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| ONR Guidance Document  Notification Guidance for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 |



ONR Guidance Document

Notification Guidance for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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Revision commentary

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| Issue No. | Description of Update(s) |
| 1 | New document. |
| 1.1 | Revision – clarification regarding over 7-day reportable incidents; standardisation of terminology and updates to references and definitions. Revised title. |

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# Introduction

## Purpose

This document provides guidance for dutyholders to enable consistent and transparent notification and reporting of incidents which meet the criteria laid out in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). It supports these dutyholders in implementing ONR’s incident notification process (ref.[1]) within their management systems or equivalent arrangements.

## Scope and Applicability

This guidance applies to all incidents that meet the RIDDOR notification criteria ([Appendix A](#_Appendix_A_–)) and occur on premises where ONR is the enforcing authority (ref.[2]).   
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 2013 (TEA) Part 3 (ref.[3]) and the Health and Safety (Enforcing Authority) Regulations 1998 (as amended) (ref.[2]), and these are pursuant to an agreement between ONR and HSE under s13(3) HSWA and s90(1) TEA] (ref.[[4](#OLE_LINK36)]).

Prior to 2 April 2024 dutyholders were required to report ‘relevant RIDDOR incidents’ directly to HSE. From 2 April 2024, dutyholders **must** report these incidents directly to ONR.

## Roles and Responsibilities

Dutyholders are responsible for compliance with RIDDOR and this guidance supports this. The term ‘dutyholder’ includes licensees, employers, contractors, sub-contractors, the self-employed and people in control of work premises.

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

ONR has responsibilities under the Data Protection Act 2018 (DPA) and the United Kingdom General Data Protection Regulation (GDPR). More information on the personal data we process and how we will use it is available within our [Privacy notice](https://www.onr.org.uk/access-to-information/privacy-notice/#_Part_One_-_1).

**1.3.1 Notifying ONR**

Only ['responsible persons'](#_Definitions) defined under [RIDDOR Regulation 3](https://www.legislation.gov.uk/uksi/2013/1471/regulation/3) should submit reports under RIDDOR. If you are an employee (or representative) or a member of the public wishing to report an incident about which you have concerns, please [refer to our advice.](https://www.onr.org.uk/about-us/contact-us/whistleblowing-concerns-and-complaints/)

**1.3.2 Reporting Requirements**

[RIDDOR Schedule 1 Part 1](https://www.legislation.gov.uk/uksi/2013/1471/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 RIDDOR criteria:

Where required to follow the reporting procedure by Regulation 4, 5, 6 or 7, 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](#_Definitions) to the relevant enforcing authority within 10 days of the incident.

Where any person at work is incapacitated for routine work for more than seven consecutive days (excluding the day of the accident), the responsible person –

(a) must send a report in an approved manner as soon as practicable; and

(b) in any event within 15 days of the accident.

Where required to follow the reporting procedure by Regulation 8 or 9 (occupational diseases; exposure to carcinogens, mutagens and biological agents), the responsible person must send a report of the diagnosis in an approved manner to the relevant enforcing authority without delay.

[Appendix A](#_Appendix_A_-) details ONR’s notification categories (beginning **HS**) and the associated criteria which describes that category.

For dutyholder record keeping responsibilities, see [Regulation 12](https://www.legislation.gov.uk/uksi/2013/1471/regulation/12) and [Schedule 1 Part 2](https://www.legislation.gov.uk/uksi/2013/1471/schedule/1/part/2) of RIDDOR.

## Onward reporting of relevant information by ONR

Dutyholders should note that details of some incidents reported to ONR will be shared with the Department for Energy Security and Net Zero (DESNZ) by virtue of agreed ministerial reporting arrangements between ONR and DESNZ. For further details, please refer to ONR’s website ([Notify ONR | Office for Nuclear Regulation](https://www.onr.org.uk/about-us/contact-us/notify-onr/)).

## 1.5 Definitions

Table 1: Table of Definitions

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| Term/Acronym | Description |
| Approved Manner | Approved manner means published in a form considered appropriate and approved for the time being for the purposes of these Regulations by ONR. For reports where ONR is the enforcing authority the “approved manner” is through ONR’s RIDDOR Portal: [ONR RIDDOR Portal](https://onr.powerappsportals.com/riddor/). |
| Dutyholders | Individuals or organisations with duties under the Health & Safety at Work etc. Act 1974 this includes employers, licensees, contractors, sub-contractors, self-employed persons, and employees. |
| GB nuclear sites | A nuclear site in England, Wales, or Scotland |
| HSE | Health and Safety Executive |
| HSWA | Health and Safety at Work etc. Act 1974 (ref. [5]) |
| Notify/Notification | The requirement to notify ONR of a relevant RIDDOR incident by informal means such as telephone call or email. This must be followed by a report in an approved manner within the required timescales. |
| ONR | Office for Nuclear Regulation |
| Report/reporting | The requirement to make a formal report of a relevant RIDDOR incident to ONR made via the approved manner. |
| Responsible Person | Person on whom most requirements in these Regulations are imposed. The responsible person is, with some exceptions, the employer of an employee involved in an accident or dangerous occurrence, or diagnosed with a reportable disease, or the person controlling the place in which an accident or dangerous occurrence takes place. |
| RIDDOR | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (ref. [6]) |
| Relevant RIDDOR Incidents | All incidents that meet RIDDOR notification criteria and where ONR is the enforcing authority |
| TEA | The Energy Act 2013 (ref. [7]) |

# Guidance for Dutyholders

## RIDDOR Reportable Incidents

This guidance reflects the April 2024 change in RIDDOR reporting from HSE to ONR.

