



### ***Safeguarding and Welfare Requirement: Health***

*Providers must keep a written record of accidents or injuries and first aid treatment.*

## **6.3 Recording and reporting of accidents and incidents** (including procedure for reporting to HSE, RIDDOR)

### **Policy statement**

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

### **Procedures**

- Our accident forms are:
  - kept in a folder in the first aid, lockable, cupboard in the office. During session the accident book is placed in the red holder near the main room door.
  - accessible to our staff and volunteers, who all know how to complete it; and
  - reviewed at least half termly to identify any potential or actual hazards.
- We have an adult accident/incident book also stored in the first aid cupboard.

### ***Reporting accidents and incidents***

- Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:
  - food poisoning affecting two or more children looked after on our premises;
  - a serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
  - the death of a child in our care.
- Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.

- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.
- We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the Health and Safety Executive (HSE):
  - Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.
  - Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
  - Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
  - When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
  - Any death, of a child or adult, that occurs in connection with a work-related accident.
  - Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.
  - Any dangerous occurrence is recorded in our incident book (see below).

### *Incident book*

- We have a child incident book, stored in the first aid cupboard in the office where any incidences are recorded and shared with the parents.
- We log all major incidences in the adult accident/incident book. These would include the following;
  - a break in, burglary, or theft of personal or our setting's property;
  - an intruder gaining unauthorised access to our premises;
  - a fire, flood, gas leak or electrical failure;
  - an attack on an adult or child on our premises or nearby;
  - any racist incident involving families or our staff on the setting's premises;
  - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises;
  - the death of a child or adult; and
  - a terrorist attack, or threat of one.
- We ensure that our staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.

- On discovery of an incident, we report it to the appropriate emergency services – fire, police, ambulance – if those services are needed.
- If an incident occurs before any children arrive, our manager or assistant manager assesses the situation and decides if the premises are safe to receive children. Our manager may decide to offer a limited service or to close the setting. In the absence of the manager this is assigned to the assistant manager.
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in our Fire Safety and Emergency Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing, or the procedures set out in our Prevent Duty policy regarding terrorist attacks.
- If a crime may have been committed, we ask all adults witness to the incident make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also recorded.
- In the event of a terrorist attack, we follow the procedures set out in our Prevent Duty policy. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on our premises the emergency services are called and the advice of these services are followed.

### **Education Inspection Framework**

As required under the Education Inspection Framework (2019), we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions.

### **Legal framework**

- Education Inspection Framework: Education, Skills and Early Years (Ofsted 2019)
- □ Early Years Inspection Handbook for Ofsted Registered Provision (Ofsted 2019)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

### **Further guidance**

- RIDDOR Guidance and Reporting Form: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

***This policy was adopted at a meeting of Pirton Pre-School Committee.***

Held on (date)	
Signed on behalf of the Management Committee / Proprietor	
Role of signatory (e.g. chairperson)	
Reviewed	
Reviewed	
Reviewed	