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| ONR Guidance Document  Notification Guidance for Nuclear Site Health and Safety Incidents |



ONR Guidance Document

Notification Guidance for Nuclear Site Health and Safety Incidents

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# Introduction

## Purpose

This document provides dutyholders guidance to promote consistent notification of incidents which meet the reporting criteria in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013). This guidance supports the requirement of ref. [1] in providing specific guidance to dutyholders in reporting RIDDOR incidents. This document also supports dutyholders to implement ONR’s incident notification process within their management systems or equivalent arrangements.

## Scope and Applicability

This guidance applies to all incidents that meet the RIDDOR 2013 notification criteria ([Appendix A](#_Appendix_A_–)) and occur on premises where ONR is the enforcing authority.   
These are referred to as ‘relevant RIDDOR incidents’.

These premises include the following:

* GB nuclear sites,
* Defence nuclear sites,
* Authorised defence sites,
* New nuclear build site.

**Note:** These responsibilities are defined in the Energy Act and the Health and Safety (Enforcing Authority) Regulations 1998 (as amended), and these are pursuant to an agreement between ONR and HSE [S1393) HASWA'74 & S90(1) TEA'13].

From 2 April 2024, dutyholders must report incidents that meet the notification criteria set out in RIDDOR 2013[[1]](#footnote-2), where ONR is the enforcing authority, directly to ONR using the process defined in ONR’s incident notification process.

## Roles and Responsibilities

Dutyholders are responsible for compliance with RIDDOR 2013. Compliance with this guidance will support their compliance with these regulations.

**1.3.1 Who should notify ONR**

The following is an extract from the regulations. Regulation 3(1) defines a ‘Responsible Person’ as:

(a) in relation to an injury, death or dangerous occurrence reportable under regulation 4, 5, 6 or 7 or recordable under regulation 12(1)(b) involving—

(i) an employee, that employee’s employer; or

(ii) a person not at work or a self-employed person, or in relation to any other dangerous occurrence, the person who by means of their carrying on any undertaking was in control of the premises where the reportable or recordable incident happened, at the time it happened; or

(b) in relation to a diagnosis reportable under regulation 8, 9 or 10 in respect of—

(i) an employee, that employee’s employer; or

(ii) a self-employed person, that self-employed person.

**1.3.2 Reporting Requirements**

Schedule 1 Part 1, sets out the reporting procedure that the Responsible Person must follow in the event of an incident occurring that meets the notification criteria (Appendix A):

Where required to follow the reporting procedure by regulation 4, 5, 6 or 7 (except in relation to a mine or quarry), the responsible person must—

(a) notify the relevant enforcing authority of the reportable incident by the quickest practicable means without delay; and

(b) send a report of that incident in an approved manner to the relevant enforcing authority within 10 days of the incident.

Where required to follow the reporting procedure by regulation 8 (Occupational Diseases), the responsible person must send a report of the diagnosis in an approved manner to the relevant enforcing authority without delay (See Appendix A).

ONR is responsible for providing guidance to support dutyholders on understanding and implementing this guidance within their arrangements.

For dutyholder record keeping responsibilities, see Regulation 12 and Schedule 1 Part 2 of RIDDOR 2013.

## Definitions

Table 1: Table of Definitions

|  |  |
| --- | --- |
| Term/Acronym | Description |
| GB | Great Britain |
| HSE | Health and Safety Executive |
| HSWA | Health and Safety at Work etc. Act 1974 |
| INDG | Industry Guidance |
| RIDDOR 2013 | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 |
| Relevant RIDDOR Incidents | All incidents that meet RIDDOR 2013 notification criteria and where ONR is the enforcing authority |
| TEA 13 | The Energy Act 2013 |

# Guidance for Nuclear Site Health and Safety Dutyholders

## Implementing RIDDOR 2013 reporting criteria

This guidance reflects the change in reporting route from HSE’s website to ONR’s submission form which can be accessed via:

* ONR’s dutyholder portal for WIReD portal registered account holders, or
* ONR’s website for dutyholders that are not registered on the WIReD portal.

The notification criteria are defined in RIDDOR 2013. The supporting guidance from HSE remains relevant (ref. [2]). The duty to report relevant RIDDOR incidents has not changed with the introduction of this guidance.

The RIDDOR 2013 notification criteria are summarised and referenced in Appendix A in a consistent format for incidents from ONR’s other purposes.

## ONR coding of relevant RIDDOR incidents

Dutyholders should NOT use an Incident Notification Form 1 (INF1) to notify ONR of relevant RIDDOR incident. If an incident meets the reporting criteria for RIDDOR 2013 **and** INF1, it should be reported via both routes.

