

Developing Safe Farming Practices

Guide 3: How to report an incident



**Farm
Advisory
Service**

National Advice Hub
T: 0300 323 0161
E: advice@fas.scot
W: www.fas.scot

An important part of health and safety management on farms is to report incidents if they occur. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require you to record and report incidents, diseases and dangerous occurrences.

WHY report an incident?

- To help prevent further injuries.
- Comply with the law. Reporting certain incidents is a legal requirement. Authorities use the report to identify how risks arise, to aid with further investigation (if required) and to provide advice about how to avoid similar incidents occurring again.

WHO should report an incident?

- Employers, the self-employed and people in control of work premises should submit reports under RIDDOR.
- If you are an employer, you must report any work-related deaths, certain injuries, occupational diseases and dangerous occurrences involving employees, members of the public and self-employed people on your premises
- If you are working in someone else's work premises then the person in control of the premises will be responsible for reporting incidents



The European Agricultural Fund
for Rural Development
Europe investing in rural areas



Scottish Government
Riaghaltas na h-Alba
gov.scot

HOW to report an incident

- **Report online – www.hse.gov.uk/riddor/report.htm – complete the appropriate form and download a copy for your records**
- **Telephone – for fatal/specified incidents only – Incident Contact Centre 0345 300 9923 (Monday to Friday 8.30am to 5pm)**
- **Reporting out of hours – for very serious incidents visit www.hse.gov.uk/contact/contact.htm and for less serious incidents complete an online form.**

The image shows a screenshot of the HSE RIDDOR online reporting form. The form is titled 'Report an injury, disease or dangerous occurrence' and includes sections for 'Details of the incident', 'Details of the person injured', and 'Details of the person reporting'. It contains various input fields for text, dates, and checkboxes, along with a 'Submit' button at the bottom.

Reportable Incidents

1. **Deaths** to workers and non-workers must be reported if they arise from a work-related accident.
2. **Specified injuries** – fractures, amputation, loss of sight, head/torso crush injury, burns, scalping, loss of consciousness and other injuries – refer to 'Specified injuries to workers' (www.hse.gov.uk/riddor) for more detailed descriptions of reportable injuries
3. **Over-seven-day injuries to workers** – This is where an employee, or self-employed person is unable to perform their normal work duties for more than seven consecutive days
4. **Injuries to non-workers** – Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury.
5. Reportable **occupational diseases** and reportable **dangerous occurrences** – refer to the online guidance at: www.hse.gov.uk/riddor for full detailed lists and information

In addition to **reporting** the above it is also important to keep a **record** of such incidents and any other incidents which result in over-three-day injuries (person is unable to work for more than three days).

An accident book would be suitable for these records, include copies of any online reports that have been submitted.



https://www.hse.gov.uk/pubns/books/hsg270.htm	Farmwise – Your essential guide to health and safety in agriculture
www.hse.gov.uk/riddor	RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
www.hse.gov.uk/pubns/indg453.htm	Reporting accidents and incidents at work
www.hse.gov.uk/riddor/reportable-incidents.htm	Types of reportable incidents
www.hse.gov.uk/riddor/specified-injuries.htm	Specified injuries to workers
www.hse.gov.uk/riddor/report.htm	How to make a RIDDOR report
www.hse.gov.uk/contact/contact.htm	Ways to contact HSE