

Health and Safety Executive Senior Management Team Paper SMT/09/99			
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HEALTH AND SAFETY EXECUTIVE

Senior Management Team

**Changes to the Office of Rail Regulation's On-line RIDDOR Forms
F 2508RA and F 2508RB**

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on 21 August 2009

Issue

1. The Health and Safety Executive's approval is needed for changes to the Office of Rail Regulation's (ORR) on-line RIDDOR report forms.

Timing

2. Urgent. ORR hope to publish these new forms as part of the implementation of their Information and Intelligence project planned for November 2009.

Recommendation

3. That the SMT recommend to the Board that HSE accepts ORR's proposed changes to the RIDDOR forms.

Background

4. The Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR) require duty holders under the Regulations to send a report by an approved form or other approved means. "Approved" means approved for the time being in writing by the Executive and published in such form as the Executive considers appropriate.
5. This is a mechanism whereby specific information a dutyholder must provide may become a legally enforceable requirement without the need to amend legislation.
6. ORR operate their own RIDDOR on-line and telephone reporting systems separate from the HSE's and LACORs' Incident Contact Centre (ICC).

Argument

7. ORR does not propose any change to what is RIDDOR reportable, only changes to the on-line and paper forms.
8. ORR proposes:-
 - combining the F 2508 RA and F 2508 RB forms that cover duty holders reporting incidents not at the site of a level crossing and at the site of a level crossing respectively and

- Reduce the amount of free text fields as these require time consuming and costly analysis by ORR's staff, replacing them with check boxes to answer specific questions.
9. ORR also propose to include drop down menus on the same screen for reporting cases of occupational diseases, listing all of the RIDDOR schedule 3 reportable conditions and associated work activities.
 10. The main stakeholders using these forms will be the heritage railways and the Rail Freight Operators Group (RFOG). They account for around 10% of the total number of reports received by ORR. ORR has undertaken extensive consultation with these bodies and plan a roll out programme to ensure these duty holders are familiar with the scheme.
 11. HSE's RIDDOR policy section will liase with ORR's RIDDOR team during the introduction and use of these forms to see if there are any lessons that can be learnt and applied to HSE's reporting system

Consultation

12. In addition to ORR's consultation with their stakeholders and duty holders, full consultation has been undertaken within HSE including operational and policy groups and HSE's Legal Advisers and Economic Advisers Units.

Presentation

13. None – this will be addressed by ORR as part of their Information and Intelligence project.

Costs and Benefits

ORR have undertaken full cost benefit assessments for their initiative
Financial/Resource Implications for HSE

14. There are no costs to HSE as the monitoring of ORR's initiative will form part of the exiting work of HSE's RIDDOR policy team.

Environmental implications

15. None.

Action

16. That the SMT recommend to the Board that they approve ORR's new on-line RIDDOR information requirements.

Annex

F2508 RA (Report of an accident not at a level crossing)

F2508 RB (Report of an Accident at a level crossing)