RIDDOR Reporting of COVID-19 (Standard Operating Procedure)
RIDDOR Reporting of Covid-19 (Standard Operating Procedure)

Background

Due to the COVID-19 Pandemic the Health and Safety Executive have recently updated The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to include:

- An unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus.

This standard operating procedure supplements existing incident reporting policies for the Northern Care Alliance. This document assists the Health and Safety team in determining reporting requirements; this will be periodically reviewed and updated where necessary. All accidents, incidents and near misses must be reported in the DATIX system.

Regulatory Requirements

The Health and Safety Advisors are appointed under The Management of Health and Safety at Work Regulations 1999, s7 (1) and act as a single point of contact as the ‘responsible person’ for all matters of Health & Safety on their respective Care Organisations and will report events to the Health and Safety Executive (HSE).

Acting as the responsible person under RIDDOR legislation the Assistant Director of Health and Safety and the Health and Safety Advisors are under a legal obligation to make the notification to the HSE and have a lawful basis for processing the personal data of the injured person.

Confirmed Case of Disease for COVID-19

The Health & Safety Team will manage this process as outlined below. Health & Safety Advisors will submit the incident on datix confirming a case of disease for COVID-19 and report all RIDDOR incidents to the Health & Safety Executive (HSE).

A system has been put in place to ensure these incidents remain confidential on the datix system and only those personnel who require access to the incident will be notified (e.g. Staff member’s manager)

2 https://www.hse.gov.uk/riddor/report.htm
Flow chart for reporting a disease under RIDDOR

Employee tests positive for COVID-19

Within the last 14 days, has the employee worked on a Ward or Department treating patients who have tested positive for COVID-19

Yes

Reportable

Cases of disease: exposure to a biological agent

Positive Swab results sent to Health and Safety team daily via the Asst. Director of Health & Safety.

Health & Safety Advisor Reports Incident on Datix

Health & Safety Advisor Reports Incident to HSE via RIDDOR Reporting process

No

Not reportable

Information Required by Health and Safety Team:

- Full Name
- Job Title
- Gender
- Date of confirmation of disease
Flowchart for reporting fatalities under RIDDOR

Employee dies as a result of exposure to COVID-19

Has a registered medical practitioner (Doctor, Paramedic) confirmed Covid-19/Coronavirus as the likely cause of death

Not reportable

Within the last 14 days, has the employee worked on a Ward or Department where patients have tested positive for COVID-19

Reportable

Work Related Fatality Regulation 6 (2) RIDDOR Regulations

HR to inform Health and Safety team via the Asst. Director of Health & Safety

Information Required by Health and Safety Team:
- Full Name
- Job Title
- Gender
- Date of confirmation of disease
Dangerous occurrences

RIDDOR regulation 7, Schedule 2 – Section 10 on legislation.gov.uk

If something happens at work which results in (or could result in) the release or escape of coronavirus you must report this as a dangerous occurrence. An example of a dangerous occurrence would be a lab worker accidentally smashing a glass vial containing coronavirus, leading to people being exposed. Or a staff member is inadvertently coughed on, exposed to saliva other bodily fluids on their face.

An unintended incident, accident or near miss at work has led to someone’s possible or actual exposure to coronavirus. All incidents, accidents and near misses must be reported on the DATIX system to ensure appropriate. These events will be reviewed by the Health and Safety Team.

Further Advice and Support

For further advice and support please contact your local Health and Safety Advisor.

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Health & Safety Team April 2020