

Wilkins Safety Group

Weekly Update Newsletter

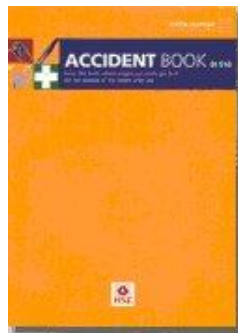


Welcome to this issue - Friday 26th August 2011 - of our Update Newsletter

Please feel free to forward this newsletter to colleagues and friends.

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Update to RIDDOR reporting



Employers will no longer have to report over-three day injuries to the authorities from next year, following the HSE's decision to recommend an extension to the reporting threshold to ministers.

The absence period that triggers an accident report to the HSE or local authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will rise from **three to seven days**.

The HSE board agreed to recommend the change at its 17 August meeting, accepting the results of a public consultation which found a two-thirds majority in favour of putting back the absence threshold.



The extension was first recommended by Lord Young in his report Common Sense, Common Safety, published last October, and the HSE board agreed to the public consultation in December.

The exercise, which ran from January to April, prompted 776 responses, 67% of them in favour of the proposed change according to the HSE

A paper prepared by HSE officials recommending the change to the board noted that respondents in favour of the extension believed it would be beneficial to align the time before an accident needed reporting with the time off before an employee must go to their GP for a MED3 fit note.



Two in five of the consultation responses expressed worries about the extension's impact on national injury statistics, particularly the HSE's ability to see emerging patterns in accident rates.

The executive's paper said analysis of injury figures between 2003 and 2010 showed the over-seven-day and over-three-day rates were broadly similar, so the HSE's chief statistician believes the change will still allow the regulator to spot trends.

Some HSE board members expressed their concern that extending the threshold would encourage organisations to treat over-three-day injuries less seriously.

Echoing a small proportion of the consultation respondents, board member and TUC health and safety officer Hugh Robertson said the change risked having no positive effect on injury and ill health rates, while bringing little, if any, efficiency gain for duty holders, who will still be legally obliged to record over-three-day injuries even if they do not have to report them.

Noting the majority of consultees in favour of the change, Robertson said "The purpose of regulation is not to please employers".

The board accepted a proposal from HSE chair Judith Hackitt to agree to recommend the extension but proposed a review in three years to check for any negative impact on injury rates or RIDDOR reporting.

The recommendation also includes extending the period in which duty holders must notify the authorities of a RIDDOR-reportable accident from 10 to 15 days after the accident.

HSE officials suggested the change after some consultees noted that the new seven-day threshold would only leave an employer a two-day reporting window under the current regulations.

The HSE will now recommend the change to ministers and amendments to RIDDOR will be laid before parliament next February, so the new arrangements can come into force from [April 2012](#).



[HSE introduces new arrangements for online reporting of injuries and incidents](#)

Businesses will still be able to notify **fatal and major incidents** and injuries by phone following changes to reporting arrangements, the Health and Safety Executive (HSE) confirmed today.

From 12 September 2011, all other reportable work-related injuries and incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) will move to a predominantly online system, with a suite of seven forms available on HSE's website to make the statutory reporting process quick and easy.

Said Trevor Carlile, HSE's Director of Strategy:

"More than half of reportable injuries are already notified to HSE through the website and this proportion has been increasing steadily over the past seven years. Taking advantage of the growing use of the internet allows HSE to be more efficient in the way it works. We do recognise, however, that people reporting a traumatic event still need that personal interaction so the notification of fatal and major incidents and injuries will still take place by phone."

In a move to improve efficiency further and deliver value for taxpayers, HSE's Infoline telephone service, which currently provides a basic information service to callers, will **end on 30 September 2011**.

Businesses and members of the public seeking information and official guidance on health and safety can use HSE's website - a huge knowledge bank where people can access and download information free of charge and use interactive web tools.

The HSE website features information on the most frequent health and safety enquiries such as those on RIDDOR reporting, First Aid and the health and safety responsibilities of new businesses. It currently receives 26 million visits every year and is regularly updated and improved to help businesses and members of the public quickly access the information they need.

HSE's website:

- is already overwhelmingly the most popular option for accessing health and safety information, with 100 times more visitors than Infoline has callers
- is rated as 'very good' or 'good' by 93% of users
- has recently been enhanced with a suite of new resources for businesses including:
 - interactive risk assessment tools for low-risk organisations
 - Health and Safety Made Simple - straightforward step-by-step guidance on what small and low risk businesses need to do to achieve a basic level of health and safety compliance
 - expanded Frequently Asked Questions to answer common queries.

The following are just some questions that have already been asked about the change.

Q&A on changes to incident reporting and Infoline services

Q. How are the incident reporting and Infoline services changing?

A. From 12 September 2011, statutory reporting to HSE of work-related injuries and incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) will move to a predominantly on-line system. Revised online forms will make the reporting process quick and easy. Businesses will no longer report incidents by post or fax.

