

**General Welfare Requirement: Suitable premises, environment and equipment**

Health and safety

**3.4 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. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.4 The wider context	

**Procedures**

*Our accident book:*

- is kept safely and accessibly;
- 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 is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, 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 for the safety of our employees 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; and
- 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.

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 have a contact number for a named person who is responsible for the maintenance of the building and 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 as above.
- These incidents include:
  - break in, burglary, theft of personal or the Nursery School'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.
- 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, 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, 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](http://www.hse.gov.uk/riddor/index.htm)

### **Other useful PLA publications**

- Accident Record (2008)

## UN Convention on Rights of the Child

### Articles 15, 29 & 30

**“Provide opportunities for enjoying sharing and socialising together, informally and through planned activities such as songs and stories.”**

In our School each session begins with a “Circle Time”. This is when we introduce planned activities such as stories, role-play, music, songs and project work. The children participate and contribute their thoughts and experiences. We actively encourage turn taking and listening as we endeavour to give each child time and opportunity to formulate and express his or her thoughts and feelings. Children become more confident and begin to establish relationships with their peers and adults. They learn to enjoy the environment and play and work alongside others, within small and large groups or by themselves.

Frequently, children choose to tell us about a personal “piece of news” during our Circle Time. Whether this is about a Birthday or a visit to the doctor, we make time to listen and share.

During snack time and lunch, children and teachers sit together and chat informally.

### Articles 12 & 31

**“Allow children time and opportunities to make choices and explore their own interests”**

Freedom is an underlying principal of Montessori education, where each child is able to develop at his own pace and follow his own interests. During the morning, each child is free to choose his own work within a carefully prepared environment. The teachers act as a link between the children and the Montessori environment and this ensures that all the children have the freedom to make choices and the time and space to work for as long as they choose without interruption or disturbance. Children learn to use all the materials and activities provided for them carefully and when they have finished working they replace them where they were taken from. When a child shows a particular interest in any area, we endeavour to provide him with more material and activities so that he may develop and increase his understanding and knowledge.