

Safety Alert



SUBJECT: RIDDOR reporting of Covid-19

RECIPIENTS: All Council Services

ISSUE DATE: April 2020

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The Health and Safety Executive have recently amended the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) 2013, to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a **work activity**.

You must only make a report under the RIDDOR regulations when:-

- 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 must be reported as a **Work related fatality**

Covid-19 What to report

- **Dangerous Occurrences (RIDDOR regulation 7)**
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 member of staff being accidentally (or intentionally) sneezed/coughed on by a member of the public or a user of our services that has been tested positive for/diagnosed as having, Covid-19
- **Disease: Exposure to a Biological agent (RIDDOR regulation 9)**
If there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their **work** you must report this as an exposure to a biological agent. An example of a work-related exposure to coronavirus would be a health care professional who is diagnosed with COVID-19 after treating patients with COVID-19.
- **Work related fatalities (RIDDOR regulation 6)**
If someone dies as a result of a **work-related** exposure to coronavirus and this is confirmed as the likely cause of death by a registered medical practitioner, then you must report this as a death due to exposure to a biological agent using the 'case of disease' report form.

PLEASE NOTE: employees who are infected with Covid 19 through a **non-work** related activity i.e. The employee only been working from home recently, infected whilst shopping or by someone else within their household and is now off sick is **NOT** RIDDOR reportable.

Covid-19 RIDDOR reporting process within LCC

1. **Complete the LCC Accident/incident report form- PO3** - If a member of staff has been involved in an unintended incident that has, or could have, led to exposure to Covid-19 **and/or** a member of staff has been diagnosed with Covid-19, likely as a result of exposure through work activity **and/or** subsequently died of work related exposure to Covid-19, a PO3 form must be completed and include as much information as is possible, as there is a requirement under RIDDOR to report within predetermined timescales.

The PO3 form can be accessed by clicking [here](#) or on [GEORGE](#)

2. **Send the completed PO3 to the Corporate Health & Safety team**- once a PO3 has been completed; send it to the Corporate Health & Safety team (preferably by email). Within the 'Subject' header of the email ensure to include the wording '**PO3- Covid-19**' followed by the date and directorate the PO3 relates to. An automatic email reply should be received.

Email the completed form to the [Corporate Health & Safety team](#)

3. **The Corporate Health and Safety team will review the PO3**- the PO3 will be reviewed by the Corporate Health and Safety team, to ensure it includes all the relevant information (PO3's may be returned, or the person completing the form may be contacted, if there is incomplete/insufficient information within the PO3) and decide if the incident reported meets the criteria of the RIDDOR guidance regarding Covid-19 reporting.

4. **The Corporate Health & Safety team will complete the RIDDOR report**- If the incident reported in the PO3 meets the RIDDOR criteria, the appropriate RIDDOR report will be made by the Corporate Health & Safety team, on your behalf.

Please note- If a RIDDOR report is made, a 'Manager Investigation report' is likely to be required. The Corporate Health and Safety Team will contact the recorded Manager to discuss/support them with this process.

See [Accident reporting](#) (Appendix 4) for the Managers investigation report template and guidance. (This site is not compatible with internet explorer- Please use Chrome, Edge, Safari or Firefox)

For further advice or guidance on the RIDDOR reporting process within LCC,
Contact: - [Corporate Health & Safety team](#)