



Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

Policy Statement

We follow the guidelines of the “Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR)” for the reporting of accidents and incidents. Accidents and incidents do not include child protection matters or behavioural incidents.

Procedures

Accidents

An accident is any event leading to the injury of a child or adult whilst within the Pre-School’s care.

All accidents leading to an injury, however minor, are recorded in the accident book. Parents or Carers must be notified of any recorded accident concerning their child and they must sign the accident book to confirm this notification.

Our accident book:

- is kept safely and accessibly in the filing cabinet;
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted must be notified on any serious injury or death of a child or adult whilst within Pre-School. Notification must be made within 14 days and can be made by telephone. The Ofsted guidance on what is regarded as a ‘serious injury’ and therefore must be notified to them is included as an appendix to this policy. This Ofsted guidance is their factsheet 110009 and is titled ‘Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies’.

When an incident relating to a child has been reported to Ofsted it must also be reported to our Local Child Protection Agency as well. Any advice given by either Ofsted or the Child Protection Agency regarding notification to other legal authorities will be followed.

Incidents

An incident is an event that does or could lead to an injury to a child or adult whilst within the pre-school.

Incidents include –

- break in, burglary, theft of personal or the setting's property;
- an intruder gaining unauthorised access to the premises;
- fire, flood or electrical failure;
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving staff or family on the centre's premises;
- death of a child, and

- a terrorist attack, or threat of one.

Our Incident book contains the telephone numbers for the emergency services, including the local police, the telephone numbers for emergency electricians, plumbers and carpenters; and the emergency contact details of a person responsible for the building.

For each incident recorded the following details must be kept – The date and time of the incident, nature of incident, who was affected, what was done, if it was reported to the authorities along with its case number, and any follow up or insurance claims made.

The incident book is kept in the file cabinet and all incidents are recorded.

All incidents that result in a serious injury to a member of staff, or is a dangerous occurrence (this is an event that does or could cause injury or fatalities such as a gas leak) must be notified to the Health and Safety Executive according with current RIDDOR requirements.(RIDDOR - The reporting of Injury, Disease and Dangerous Occurrences Regulations). Notification to the Health and Safety Executive should be made through their web site – www.hse.gov.uk/riddor, filling out the forms as detailed there.

In the event of an incident requiring the building to be evacuated the Fire Safety and Evacuation policy and procedure will be followed, and advice will be taken from the emergency services will be followed.

In the event of a death on the premises the emergency services will be called and the advice of these services will be followed.

Legal framework

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

Further guidance

RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

- Education Inspection Framework: Education, Skills and Early Years (Ofsted 2019)
- Early Years Inspection Handbook for Ofsted Registered Provision (Ofsted 2019)