

Safeguarding and Welfare Requirement: Health

6.3 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 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.

Reporting accidents and incidents

Ofsted is notified within 14 days of any instances which involve:

- food poisoning affecting 2 or more children.
- A serious accident or injury to, or serious illness of a child and the action we take in response and
- the death of a child.

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 2 or more children or adults is reported to the local Environmental Health Department.

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 work-related accident leading to an injury to a child or adult for which they require 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 7 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 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 incidents to the Health and Safety Executive is detailed in the Pre-school Learning Alliance's *Accident Record* publication. Any dangerous occurrence is recorded in our incident book.

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.

Procedures for Recording an Existing Injury

The School operates an "Existing Injury File"

If any member of staff notices an injury, they should immediately inform the Head or the Deputy Head. The Head or Deputy Head will ask the parent how the injury occurred. Details of the injury and how it occurred will be entered into the Existing Injury File and signed by both parties.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)

Further guidance

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

Other useful PLA publications

- Accident Record (2013)
- Reportable Incident Record (2015)

