

**LEAFLET 48****REPORTING OF MOD ACCIDENTS AND INCIDENTS TO THE HSE****CONTENTS**

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**LEAFLET FOR LINE MANAGERS****LEGISLATION**

1 The Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) of 1995 place a duty on employers to report to the Health and Safety Executive (HSE) certain instances of as detailed in the regulations, when they occur in the UK or its territorial waters.

**MOD POLICY**

2 MOD will comply with RIDDOR in respect of reporting injury or disease to its civilian employees and members of the public. The Regulations grants exemption to the Armed Forces for reporting instances involving death injury or disease to Service personnel.

3 The MOD including the Armed Forces will report to the HSE specific Dangerous Occurrences list in RIDDOR.

**DEFINITIONS**

4 In respect to this leaflet the following definitions apply

**Armed Forces**

5 Armed Forces mean all MOD military personnel and any Visiting Forces personnel.

## **DUTIES**

### **Unit Commanding Officers and Directors**

6 Shall appoint an individual to report to the Health and Safety Executive, for their area of responsibility, any incident that meets the requirements RIDDOR and the reporting requirement of this policy.

### **Nominated Reporting Officer**

7 Shall instigate local orders to ensure they are informed of incidents that meet the criteria for reporting.

8 Report to the HSE in the appropriate time frame incidents meeting the criteria.

9 Inform the Commanding Officer or Director when such reports have been made.

10 Liaison with any investigation unit, (external or internal to MOD) or inquiry body undertaken as a result of the incident.

11 Keep records of the date of notification to the HSE and the method of the notification.

### **Line Managers**

12 Ensure the nominated reporting officer is notified as soon as practicable of incidents meeting the criteria and supply sufficient information to enable a HSE report form to be completed.

## **GUIDANCE**

13 The annexes to this leaflet supply guidance on the reporting requirement, the criteria for reporting and the HSE Forms on which reports are made.

14 The information contained on a completed MF 2000 concerning the incident, with the exception of an injured persons age and home address should in the most instance be sufficient to complete the HSE report Form. Personal details may have to be obtained for personnel files.

## **TRAINING**

15 The nominated reporting officer should study the requirements of this leaflet and its Annexes. Assistance from the area Health and Safety Advisor may also be used if necessary.

## **RECORDS**

16 Completed HSE Forms should be retained locally for 5 years, but a copy must be forwarded, for retention, on the long term personal file of any injured person.

17 Records on the notification date and method should also be retained for 5 years.

## **RELATED LEAFLETS**

18 Related leaflets.

- Leaflet - Accident / Incident Investigation
- Leaflet - Notifying and Recording of Accidents, Injuries, Diseases and Dangerous Occurrences: Procedures

**LEAFLET 48 ANNEX A****REPORTING OF MOD ACCIDENTS AND INCIDENTS TO THE HSE****CONTENTS**

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**GUIDANCE FOR LINE MANAGERS - RIDDOR****INTRODUCTION**

1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 1995) (SI 1995/3163) came into effect on 1 April 1996, replacing RIDDOR 1985 and some provisions of other legislation.

2 RIDDOR 1995 continue the requirement in RIDDOR 1985 for the "responsible person" (usually the employer, which in MOD will be interpreted as the line manager responsible for the area or activity in which the event occurred) to inform the enforcing authority (in the case of MOD, the HSE) of certain accidents, diseases and dangerous occurrences, as detailed below.

**APPLICATION AND DISAPPLICATION**

3 RIDDOR 1995 apply to all civilian employees, and to non-employees affected by MOD work activity when the incident happens in the UK or its territorial waters.

4 The requirement to report deaths, injuries or cases of disease does not apply in respect of members of the armed forces of the Crown, or of visiting forces, who were on duty at the relevant time.

5 This disapplication does not extend to dangerous occurrences. RIDDOR 1995 include a reportable dangerous occurrence, that involves "any injury to a person (other than at a mine or quarry or one otherwise reportable under RIDDOR) involving first aid or medical treatment resulting from explosion or discharge of any explosives or detonation". The disapplication relating to the reporting of injuries to Service personnel on duty does not extend to this dangerous occurrence.

6 The requirement to report deaths or injuries does not apply to:

6.1 Those arising from operations or other medical treatment carried out by registered medical practitioners or dentists; or

6.2 Those arising from train or road traffic accidents (except where death or injury resulted from exposure to substances carried, loading or unloading, or construction or similar work on a road).

