

THE ORCHARD COMMUNITY PRE-SCHOOL

21. 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.

Procedures

Our accident book:

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

Ofsted will be notified of any serious injury requiring treatment by a general practitioner or hospital doctor, any injury resulting in a hospital stay of more than 24 hours or the death of a child or adult.

If there is any serious 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 will 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 will 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 will be 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 contact numbers for gas and electricity emergency services, carpenter and plumber.
- As we rent our premises we ensure we have access to the person responsible and that 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 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, or adult 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 would follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy or Critical Incident procedures will be followed and staff will take charge of their key children. The incident would be recorded when the threat is averted.

- In the unlikely event of a child or adult dying on the premises, the emergency services would be called, and the advice of these services would be followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child protection 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