RIDDOR Incident Reporting Toolbox Talk

Key points, do's and don'ts, and questions with answers. The attendance sign-off sheet is on the last page.

Asked to show your toolbox talk records? The Site Book keeps each talk and its signatures with the job, on Pro: **thesitebook.co.uk/features/toolbox-talks**

Key points to cover

- RIDDOR 2013 requires the responsible person (usually the employer or person in control of the premises) to report specified incidents to HSE
- Deaths must be reported to HSE without delay — online, or by telephone (0345 300 9923) — and the report must be made within 10 days
- Specified injuries (fractures, amputations, loss of consciousness, burns covering more than 10% of the body) must be reported without delay
- Over-7-day incapacitation — if a worker is away from work or unable to perform their normal duties for more than 7 consecutive days, this must be reported within 15 days
- Dangerous occurrences (collapse of scaffolding, crane overturning, explosion, electrical short circuit causing fire) must be reported even if no one is injured
- Occupational diseases (carpal tunnel syndrome, occupational dermatitis, hand-arm vibration syndrome, occupational asthma) must be reported when diagnosed by a doctor and linked to the work
- All incidents must also be recorded in the site accident book — this is separate from the RIDDOR report to HSE

Do's and don'ts

Do

- Report all incidents to your supervisor immediately — even minor injuries may later prove to be RIDDOR-reportable
- Record every incident accurately in the site accident book — include date, time, location, persons involved, and what happened
- Preserve the scene of a serious accident for HSE investigation — do not move equipment or clean up
- Cooperate fully and honestly with any accident investigation — your account may prevent it happening to someone else
- Know the RIDDOR reporting number (0345 300 9923) and the online reporting page (hse.gov.uk/riddor)

Don't

- Never fail to report an incident because it seems minor — a small cut can become infected, a near miss could be a dangerous occurrence
- Never pressure or allow anyone to pressure workers not to report injuries — this is illegal and perpetuates under-reporting
- Never assume someone else has reported an incident — check with the site manager to confirm
- Never backdate or falsify accident book entries or RIDDOR reports — this is a criminal offence
- Never clean up or disturb the scene of a serious accident before the investigation is complete

Questions to check understanding

Ask each question and let the crew answer before you read out the answer.

Q1. What types of incidents must be reported to HSE under RIDDOR?

Answer: RIDDOR requires the reporting of: deaths arising from work activities; specified injuries (fractures other than fingers/thumbs/toes, amputations, crush injuries to the head or torso, injuries likely to cause permanent blinding or reduced sight, burns covering more than 10% of the body, scalping, loss of consciousness from head injury or asphyxia, and any injury from working in an enclosed space that leads to hypothermia or heat-induced illness, or needs resuscitation or more than 24 hours in hospital); over-7-day incapacitation; certain occupational diseases (when diagnosed and linked to work); and dangerous occurrences (near misses with serious potential, listed in Schedule 2 of RIDDOR 2013).

Q2. How quickly must different types of incidents be reported?

Answer: Deaths and specified injuries must be reported to HSE without delay — online, or by telephone (0345 300 9923) — with the report made within 10 days. Over-7-day injuries must be reported within 15 days of the accident using the online form at hse.gov.uk/riddor. Dangerous occurrences must be reported without delay. Occupational diseases must be reported when the employer receives a diagnosis from a doctor confirming the disease is work-related. All reports must be recorded and kept for at least 3 years.

Q3. What is the difference between a specified injury and an over-7-day injury?

Answer: A specified injury is a serious injury listed in Regulation 4 of RIDDOR — including fractures (other than to fingers, thumbs, or toes), amputations, crush injuries to the head or torso, injuries likely to cause permanent blinding or reduced sight, serious burns, scalping, loss of consciousness caused by a head injury or asphyxia, and any injury from working in an enclosed space that leads to hypothermia or heat illness, or needs resuscitation or more than 24 hours in hospital. These must be reported immediately. An over-7-day injury is any injury that results in the worker being incapacitated for more than 7 consecutive days (not counting the day of the accident) — this must be reported within 15 days.

Attendance sign-off sheet: RIDDOR Incident Reporting Toolbox Talk

Everyone who attended prints their name and signs to confirm they received this talk.

Date _____ **Time** _____

Site or location _____ **Presented by** _____

No.	Name (print)	Company	Signature
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Presenter's signature _____

This is general guidance for UK construction sites. Check it against your own risk assessment, method statement and the site before you deliver it. Toolbox talk from The Site Book, reviewed 26 October 2026. Read it online at thesitebook.co.uk/toolbox-talks/riddor.