**REPORTING - WHAT AND WHEN**

7 Subject to the paragraph stated above, the Unit-nominated responsible person must notify the enforcing authority (local area office of the HSE) where:

- 7.1 Any person dies as a result of an accident arising from or in connection with work;
- 7.2 Any person at work suffers a major injury (see Annex B) as a result of an accident arising from or in connection with work;
- 7.3 Any person not at work suffers an injury, who is not an MOD employee, as a result of an accident arising from or in connection with work, and is taken to a hospital;
- 7.4 Any person not at work suffers a major injury (see Annex B) as a result of an accident arising from or in connection with work at a hospital;
- 7.5 There is a dangerous occurrence (see Annex B);
- 7.6 An injury arising from a work accident other than those mentioned above results in incapacity for work for more than 3 consecutive days; or
- 7.7 The responsible person receives a written statement from a registered medical practitioner that a person at work suffers from a specific disease, and the person is involved in a corresponding specified activity (occupational disease) (see Annex B).
- 8 Reporting is to be undertaken as soon as possible after the event by the quickest practicable means, to the enforcing authority. For MOD personnel and establishments the enforcing authority is the Health and Safety Executive (HSE); reports should not be sent to the Local Authority. This is to be followed by a written report within 10 days of the event. The exceptions to this are an over-3 day injury or an occupational disease, which are to be notified to the local HSE office in writing within 10 days of the event or notification of the disease. The HSE have established a single Incident Contact Centre (ICC) for reporting RIDDOR incidents the ICC can be contacted as follows:
- 9 Where an employee dies as the result of a reportable injury at work within a year of the date of the accident, the enforcing authority must be informed in writing as soon as the employer learns of the death.
- HOW TO REPORT**
- 10 The HSE have established a single Incident Contact Centre (ICC) for reporting RIDDOR incidents the ICC can be contacted as follows:
- 10.1 By Mail:  
Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG
- 10.2 By Telephone:  
0845 300 9923
- 10.3 By Fax:  
0845 300 9924
- 10.4 By e-mail:  
[riddor@natbrit.com](mailto:riddor@natbrit.com)
- 10.5 By Internet:  
[www.riddor.gov.uk](http://www.riddor.gov.uk)
- 11 All written reports are to be made on HSE Forms 2508(Injury) and 2508A(Disease)

12 In addition the MOD accident reporting system is to be used for all RIDDOR reportable events. Guidance on the MOD procedures for reporting and recording injuries, diseases and dangerous occurrences is given in Leaflet - Notifying and Recording of Accidents, Injuries, Diseases and Dangerous Occurrences: Procedures. The system is detailed in JSP 442.

### **ACCIDENTS**

13 Accidents include acts of physical violence done to a person at work and acts of suicide on relevant transport systems.

### **INJURIES TO SERVICE PERSONNEL**

14 In the course of inspections, HSE inspectors may need to know whether incidents have occurred in circumstances in which Service personnel were injured but which have the potential to injure civilian employees. The exemption from reporting accidents to Service personnel in RIDDOR 1995 should not be interpreted as preventing a unit, during an inspection and in response to an inspector's questions, from giving sufficient oral information to the inspector to enable him to know that MOD has identified a possible source of injury and that steps have been taken to prevent a recurrence.

### **PUBLISHED TEXT OF THE REGULATIONS**

15 The full text of RIDDOR 1995 is published by HMSO, ISBN 0-11-053751-3. "A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995", Ref L73, is published by HSE Books, ISBN 0-7176-1012-8.

**LEAFLET 48 ANNEX B****REPORTING OF MOD ACCIDENTS AND INCIDENTS TO THE HSE****CONTENTS**

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**GUIDANCE FOR LINE MANAGERS - REPORTABLE CRITERIA****JSP442**

## NOTE

The HSE Dangerous Occurrences, indicated in this guidance, are those listed in the N Code (Dangerous Occurrence Code) Series of JSP 442 for reporting using MF 2000. The Major injuries and diseases are those listed in the S code (HSE Category Code) Series of JSP 442

**RIDDOR 1995 - MAJOR INJURIES**

- 1 RIDDOR 1995 clarifies the criteria for reportable (major) injuries and defines them as:
  - 1.1 Any fracture, other than to fingers, thumbs or toes;
  - 1.2 Any amputation;
  - 1.3 Dislocation of the shoulder, hip, knee or spine;

- 1.4 Loss of sight (temporary or permanent);
- 1.5 A chemical or hot metal burn to the eye or any penetrating injury to the eye;
- 1.6 Any injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- 1.7 Any other injury leading to hypothermia, heat-induced illness or to unconsciousness; requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- 1.8 Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- 1.9 Either acute illness requiring medical treatment, or loss of consciousness, which result from absorption of any substance by inhalation, ingestion or through the skin;
- 1.10 Acute illness which requires medical treatment where there is reason to believe it resulted from exposure to a biological agent or its toxins or infected material.

