

RIDDOR Reporting Checklist

Your Complete Guide to Compliance

Download this checklist and keep it handy for quick reference when workplace incidents occur

Quick Assessment: Is This Incident RIDDOR Reportable?

FATAL ACCIDENTS

Report Immediately

- ☐ Any work-related death occurred
- ☐ Death happened at workplace or during work activities
- ☐ Death resulted from work-related accident (regardless of time delay)

Action Required: Report immediately online or by phone (0345 300 9923)

SPECIFIED INJURIES

Report Immediately if injury involves:

Fractures & Amputations

- ☐ Any fracture (except fingers, thumbs, or toes)
- ☐ Any amputation of body part
- ☐ Crush injury to head or torso causing internal damage

Eye & Vision Injuries

- ☐ Injury likely to cause permanent sight loss
- ☐ Injury likely to reduce vision significantly
- ☐ Penetrating eye injury

Burns & Scalping

- ☐ Serious burns covering >10% of body
- ☐ Burns causing significant damage to vital organs
- ☐ Any scalping requiring hospital treatment

Head & Respiratory Injuries

- ☐ Loss of consciousness from head injury
- ☐ Loss of consciousness from asphyxia
- ☐ Injury requiring resuscitation
- ☐ Injury requiring hospital admission >24 hours (from enclosed space work)

Action Required: Report immediately online or by phone

OVER-SEVEN-DAY INJURIES

Report Within 10 Days

- ☐ Employee unable to perform normal duties
- ☐ Absence continues for more than 7 consecutive days
- ☐ Day of accident not counted in the 7 days
- ☐ Applies to employees and self-employed persons

Action Required: Report online within 10 days

DANGEROUS OCCURRENCES

Report Immediately - Even if No Injury Occurred

Structural Failures

- ☐ Collapse of scaffolding >5 metres high
- ☐ Unintended collapse of building/structure
- ☐ Collapse of false-work

Explosions & Fires

- ☐ Uncontrolled explosion/fire in workplace
- ☐ Electrical incident causing explosion/fire
- ☐ Explosion/fire in pressure vessel

Chemical & Biological Incidents

- ☐ Uncontrolled release of dangerous substance
- ☐ Acute illness requiring medical treatment (chemical exposure)
- ☐ Serious exposure to biological agent

Gas Incidents

- ☐ Uncontrolled gas release
- ☐ Gas fire or explosion
- ☐ Gas incident affecting public

Equipment Failures

- ☐ Failure of lifting equipment/accessories
- ☐ Malfunction of safety-critical systems
- ☐ Unintended movement of vehicle

Action Required: Report immediately online or by phone

OCCUPATIONAL DISEASES

Report Within 10 Days of Diagnosis

Respiratory Conditions

- ☐ Occupational asthma
- ☐ Pneumoconiosis (lung disease from dust)
- ☐ Mesothelioma
- ☐ Lung cancer (occupational exposure)

Skin Conditions

- ☐ Occupational dermatitis
- ☐ Skin cancer (occupational exposure)
- ☐ Chrome ulcer

Physical Conditions

- ☐ Hand-arm vibration syndrome
- ☐ Occupational deafness
- ☐ Carpal tunnel syndrome (specific work activities)

Infections

- ☐ Hepatitis, tuberculosis (healthcare/laboratory work)
- ☐ Legionellosis
- ☐ Anthrax, tetanus (specific exposures)

Other Conditions

- ☐ Occupational cancer (various types)
- ☐ Poisoning from work substances

Action Required: Report online within 10 days

HOW TO REPORT

Online Reporting (Preferred)

- ☐ Visit: www.hse.gov.uk/riddor
- ☐ Complete F2508 form online
- ☐ Submit immediately for urgent cases
- ☐ Keep confirmation/reference number

Telephone Reporting

Fatal & Specified Injuries Only

- ☐ Call: 0345 300 9923
 - ☐ Available: Monday-Friday, 8:30am-5pm
 - ☐ Follow up with online form within 10 days
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INFORMATION YOU'LL NEED

About the Incident

- ☐ **Date** of incident (DD/MM/YYYY)
- ☐ **Time** of incident (24-hour format)
- ☐ **Location** (full address including postcode)
- ☐ **What happened** (brief description)
- ☐ **What was the injured person doing** at time of incident

About the Injured Person

- ☐ **Full name**
- ☐ **Address** and postcode
- ☐ **Age** or date of birth
- ☐ **Gender**
- ☐ **Job title/occupation**
- ☐ **Employment status** (employee, self-employed, contractor, etc.)