The following incident categories have been created for RIDDOR incidents. These categories will be assigned to the record aligned with the type of RIDDOR incident notified.

Table 2 - Incident Categories

|  |  |
| --- | --- |
| Category | Description |
| HS01 | Any injury defined in RIDDOR 2013 Regulations 4, 5 or 6 at a site where ONR is the enforcing authority. |
| HS02 | Any disease defined in RIDDOR 2013 Regulations 6, 8 or 9 at a site where ONR is the enforcing authority. |
| HS03 | Any dangerous occurrence defined in RIDDOR 2013 Regulations 7 and Schedule 2 at a site where ONR is the enforcing authority. |

# References

|  |  |
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| [1] | ONR, “ONR-RIO-PROC-002 - Process for Notifying Incidents to ONR”. |
| [2] | HSE, “Reporting accidents and incidents at work, INDG453,” Reporting accidents and incidents at work, INDG453. |

# Appendix A – RIDDOR 2013 Reporting Criteria

Examples of Reportable Incidents are provided on HSE’s website, [‘Types of Reportable Incidents’](https://www.hse.gov.uk/riddor/reportable-incidents.htm).

The definitions of key terms are provided on HSE’s website, [Key definitions - RIDDOR - HSE](https://www.hse.gov.uk/riddor/key-definitions.htm).

If you are unsure whether an injury, disease or dangerous occurrence is reportable, please contact ONR for advice via [onr.incidents@onr.gov.uk](mailto:onr.incidents@onr.gov.uk).

## Injuries (HS01)

**Description:**

Any injury defined in RIDDOR 2013 Regulations 4, 5 or 6 at a site where ONR is the enforcing authority.

**Timing:**

Within 10 days of the incident (RIDDOR 2013 Schedule 1).

**Origin of Category:**

RIDDOR 2013 Regulations 4, 5 and 6.

**Discussion:**

ONR has no additional guidance for incidents that meet this category. Dutyholders should consult HSE document INDG453.

Dutyholders are required to notify ONR of the reportable incident by the quickest practicable means without delay. The timing above is the prescribed limit for making the report in an approved manner.

## Disease (HS02)

**Description:**

Any disease defined in RIDDOR 2013 Regulations 6, 8 or 9 at a site where ONR is the enforcing authority.

**Timing:**

Send a report of the diagnosis in an approved manner without delay. ([RIDDOR 2013 Schedule 1](https://www.hse.gov.uk/riddor/when-do-i-report.htm#:~:text=NB%3A%20A%20report%20must%20be,using%20the%20appropriate%20online%20form.)).

**Origin of Category:**

RIDDOR 2013 Regulations 6, 8 and 9.

**Discussion:**

ONR has no additional guidance for incidents that meet this category. Dutyholders should consult HSE document INDG453.

Dutyholders are required to notify ONR of the reportable incident by the quickest practicable means without delay. The timing above is the prescribed limit for making the formal report.

## Dangerous Occurrence (HS03)

**Description:**

Any dangerous occurrence defined in RIDDOR 2013 Regulations 7 and Schedule 2 at a site where ONR is the enforcing authority.

**Timing:**

Within 10 days of the incident ([RIDDOR 2013 Schedule 1](https://www.hse.gov.uk/riddor/when-do-i-report.htm#:~:text=NB%3A%20A%20report%20must%20be,using%20the%20appropriate%20online%20form.)).

**Origin of Category:**

RIDDOR 2013 Regulation 7 and Schedule 2.

**Discussion:**

Dutyholders should consult HSE document INDG453 for guidance on dangerous occurrences. With reference to this guidance and RIDDOR 2013 Schedule 2, dangerous occurrences involving these activities, equipment or occurrences may meet the notification criteria:

* Lifting equipment
* Pressure systems
* Overhead electrical lines
* Electrical incidents causing explosion or fire
* Explosives
* Biological agents
* Radiation generators and radiography
* Breathing apparatus
* Diving operations
* Collapse of scaffolding
* Train collisions
* Wells
* Pipelines or pipeline works
* Structural collapse
* Explosion or fire
* Release of flammable liquids and gases
* Hazardous escapes of substances

Dutyholders are required to notify ONR of the reportable incident by the quickest practicable means without delay. The timing above is the prescribed limit for making the report in an approved manner.

1. HSE agreed to the transfer of “approved manner” for incident notifications under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to ONR, in January 2024. [↑](#footnote-ref-2)