

Reporting injuries sustained on church premises

Extracts from Government website: <http://www.riddor.gov.uk/info>

What is RIDDOR '95?

RIDDOR '95 means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, which came into force on 1 April 1996.

RIDDOR '95 requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

Why should I report?

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable.

When do I need to act?

You need to report:

- deaths, · major injuries, · accidents resulting in 3 days off work,
- diseases, · dangerous occurrences

Death or major injury

If there is an accident connected with work and:

- your employee, or a self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- a member of the public is killed or taken to hospital;

you must notify the enforcing authority without delay.

Over-three-day injury

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-three-day injury you must report it to the enforcing authority within ten days.

An over-three-day injury is one results in the injured person being away from work or unable to do their normal work for more than three days (including any days they would not normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must report it to the enforcing authority.

Dangerous occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (eg by telephone or completing a form on the RIDDOR web site).

Who do I report to?

All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre.

You can report incidents by any of the following routes:

- Telephone - 0845 3009923
- Internet - by completing the relevant form on the RIDDOR web site
- Form -- by completing the relevant hard copy form and sending:

By Facsimile - 0845 3009924

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

Keeping records

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. You can keep the record in any form you wish.

Note: unpaid church members and volunteers are regarded as "members of the public".

Your Archdeacon will assist you if you need further help or information.