## **RIDDOR 1995 SCHEDULE 2- DANGEROUS OCCURRENCES**

- 2 Schedule 2 to RIDDOR 1995 lists the following dangerous occurrences.

### **REPORTABLE GENERALLY**

#### **Lifting Machinery**

- 3 The collapse of, the overturning of, or the failure of any load-bearing part of any lift or hoist; crane or derrick; mobile powered access platform; access cradle or window-cleaning cradle; excavator; pile driving frame or rig having an overall height, when operating, of more than 7 metres; or fork lift truck.

#### **Pressure Systems**

- 4 The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipework, in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of any person.

#### **Freight Containers**

- 5 The failure of any freight container (as defined in regulation 2(1) of the Freight Containers (Safety Convention) Regulations 1984) in any of its load bearing parts while it is being raised, lowered or suspended.

#### **Overhead Electric Lines**

- 6 Any unintentional incident in which plant or equipment either comes in contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such an electric line by coming into close proximity to it.

#### **Electrical Short Circuit**

- 7 Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person.

#### **Explosives**

- 8 Any of the following incidents involving explosives:

8.1 The unintentional explosion or ignition of explosives other than one caused by the unintentional discharge of a weapon where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to do, or where a fail-safe device or safe system of work functioned so as to prevent any person from being injured in consequence of the explosion or ignition;

8.2 A misfire (other than one at a mine or quarry or inside a well or one involving a weapon) except where a fail-safe device or safe system of work functioned so as to prevent any person from being endangered in consequence of the misfire;

8.3 The failure of the shots in any demolition operation to cause the intended extent of collapse or direction of fall of a building or structure;

8.4 The projection of material (other than at a quarry) beyond the boundary of the site on which the explosives are being used or beyond the danger zone in circumstances such that any person was or might have been injured thereby;

8.5 Any injury to a person (other than at a mine or quarry or one otherwise reportable under the Regulations) involving first-aid or medical treatment resulting from the explosion or discharge of any explosives or detonator. (Note: although injuries to members of the Armed Forces are not as such reportable, an injury in this category to a member of the Armed Forces would be a dangerous occurrence and would therefore be reportable.)

9 "Explosives" here means any explosive of a type which would, were it being transported, be assigned to Class 1 within the meaning of the Classification and Labelling of Explosives Regulations 1983 and "danger zone" means the area from which persons have been excluded or forbidden to enter to avoid being endangered by any explosion or ignition of explosives.

### **Biological Agents**

10 Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

### **Malfunction of Radiation Generators**

11 Any incident in which:

11.1 The malfunction of a radiation generator (meaning as in regulation 2 of the Ionising Radiations Regulations 1999) or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products by irradiation, causes it to fail to de-energise at the end of the intended exposure period; or

11.2 The malfunction of equipment used in fixed or mobile industrial radiography or gamma irradiation causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.

### **Breathing Apparatus**

12 Any incident in which breathing apparatus malfunctions while in use, or during testing immediately prior to use in such a way that had the malfunction occurred while the apparatus was in use it would have posed a danger to the health or safety of the user. This does not apply to breathing apparatus while it is being used in a mine or maintained or tested as part of a routine maintenance procedure.

### **Diving Operations**

13 Any of the following incidents in relation to a diving operation:

- 13.1 The failure or the endangering of any lifting equipment associated with the diving operation, or of life support equipment, including control panels, hoses and breathing apparatus, which puts a diver at risk;
- 13.2 Any damage to, or endangering of, the dive platform, or any failure of the dive platform to remain on station, which puts a diver at risk;
- 13.3 The trapping of a diver;
- 13.4 Any explosion in the vicinity of a diver; or
- 13.5 Any uncontrolled ascent or any omitted decompression which puts a diver at risk.

### **Collapse of Scaffolding**

14 The complete or partial collapse of any scaffold which is more than 5 metres in height which results in a substantial part of the scaffold falling or over-turning, or erected over or adjacent to water in circumstances such that there would be a risk of drowning to a person falling from the scaffold into the water; or the suspension arrangements (including any outrigger) of any slung or suspended scaffold which causes a working platform or cradle to fall.

### **Train Collisions**

15 Any unintended collision of a train with any other train or vehicle, other than one reportable under Part IV of the Schedule, which caused, or might have caused, the death of, or major injury to, any person.

