Health and safety

6.3 Recording and reporting of accidents and incidents

Policy Statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) (http://www.hse.gov.uk/riddor/index.htm)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.

Ofsted and the Environmental Health are notified of any food poisoning affecting two or more children looked after on our premises and any injury requiring treatment by a hospital doctor (also to be recorded in the accident book), or death of a child or adult as soon as possible or at least within 14 days of the incident occurring. Local child protection agencies are informed of any serious accidents or injury to, or death of any child while in our care and we act on any advice given by those agencies.

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 work related accident leading to 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 specified inury to our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to head inkury, serious burns or amputations.
- Any work related accident leading to injury to one of our employees which results in them being unable to work for seven consecutive days. All work related injuries tht kead to one of our employees being incapacitated for three or more days are recorded in our accident bookl
- 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 event that causes an accident, but could have done, such as a gas leak.
- Information for reporting incidents to the local authority or HSE is provided in the accident book. (PLA2017). Any dangerous occurance is recorded in our accident book (see below).

Information for reporting the incident to Health and Safety Officer is detailed in the Early Years Alliance *Accident Record* publication.

Our incident book

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services, carpenter and plumber. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies
- We ensure that 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 service-fire, police, ambulance – if those are needed
- If an incident occurs before children arrive, our manager risk assesses the situation and decides id the premises are safe to receive children. Our manager may decide to offer a limited service or to close the setting.
- Where an incident occurs whist children are in our care and it is necessary to evacuate the premises, we follow the procedures in our Emergency Plan or, when we are on an outing, the procedures identified inn the risk assessment for the activity
- If a crime may have been committed we ask all adults witness to the incident to make a witness statement including the date, time, what they saw or heard, what they did about it and their full name and signature.
- We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above.

- 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 member of staff, child or parent on the premises or nearby;
  - any racist incident involving staff or family on the centre's premises;
  - death of a child or adult, and
  - a terrorist attack, or threat of one.
  - A notifiable disease or illness, or an outbreak of food poisoning affecting two or more persons looked after on the premises.
- 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, 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.

Educational Inspection Framework

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

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)
- The Health and Safety (Enforcing Authority) Regulations 1998

Further guidance

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

This policy was adopted at a meeting of		name of setting
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory (e.g. chair/owner)		

Other useful Early Years Alliance publications

- Accident Record (2019)
- Education Inspection, Skills and Early Years (Ofsted 2019)
- Early years Handbook for Ofsted Registered Provision (Ofsted 2018)
- CIF Summery Record (PLA 2016)
- Reportable Incident Record (PLA 2015)