About the Injury/Incident

- ☐ **Type of injury** (be specific)
- ☐ **Part of body affected**
- ☐ **Medical treatment** received
- ☐ **Hospital** attended (if applicable)

About Your Organisation

- ☐ **Company name**
 - ☐ **Address** and postcode
 - ☐ **Contact person** name and role
 - ☐ **Phone number**
 - ☐ **Email address**
 - ☐ **Nature of business/industry**
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✗ WHAT'S NOT REPORTABLE

Common Non-Reportable Incidents

- ☐ Minor cuts and bruises
- ☐ Muscle strains from gradual/repetitive exposure
- ☐ Stress-related illness (unless specific occupational disease)
- ☐ Self-inflicted injuries
- ☐ Injuries during normal commuting
- ☐ Sports injuries during workplace social events
- ☐ Pre-existing conditions aggravated (unless specific trigger incident)

Remember

- ☐ Record in accident book even if not RIDDOR reportable
- ☐ May still require internal investigation
- ☐ Could be relevant for insurance claims

CRITICAL TIMESCALES

Incident Type	Reporting Deadline
Fatal Accidents	Immediately
Specified Injuries	Immediately
Dangerous Occurrences	Immediately
Over-7-Day Injuries	Within 10 days
Occupational Diseases	Within 10 days

"Immediately" means: As soon as practicable, typically within 24 hours

RECORD KEEPING REQUIREMENTS

What Records to Keep

- ☐ **Date & method** of RIDDOR report
- ☐ **Confirmation/reference** number from HSE
- ☐ **Copy of report** submitted
- ☐ **Date, time, place** of incident
- ☐ **Personal details** of injured person
- ☐ **Brief description** of incident and injury
- ☐ **Witness statements** (if applicable)
- ☐ **Investigation findings** and actions taken

How Long to Keep Records

- ☐ **Minimum 3 years** from date of incident

- ☐ Keep records **easily accessible** for HSE inspection
 - ☐ Can be **electronic or paper** format
 - ☐ Ensure **backup copies** are maintained
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EMERGENCY CONTACT DETAILS

HSE Incident Contact Centre

Phone: 0345 300 9923

Hours: Monday-Friday, 8:30am-5pm

Use for: Fatal accidents and specified injuries only

Online Reporting

Website: www.hse.gov.uk/riddor

Available: 24/7

Use for: All RIDDOR reportable incidents

Out of Hours

- ☐ For **fatal accidents outside office hours**: Call emergency services first (999)
 - ☐ Report to HSE **as soon as office reopens**
 - ☐ **Document everything** for later reporting
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POST-INCIDENT CHECKLIST

Immediate Actions (0-24 hours)

- ☐ **Ensure safety** - make area safe
- ☐ **Provide first aid** and call emergency services if needed
- ☐ **Preserve scene** for investigation
- ☐ **Notify management** immediately
- ☐ **Complete RIDDOR assessment** using this checklist
- ☐ **Submit RIDDOR report** if required
- ☐ **Record in accident book**
- ☐ **Inform insurance company** if applicable

Follow-Up Actions (1-10 days)

- ☐ **Complete investigation** (all incidents)
- ☐ **Submit over-7-day injury reports** if condition deteriorates
- ☐ **Implement corrective actions**
- ☐ **Review risk assessments**
- ☐ **Provide additional training** if needed

- ☐ **Monitor injured person's** recovery

Long-Term Actions (Ongoing)

- ☐ **Review incident trends** quarterly
 - ☐ **Update procedures** based on lessons learned
 - ☐ **Maintain records** for minimum 3 years
 - ☐ **Include in safety audits**
 - ☐ **Share lessons learned** across organisation
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QUICK REFERENCE DECISION TREE

Start Here: Did a workplace incident occur?

YES → Was anyone injured?

NO INJURY → Could it have caused serious harm? → **YES** = Check dangerous occurrences list

INJURY → Is it a specified injury? → **YES** = Report immediately

NO → Will they be off work >7 days? → **YES** = Report within 10 days

NO → Record in accident book only






NEED HELP?

DuoDynamic Safety Solutions

Email: info@duodynamicsafety.co.uk

Website: www.duodynamicsafety.co.uk

We provide:

-  Safety compliance audits
 -  Incident investigation services
 -  Staff training programmes
 -  Policy development
 -  Ongoing safety support
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FINAL COMPLIANCE CHECKLIST

Before You Finish:

- ☐ **Incident properly assessed** using this checklist
- ☐ **RIDDOR report submitted** within deadline (if required)

- ☐ **Records updated** and filed securely
 - ☐ **Investigation commenced** for all incidents
 - ☐ **Corrective actions** identified and planned
 - ☐ **Risk assessments reviewed** and updated
 - ☐ **Team briefed** on lessons learned
 - ☐ **Follow-up planned** for injured person
 - ☐ **Insurance notified** if required
 - ☐ **Management informed** of outcomes
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 **Keep this checklist easily accessible for when you need it most**

This checklist is based on RIDDOR 2013 regulations current as of 2025. Always check the HSE website for the latest guidance: www.hse.gov.uk/riddor

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