### **Wells**

- 16 Any of the following incidents in relation to a well (other than a well sunk for the purpose of the abstraction of water):
- 16.1 A blow-out (that is to say an uncontrolled flow of well-fluids from a well);
  - 16.2 The coming into operation of a blow-out prevention or diversion system to control a flow from a well where normal control procedures fail;
  - 16.3 The detection of hydrogen sulphide in the course of operations at a well or in samples of well-fluids from a well where the presence of hydrogen sulphide in the reservoir being drawn on by the well was not anticipated by the responsible person before that detection;
  - 16.4 The taking of precautionary measures additional to any contained in the original drilling programme following failure to maintain a planned minimum separation distance between wells drilled from a particular installation; or
  - 16.5 The mechanical failure of any safety critical element of a well.

### **Pipelines or Pipeline Works**

- 17 The following incidents in respect of a pipeline or pipeline works:
- 17.1 The uncontrolled or accidental escape of anything from, or inrush of anything into, a pipeline which has the potential to cause the death of, major injury or damage to the health of any person or which results in the pipeline being shut down for more than 24 hours;
  - 17.2 The unintentional ignition of anything in a pipeline or of anything which, immediately before it was ignited, was in a pipeline;

17.3 Any damage to any part of a pipeline which has the potential to cause the death of, major injury or damage to the health of any person or which results in the pipeline being shut down for more than 24 hours;

17.4 Any substantial and unintentional change in the position of a pipeline requiring immediate attention to safeguard the integrity or safety of a pipeline;

17.5 Any unintentional change in the subsoil or seabed in the vicinity of a pipeline which has the potential to affect the integrity or safety of a pipeline;

17.6 Any failure of any pipeline isolation device, equipment or system which has the potential to cause the death of, major injury or damage to the health of any person or which results in the pipeline being shut down for more than 24 hours; or

17.7 Any failure of equipment involved with pipeline works which has the potential to cause the death of, major injury or damage to the health of any person.

### **Fairground Equipment**

18 The failure of any load-bearing part or of any part designed to support or restrain passengers, or the derailment or unintended collision of cars or trains, on fairground equipment in use or under test.

### **Carriage of Dangerous Substances by Road**

19 Any incident involving a road tanker or tank container used for the carriage of a dangerous substance in which the road tanker or vehicle carrying the tank container overturns (including turning onto its side); the tank carrying the dangerous substance is seriously damaged; there is an uncontrolled release or escape of the dangerous substance being carried; or there is a fire involving the dangerous substance being carried.

20 In para 19 "carriage", "dangerous substance", "road tanker" and "tank container" have the same meaning as in regulation 2(1) of the Road Traffic (Carriage of Dangerous Substances in Road Tankers and Tank Containers) Regulations 1992.

21 Any incident involving a vehicle used for the carriage of a dangerous substance, other than a vehicle to which para 18 applies, where there is an uncontrolled release or escape of the dangerous substance being carried in such a quantity as to have the potential to cause the death of, or major injury to, any person; or a fire which involves the dangerous substance being carried.

22 In para 21 "carriage" and "dangerous substance" have the same meaning as in regulation 2(1) of the Road Traffic (Carriage of Dangerous Substances in Packages etc) Regulations 1992.

## **REPORTABLE EXCEPT IN RELATION TO OFFSHORE WORKPLACES**

### **Collapse of Building or Structure**

23 Any unintended collapse or partial collapse of any building or structure (whether above or below ground) under construction, reconstruction, alteration or demolition which involves a fall of more than 5 tonnes of material; any floor or wall of any building (whether above or below ground) used as a place of work; or any false-work.

### **Explosion or Fire**

24 An explosion or fire occurring in any plant or premises which results in the stoppage of that plant or as the case may be the suspension of normal work in those premises for more than 24 hours, where the explosion or fire was due to the ignition of any material.

**Escape of Flammable Substances**

25 The sudden, uncontrolled release:

25.1 Inside a building, of 100 kilograms or more of a flammable liquid; of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point; or of 10 kilograms or more of a flammable gas; or

25.2 In the open air, of 500 kilograms or more of any of the substances referred to in Para 25.1.

26 In Para 25 "flammable liquid" and "flammable gas" mean respectively a liquid and a gas so classified in accordance with regulation 5(2), (3) or (5) of the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994.

**Escape of Substances**

27 The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.

**REPORTABLE IN RELATION TO MINES, QUARRIES, TRAINS AND OFFSHORE WORKPLACES**

28 Parts II, III, IV and V of Schedule 2 list occurrences in relation to mines, quarries, trains and offshore workplaces; these will not generally affect MOD.

**RIDDOR 1995 SCHEDULE 3 - REPORTABLE OCCUPATIONAL DISEASES**

29 Schedule 3 to RIDDOR 1995 lists the reportable occupational diseases and associated activities. Further detail is available in JSP 442 especially within the S Code series.