

Incident at work?



This is a web-friendly version of leaflet MISC769, published 06/07

If you are an employer, self-employed or in control of premises, you have a duty to report some accidents and incidents at work under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

To report quickly, easily, and in confidence, **just call the HSE Incident Contact Centre (ICC) on:**

0845 300 9923
(Monday to Friday 8.30 am – 5.00 pm)

Our advisers will help you make a report over the phone. They will send you a copy of the completed form for your own records and you will have the opportunity to correct any errors or omissions. Your report will then be passed on to the relevant enforcing authority.

For more information about RIDDOR reporting or to report **online** or by **e-mail**, just visit www.hse.gov.uk/riddor/index.htm.

By post, Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

It's as easy as that!

You must report:

- deaths;
- major injuries;
- over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work, where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- some dangerous occurrences – a near miss, where something happens that does not result in an injury, but could have done;
- Gas Safe-registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.

It is advisable to ring and report the incident as soon as possible, by calling the ICC. Alternatively, online or e-mail forms can also be completed 24 hours a day.

Deaths, major injuries and dangerous occurrences must be notified without delay, however only the following need to be notified out of normal working hours:

- fatal accidents at work;
- accidents where several workers have been seriously injured;
- accidents resulting in serious injury to a member of the public;
- accidents and incidents causing major disruption, such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

Over-3-day injuries must be reported within ten days.

For more information about reporting, visit www.hse.gov.uk/riddor/index.htm or call the ICC on **0845 300 9923**

Further information

HSE priced and free publications can be viewed online or ordered from www.hse.gov.uk or contact HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995. HSE priced publications are also available from bookshops.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hse.infoline@connaught.plc.uk or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This leaflet is available from HSE Books, and can be found at www.hse.gov.uk/pubns/misc769.pdf.

© *Crown copyright 2010* You may reuse this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view the licence visit www.nationalarchives.gov.uk/doc/open-government-licence/, write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email psi@nationalarchives.gsi.gov.uk.

Some images and illustrations may not be owned by the Crown so cannot be reproduced without permission of the copyright owner. Enquiries should be sent to copyright@hse.gsi.gov.uk.