

## RIDDOR Reporting of Covid-19 (SOP)

### Background

The Health and Safety Executive have recently updated The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to include<sup>1</sup>:

- 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 RIDDOR policies and provide instructions reporting arrangements at Liverpool University Hospitals NHS Foundation Trust. This document assist 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.

### Data protection

The Health and Safety Manager and Head of Compliance & Safety are appointed under The Management of Health and Safety at Work Regulations 1999, s7 (1) and act as single point of contact 'responsible person' for all matters of HSE on their respective sites – RLBUH & AHU and will report events to the Health and Safety Executive.

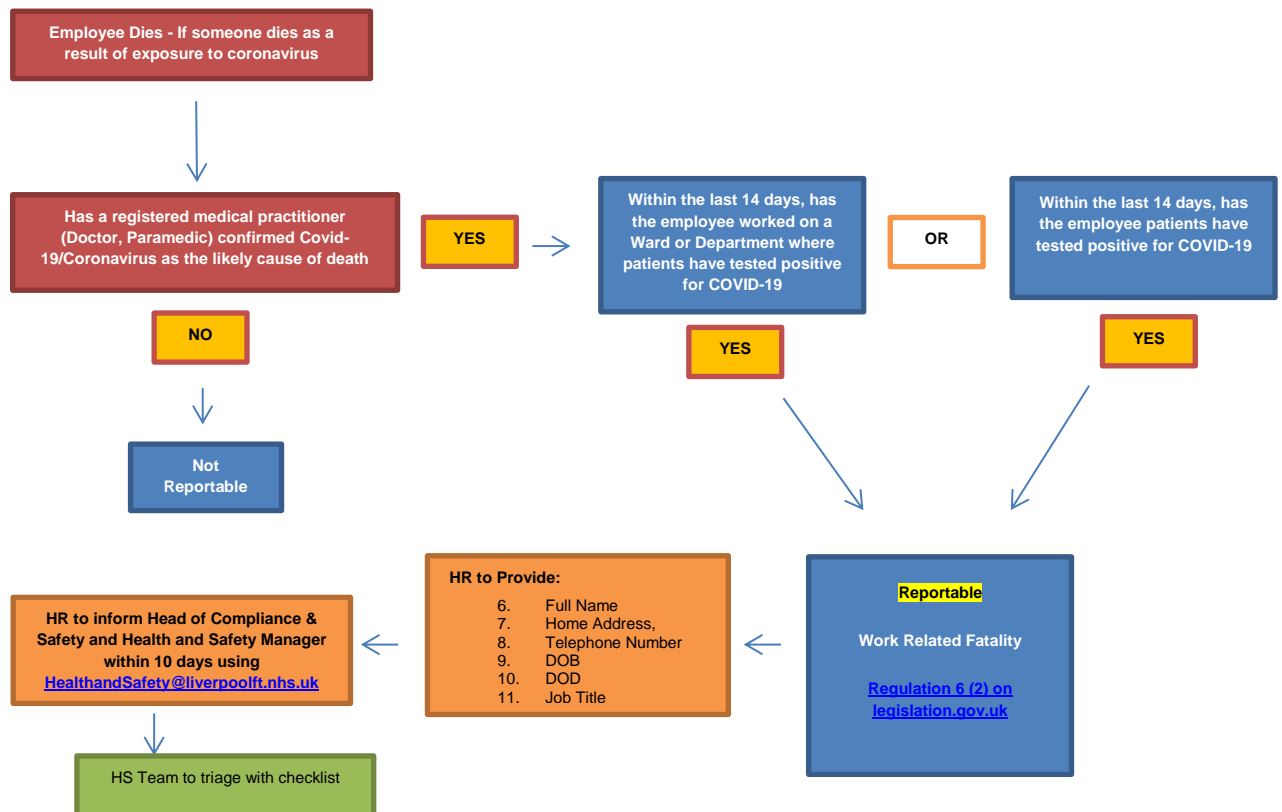
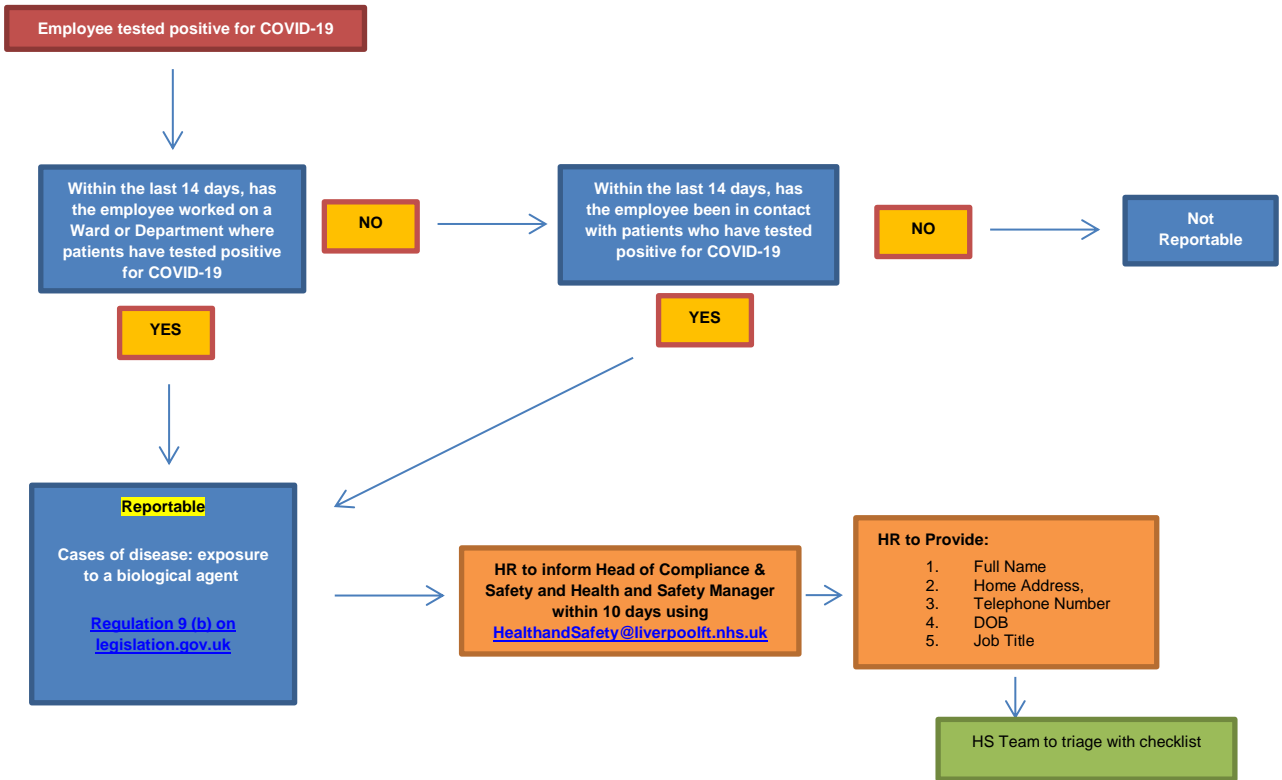
Acting as the responsible person under RIDDOR legislation the Health and Safety Manager and Head of Compliance & Safety are under a legal obligation to make the notification to the HSE and have a lawful basis for processing the personal data of the injured person<sup>2</sup> (data subject).

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<sup>1</sup> <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

<sup>2</sup> <https://www.hse.gov.uk/riddor/report.htm>

Flowcharts



## **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.

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 investigated by the Health and Safety Team.

## **Further Advice and Support**

For further advice and support please contact the Health and Safety Department