**Online RIDDOR form user guidance**

This user guide provides RIDDOR reporters with step-by-step instructions for completing the new online RIDDOR form.

Step One: Accessing the form

There are two ways to access the new online form. The easiest method is by going to the following URL: https://raildata.orr.gov.uk/RIDDOR. Alternatively, to access the form from ORR's website:

- Go to www.rail-reg.gov.uk;
- On the left-hand side, click on 'Health & Safety Regulation';
- The link to the form is at the bottom of the page, where you can also find this user guidance and associated support material.

The form can be completed by anyone and does not require the reporter to register or enter a username and password.

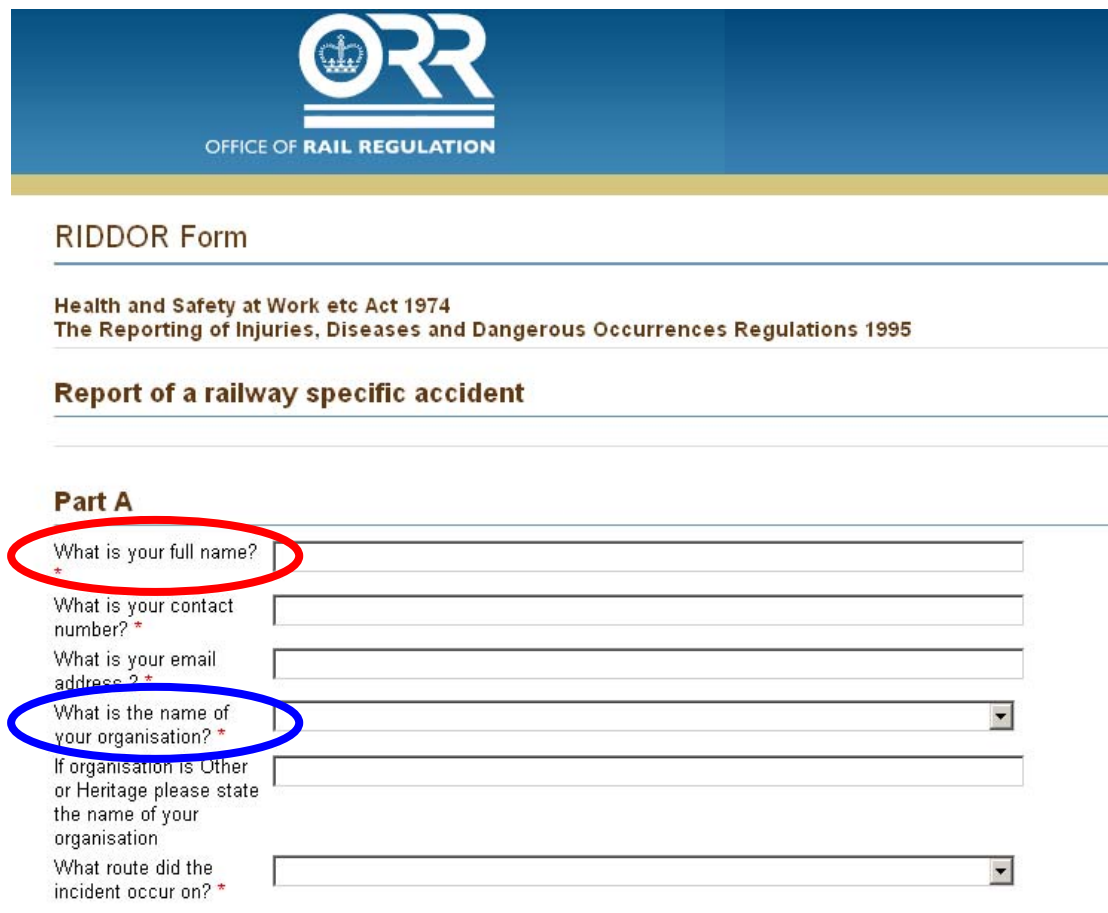<u>Step Two: Completing the form</u>

Figure One below shows Part A of the online RIDDOR form. The form has two types of fields to complete; free text fields and drop-down menus (A reference guide to the content of all drop-down menus is provided).

An example of a free text field is identified in Figure One with a red circle. To complete free text fields, simply type into the field and move onto the next question. The question circled below also has a red asterisk. This indicates that the field is compulsory and must be completed for the form to be submitted successfully.

An example of a drop-down menu question is identified in Figure One with a blue circle. To answer these questions, simply chose an option from the drop-down menu field, which includes all possible answers for the question. You cannot enter text into these questions, as there a limited number of responses to these questions. Some of the drop-down menus will also have a red asterisk and must be completed.

Part E of the online form also contains a question with check boxes. To answer this question, tick all relevant boxes that apply to the incident.

*Figure One: Part A of the online RIDDOR form*

When entering the date and time, please be aware that they must be entered in a specific format. The date must be entered as DD/MM/YYYY, for example the 1st April 2010 should be entered 01/04/2010. Time should be entered as HH:MM, using the 24 hours clock. For example, 9.10a.m should be entered as 09:10, and 9.10p.m should be entered as 21:10.

Step Three: Previewing and submitting the form

Once you have completed all questions, you are given the opportunity to preview your responses before submitting the form. To do this, click the 'Preview & Submit' button at the bottom of the page.

If you have not completed any parts of the form correctly, an error message will appear as shown in Figure Two. The error message will summarise, in red at the top of the page, the questions you failed to answer correctly (circled in green in Figure Two). The form will also place a red error message next to each question that contains an error (circled in orange in Figure Two).

When all the fields have been correctly completed, the form will be presented in read only format, as shown in Figure Three. This enables reporters to review their answers and edit before submitting. If you are happy with the form, click 'Submit'. If there are answers you would like to amend, click 'Back'. This will take you back to the original form and enable you to change your answers before submitting.

*Figure Two: Validation error message*

*Figure Three: Part A preview view*



**RIDDOR Form**

**Health and Safety at Work etc Act 1974**
**The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

**Report of a railway specific accident**

This is a read only preview of the form data. Please ensure the information is correct and clcik on the 'Submit' button to submit the form. If you need to change something click on the 'Back' button

**Part A**

| | |
|---|---|
| What is your full name? * | Peter Fleming |
| What is your contact number? * | 020 7282 3895 |
| What is your email address ? * | peter.fleming@orr.gsi.gov.uk |
| What is the name of your organisation? * | Other Organisation |
| If organisation is Other or Heritage please state the name of your organisation | ORR |
| What route did the incident occur on? * | Network Rail Anglia |