

## Facilities Management from A to Z



Based on The FM Lexicon by Martin Pickard  
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RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (including Accidents at Work.) 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 may be the Health and Safety Executive (HSE) or a local authority.

Work-related incidents that must be reported are fatalities, major injuries, over-three-day injuries, injuries to members of the public where they are taken to hospital, work-related diseases and dangerous occurrences

The definition of major injuries includes fractures, amputations, dislocations loss of sight, penetrating eye injuries, serious electric shocks, and injuries requiring admittance to hospital for more than 24 hours.

Three day injuries are those 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 three days.

Dangerous occurrences are where something happens that does not result in a reportable injury but which could have done such as serious lift incidents, electrical fires, chemical explosions, accidental release of a hazardous biological agent, or scaffold collapse

Reportable diseases include certain poisonings, some skin diseases such as occupational dermatitis and skin cancer; lung diseases including occupational asthma, asbestosis and mesothelioma; infections such as hepatitis, legionellosis and tetanus; along with other conditions such as occupational cancer, decompression illness and hand-arm vibration syndrome

The duty to notify and report these events rests with the 'responsible person'. The 'responsible person' is defined in regulation 2 and may be the employer of an injured person, a self-employed person, or a facilities manager in control of the premises where work is carried on.

To help the responsible person to carry out their duties, employees need to be given clear guidelines about reporting accidents and cases of ill health to management. Internal reporting procedures need to ensure that prompt and clear information is given to the person within the organisation who is responsible for reporting to the enforcing authority.

The responsible person is required to keep for three years records of every event reported under the Regulations. The records must be kept either where the work to which they relate is carried out or at the usual place of business of the responsible person. Extracts from the records must be sent to the enforcing authority on request.

*Full guidance on the RIDDOR process along with downloadable forms and advice sheets is available from the Health and Safety Executive (HSE) at [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)*