The ONR RIDDOR portal should be used for reporting to ONR.

Registered dutyholders with an online account should access the ONR RIDDOR portal from the [ONR dutyholder portal](https://onr.powerappsportals.com/).

General access to the [ONR RIDDOR Portal](https://onr.powerappsportals.com/riddor/) is available here for those without an online account.

ONR will **not** accept notification through **HSE’s** RIDDOR online reporting forms.

RIDDOR events that meet reporting criteria for both RIDDOR and other ONR incident notification categories should be reported accordingly. ONR’s incident notification guidance (ref. [1]) carries full details.

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

RIDDOR defines the notification, reporting and recording procedures. Supporting guidance from HSE remains relevant (ref. [8] and [9]). The duty to report ‘relevant RIDDOR incidents’ has not changed with the introduction of this guidance.

ONR’s RIDDOR categories are summarised and referenced in [Appendix A](#_Appendix_A_-) in a consistent format for incidents from ONR’s other purposes. The definitions of key terms are provided on HSE’s website, [Key definitions](https://www.hse.gov.uk/riddor/key-definitions.htm).

**Note:** If the required portal is unavailable, dutyholders can submit a RIDDOR notification via email to the [ONR Incidents](mailto:onr.incidents@onr.gov.uk?subject=RIDDOR%20Incident%20Notification) account. Further information is provided in Appendix B of ONR’s incident notification guidance (ref. [1]).

## ONR RIDDOR Categories

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

Table 2 - Incident Categories

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

# References

1. ONR-OL-PROC-002 – Process for Notifying Incidents to ONR. 2025.
2. *The Health and Safety (Enforcing Authority) Regulations 1998*. 1st April 1998. <https://www.legislation.gov.uk/uksi/1998/494/contents>
3. *Energy Act 2013 Part 3*. 18th December 2013. <https://www.legislation.gov.uk/ukpga/2013/32/part/3>
4. *MoU between HSE & ONR on Effective Co-operation in regulating conventional (non-nuclear) health & safety*. 24 March 2024. <https://www.hse.gov.uk/agency-agreements-memoranda-of-understanding-concordats/assets/docs/mou-onr-hse.pdf>
5. *Health and Safety at Work etc. Act 1974*. January 1975. <https://www.legislation.gov.uk/ukpga/1974/37/contents>
6. *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*. 1st October 2013. <https://www.legislation.gov.uk/uksi/2013/1471/contents>
7. *Energy Act 2013 Part 3*. 18th December 2013. <https://www.legislation.gov.uk/ukpga/2013/32/part/3>
8. *Reportable Incidents - Guidance for Responsible Persons*. n.d. <https://www.hse.gov.uk/riddor/reportable-incidents.htm>
9. *INDG453: Reporting accidents and incidents at work. A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*. October 2013. <https://www.hse.gov.uk/pubns/indg453.pdf>

# Appendix A – ONR’s RIDDOR Categories

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| HS01 Non-fatal Injuries and Fatalities  Any non-fatal injury or fatality defined in RIDDOR Regulations 4, 5 or 6 at a site where ONR is the enforcing authority. |
| **Timeframe for reporting:** Within 10 days of the incident (RIDDOR Schedule 1) or 15 days for over 7-day reportable incidents. |
| **Discussion** |
| For further guidance, dutyholders should consult HSE document [INDG453](https://www.hse.gov.uk/pubns/indg453.pdf) and HSE’s website: [Reportable Incidents](https://www.hse.gov.uk/riddor/types-of-reportable-incidents.htm) [Specified Injuries](https://www.hse.gov.uk/riddor/specified-injuries.htm). |
| 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. |

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| HS02 Occupational Disease  Any occupational disease defined in RIDDOR Regulations 6, 8 or 9 at a site where ONR is the enforcing authority. |
| **Timeframe for reporting:** Send a report of the diagnosis in an approved manner without delay ([RIDDOR 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.)). |
| **Discussion** |
| For further guidance, dutyholders should consult HSE document INDG453 and HSE’s website [Occupational Diseases](https://www.hse.gov.uk/riddor/occupational-diseases.htm) and [Exposure to carcinogens, mutagens and biological agents](https://www.hse.gov.uk/riddor/carcinogens.htm) |
| 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. |

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| HS03 Dangerous Occurrences  Any dangerous occurrence defined in RIDDOR Regulations 7 and Schedule 2 at a site where ONR is the enforcing authority. |
| **Timeframe for reporting:**  Within 10 days of the incident ([RIDDOR Schedule 1](https://www.legislation.gov.uk/uksi/2013/1471/schedule/1)). |
| **Discussion** |
| For further guidance, dutyholders should consult HSE document INDG453 for guidance on dangerous occurrences and HSE’s website: [Dangerous Occurrences](https://www.hse.gov.uk/riddor/dangerous-occurences.htm) |
| 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. |