

Health

Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, under RIDDOR requirements)



Policy statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (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 book:

- Is kept in a safe and secure place
- Is accessible to all staff who all know how to complete it
- Is reviewed at least termly to identify any potential or actual hazards.

Reporting accidents and incidents

Ofsted is notified as soon as possible, but at least within 14 days, of any incident which involves;

- 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 it
- 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 Environment Health Department.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, employee, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital
- Any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days
- When a member of staff suffers from a reportable work-related disease or illness
- Any death, of a child or adult, that occurs in connection with activities relating to our work
- 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.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's *Accident Record* publication.

Our incident book

- We have ready access to telephone numbers for emergency services, including local police. We ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive.
- These incidents include:
 - Break in, burglary, theft of personal or the setting's property
 - An intruder gaining unauthorised access to the premises
 - Fire, flood, gas leak or electrical failure
 - Attack on a member of staff or parent on the premises or nearby
 - Any racist incident involving staff or family on the centre's premises

- A notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises
- Death of a child or adult
- A terrorist attack, or threat of one

- In the incident book, we record the date, (removed “and” and insert comma) time of the incident, nature of the event, who was affected what was done about it - or if it was reported to the police, a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children’s families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child’s own file.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

Further guidance

- RIDDOR Guidance and Reporting Form
www.hse.gov.uk/riddor/index.htm

Other useful Pre-school Learning Alliance publications

- Accident Record (2008)

Authorisation & Review

This policy was adopted at a meeting of	Wroughton Preschool
Held on	_____
Date to be reviewed	Yearly at AGM
Signed on behalf of the management committee	_____
Name of signatory	_____
Role of signatory (e.g. chair/owner)	Chair person
