

COVID-19 Notice

Thursday 16 April 2020



RIDDOR Reporting COVID-19 Incidents - Guidance for Staff

NIAS has been advised that certain COVID-19 related incidents must be reported to the Health and Safety Executive for Northern Ireland (HSENI) under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997, also known as RIDDOR.

To enable the Risk Management Team to comply with the RIDDOR Regulations, please ensure that the following incidents are reported in the normal way, i.e. via DATIX or paper / fax:

- An unintended incident at work that has led to exposure to COVID-19, for example a PPE breach whilst working with service users with suspected / confirmed COVID-19.
- Member of staff diagnosed as having contracted COVID 19 (by a registered medical practitioner's diagnosis) and there is reasonable evidence that it was caused by exposure at work.

NOTE: There is no requirement under the RIDDOR Regulations to report when a staff member is off work due to self-isolating with COVID-19 symptoms.

REMINDER: *it is the role of the Risk Management Team to review incidents for the purposes of RIDDOR Reporting and submit RIDDOR reports. Line managers should not submit any reports directly to HSENI.*

As always please do not hesitate to contact me if you require any assistance.

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