The King's Award for Voluntary Service

Newbury RDA
Newbury Riding for the Disabled
Charity Number: 1121113

Newbury RDA RIDDOR Policy - Accident and Incident Reporting

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

If a serious accident occurs during an RDA activity, then there is potentially a 3-step reporting process:

1. An Accident form must always be completed (see NRDA Health and Safety Policy page 4 for further information);

2. RDA UK's insurance brokers, Howdens, must always be notified (http://www.rda-insurance-centre.com/claims);

3. Certain serious accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Reportable incidents that happen in Northern Ireland should be reported to HSE NI.

RIDDOR reporting
If there has been a serious or fatal injury to a volunteer or member of staff, whilst involved in RDA activities, this may need to be reported. The serious injury (see list of reportable injuries below) would need to lead to the volunteer or member of staff being away from work or RDA duties, or unable to perform their normal work duties, for more than seven consecutive days. The report must be made within 15 days of the incident.

If there is a participant, carer or member of the public injured and who is taken directly from the scene of the accident to hospital for treatment, this will need to be reported. Examinations and diagnostic tests do not constitute "treatment" in such circumstances. There is no need to do a RIDDOR report where people are taken to hospital purely as a precaution when no injury is apparent.

Types of Reportable Injury
The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- unconsciousness caused by head injury or asphyxia.

Making the RIDDOR report
All incidents can be reported online: https://www.hse.gov.uk/riddor/report.htm

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

- The industry code for RDA is 96040
- Main industry – Other Service Activities
- Main Activity – Other Personal Service Activities
- Sub Activity – Physical Well Being Activities