

COURSE CONTENT OVERVIEW

# Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)



This online RIDDOR course has been designed to provide employers and people in charge of premises with a thorough introduction to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The course explains which injuries and diseases need reporting under the legislation, how to submit a report and details on law enforcement should a necessary report not be made.

#### **Module One: Introduction to RIDDOR**

This module explains what RIDDOR is for and why it is important that accidents are reported. The module provides some key definitions of terms used throughout the RIDDOR legislation.

- What is RIDDOR?
- Who does RIDDOR relate to?
- RIDDOR in Northern Ireland
- Why do accidents need reporting?
- Benefits of good health and safety
- Key definitions

#### **Module Two: Reportable Incidents**

This module provides information on the specified injuries that must be reported under RIDDOR should they occur as a result of work. The module defines 7-day and 3-day injuries and explains the injuries that are exempt from a report.

- What must be reported?
- Exemptions
- Specified injuries
- Deaths
- Over 7-day injuries
- Over 3-day injuries
- Injuries to members of the public

#### **Module Three: Reportable Incidents Part 2**

This module details the occupational diseases that are reportable under RIDDOR, including those that occur at offshore workplaces. The module also defines a 'dangerous occurrence', explaining when a RIDDOR report is needed.

- Occupational diseases
- Exposure to carcinogens, mutagens and biological agents
- Diseases offshore
- Dangerous occurrences
- Gas incidents
- Mines, quarries and offshore site disturbance

#### **Module Four: How to Report an Incident**

This module outlines when a report needs to be made and provides details on how to submit a report online, by phone or in writing. The module also explains the importance of keeping records in an accident book.

- Who should report accidents?
- When should reports be made?
- How to make a report
- Reporting out of hours
- What records need to be kept?
- The accident book
- How long do records need to be kept for?

#### **Module Five: Enforcement of the Law**

This module explains the repercussions for not complying with the law and not submitting a report under RIDDOR when necessary. The module explains how the law is enforced, outlining how the courts and the HSE may get involved.

- Defence
- Certificates of exemption
- HSE involvement
- Prosecution

## Aims of the training

By the end of this course, learners will:

- Understand the purpose of RIDDOR.
- Understand the legal responsibilities that employers have under RIDDOR.
- Know which injuries, diseases and dangerous occurrences must be reported under RIDDOR.
- Understand how to report an injury, disease or dangerous occurrence.
- Have knowledge of what records need keeping and how they should be kept.
- Understand how the law is enforced should an injury, disease or dangerous occurrence not be reported as required by RIDDOR.