reportable incidents for inspection **and** also allows you to correct any errors or omissions.

You can also make a report by completing an interactive form on the RIDDOR website (again you will be sent a copy for your records). Reports are also accepted via email (as an attachment), by fax or through the post.

**Remember!
Ring!
Report!**

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995

* details of what is covered by major injuries, work-related diseases and dangerous occurrences are provided in HSE published guidance on RIDDOR (see back page for details)

† all calls charged at local rate

How to contact the ICC

- *tel* (local rate): 0845 300 9923
- *internet*: www.riddor.gov.uk
Or link in via the HSE website:
www.hse.gov.uk
- *email*: riddor@natbrit.com
- *fax* (local rate): 0845 300 9924
- *post*: Incident Contact Centre
Caerphilly Business Park
Caerphilly CF83 3GG*

The ICC is open between the hours of 0830 and 1700, Monday to Friday.

What if I have comments or queries?

The ICC facility is managed through HSE. Comments on any aspect of the service should be addressed to the:

ICC Contract Manager
Health and Safety Executive
Operations Unit
512 Daniel House
Bootle
Merseyside L20 7HE
Tel: 0151 951 3801
Email: icc.support@hse.gsi.gov.uk

*Paper reports can be sent to your local HSE office or local authority. These will be forwarded to the ICC for processing.

Other information

HSE has published guidance on RIDDOR:

A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
L73 (Second edition) HSE Books 1999
ISBN 0 7176 2431 5

RIDDOR explained. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
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For information about health and safety ring HSE's InfoLine Tel: 08701 545500 Fax: 02920 859260 email: hseinformationservices@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG. You can also visit HSE's website: www.hse.gov.uk

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RIDDOR reporting:

What the
Incident Contact Centre
can do for
you!

