

## **6.3 Recording and reporting of accidents and incidents**

### **Policy Statement**

**We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (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:**

- All accidents are recorded in the ACCIDENT BOOK stating name, date, time with a brief description of the injury and how it occurred. The report is signed by the member of staff involved and by the parent when they are informed.

#### **Our Incident book:**

- We ensure that our staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.
- Any injury evident when child arrives at Pre-school should be noted in INCIDENT BOOK and signed by parent/carer.
- Any incident involving a child or adult must be reported in INCIDENT BOOK, dated and signed.
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in our Fire Safety and Emergency Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing.

### **Reporting accidents and incidents**

Ofsted is notified as soon as possible, but at least within 14 days, of any instances involving:

- food poisoning affecting two or more children looked after on our premises
- a serious accident or injury to, or serious illness of, a child in our care and the action we take in response
- the death of a child in our care.
- 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 two or more children or adults on our premises is reported to the local Environmental Health Department.
- We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the Health and Safety Executive (HSE)

- Any work-related accident leading to an 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 a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
- Any work-related accident leading to an injury to one of our employees, which results in them being 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