HSE also intends to remove the facility to report incidents via email and is currently working with some businesses to explore the impact this may have on electronic Incident Reporting systems that they have in place.

Fatal and major injuries and incidents can still be reported to HSE's Incident Contact Centre by telephone, as at present.

The Infoline telephone information service will end on 30 September 2011. Businesses or members of the public seeking information on health and safety can use HSE's website - a huge knowledge bank where people can access and download information on all aspects of work-related health and safety, as well as HSE's official guidance completely free of charge. The website also contains a range of practical tools to help people easily comply with health and safety law. The recently launched 'Health and Safety Made Simple' pages provide all the information that businesses operating in low risk environments need to meet their basic health and safety requirements, in one easily accessible place.

Q. How can I access information on health and safety?

A. HSE's website, www.hse.gov.uk, contains information and official guidance on a huge range of health and safety issues. All HSE's publications are available free on-line and can be downloaded and printed.

The HSE website receives 26 million visits every year and is rated as 'very good' or 'good' by 93% of users. It is regularly updated and developed to ensure users can easily access information on health and safety.

The website has recently been enhanced with a suite of new resources including: interactive risk assessment tools for low-risk businesses

Health and Safety Made Simple - straightforward step-by-step guidance on what small and low risk businesses need to do to achieve a basic level of health and safety compliance. Expanded Frequently Asked Questions to answer common queries on topics such as RIDDOR, First Aid and what health and safety responsibilities new businesses have to consider.

HSE also has a comprehensive suite of advice available via the Government's website for businesses "Businesslink.gov", and will continue to provide information and guidance in a range of other ways: through direct work with organisations and trade associations, face to face at workshops and safety training days, and via guidance literature and ebulletins.

Q. Why is the Infoline service ending?

A. Changes to the basic telephone information service are in line with the public sector wide drive to deliver services more efficiently. The Infoline service currently offers callers basic information that is publicly available and can be easily accessed on the HSE website. HSE's website is already overwhelmingly the most popular option for accessing health and safety information, with 100 times more visitors than Infoline has callers.

A significant proportion of calls to Infoline are also currently on non-HSE related issues. On average, one in eight questions raised fall within this category.

Q. How will I report incidents in the future?

A. The Incident Contact Centre [ICC] will still take reports of all **fatal and major incidents** by telephone, but businesses reporting all other incidents under RIDDOR will be required to submit an online form, available on the HSE website. They will no longer be able to report incidents by email, post or fax.

The online forms are:

- F2508 Report of an injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- OIR9B Report of an Injury Offshore
- OIR9B Report of a Dangerous Occurrence Offshore

- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

The revised online reporting forms will be interactive, intuitive and easy for people to use. An online help facility will also be provided.

Q. How will employees or members of the public report concerns or complaints about their workplace under the new arrangements?

A. People will still be able to make complaints about health and safety in the workplace. We recognise how important it is that HSE is aware of activity where workers are being put at risk and that workers are able to quickly and easily report these occurrences. Complaints about workplace safety are currently passed from Infoline to HSE. How this will operate under the new arrangements is still under consideration.

Q. Why is HSE changing the way I report incidents?

A. Moving to a predominantly online system for reporting incidents and injuries will enable HSE to make significant efficiencies. The online reporting system will also allow businesses to easily and conveniently report incidents and the new forms will be intuitive and interactive, with a help facility available to support businesses in making reports. HSE recognise that major or fatal incidents and injuries are traumatic occurrences and feel it important to mention a telephone service for people making these reports.

Q. What if I don't have access to a computer?

A. Internet access is available in thousands of libraries and other public buildings and there are Government plans under consideration to offer a network of assisted digital providers such as post offices, libraries, and online centres providing access to the web. Though HSE is moving towards a web-based service for the majority of incidents, it is important to note that fatal and major incidents can still be reported by phone.

Q. What should I do if I can't find the information I need on HSE's website?

A. If you can't find any information related to your query it might be that it is not an area that HSE is responsible for. Check the new "[What HSE does and doesn't do](#)" section to find out. If you can find information related to your query on the HSE website, but feel you need further specialist advice tailored to your circumstances, there are other, commercial health and safety advice phone services available, or another option is to approach a health and safety consultant - see our contact details at the bottom of the newsletter. The Infoline service never offered a tailored advice service for businesses - it only ever provided basic information publicly available and searchable on the HSE website.

Q. What should I do if I don't understand the information on your website? Who can I speak to for advice?

A. Infoline has never provided specific advice, only information that is publicly available. If employers believe they need specialist advice after consulting the free information and guidance on HSE's website, there are other, commercial health and safety advice phone services available. Obviously you can call us on [01458 253682](tel:01458253682) or email your question to info@wilkinssafety.co.uk

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If you would like to discuss any of the issues highlighted in this newsletter or book early for a course, then drop an email to Jon on jon@wilkinssafety.co.uk or call the office [01458 253682](tel:01458253682)



Your Business is Safer
Your Business is Safer in Our Hands