



## 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 is 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 public (child or adult), for which they are taken directly to hospital for treatment

- any work related accident leading to specific injury to our employees. Specific injuries include injuries as such fractured bones, the loss of consciousness due to head injury, serious burns or amputations.
- Any work related accident leading to injury of one of our employees which lead them to be unable to work for seven consecutive days. All work related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
- 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 injuries or fatalities or events that cause an accident , but could be done, such as a gas leak.
- Information for reporting incidents to the local authorities of HSE is provided in the accident book. (PLA2017). Any dangerous occurrence 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 the staff and volunteers carry out Health and Safety Procedures to minimise the risk and that they know what to do in an emergency.
- On discovery of an incident, we report it to the appropriate emergency services-fire, police, ambulance- if those are needed.
- If an incident occurs before children arrive, our manager risk assesses the situation and decides if the premises are safe to receive children. Our manager may decide to offer limited services or to close the setting.
- When an incident occurs whilst children are in our care and it is necessary to evacuate the premises, we follow the procedures identified in the risk assessment for the activity.
- If a crime may have been committed we ask adults witness to the incident to make a witness statement including date, time, what they saw/heard, what they did about it and their full name and signature.
- 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 setting's property;
  - an intruder gaining unauthorised access to the premises;
  - fire, flood, gas leak 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, 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 2013)
- The health and safety (Enforcing Authority) Regulations 1998

### Further guidance

- RIDDOR Guidance and Reporting Form  
[www.hse.gov.uk/riddor/index.htm](http://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

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Role of signatory (e.g. chair/owner)

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**Other useful Pre-school Learning Alliance publications**

- Accident Record (2019)