

# Health and Safety Bulletin

Ref: 2012/01

March 2012

## Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

### Statutory Accident Reporting - Changes to the “Over 3 day” Incapacitation Reporting Requirement

From **6 April 2012**, the requirement to notify the Health and Safety Executive (HSE) of all accidents at work resulting in an over three day incapacitation will change. The trigger point for reporting will increase from over three days’ to **over seven days’** incapacitation (not counting the day of the accident). In this case, incapacitation means that a member of staff is absent from work or is unable to perform work that they would reasonably be expected to do as part of their normal job. Please note that violent incidents involving staff which result in an over seven day incapacitation are also notifiable to the HSE.

The deadline by which the over seven day injury must be reported to the HSE will increase from 10 days to 15 days from the day of the accident.

The relevant section of the [Corporate Health and Safety Policy Manual](#) has been amended to reflect this change (section F1 – Accidents, Incidents and Occupational Diseases refers). This provides further information on statutory reporting requirements and also the Council’s own internal reporting procedures should staff wish to refresh their knowledge.

It is important that Managers continue to record details of accidents on the County Council’s Accident Report Form ACC1 immediately following an accident and submit without delay to the Corporate Health and Safety Team. If an employee is then incapacitated for over seven days following an accident this should be notified to the HSE via their [on-line notification system](#). (Safety Bulletin 2011/01 refers). Managers must also inform the Council’s Corporate Health and Safety Team when an accident becomes notifiable to the HSE and provide the notification number issued.

There is a requirement for the Council to retain further data on lost time arising from accidents at work. **It is therefore very important that Managers log any absences via the sickness reporting system and ensure they are recorded as an “Industrial Injury”.**

If you require further information please do not hesitate to contact your Health and Safety Adviser or any other member of the Corporate Health and Safety Team on 01670 534171 or email [healthandsafety@northumberland.gov.uk](mailto:healthandsafety@northumberland.gov.uk)