**Health and Safety – 5.4 Recording and reporting of accidents and incidents**

**Table of contents**

Policy Statement ……………………………………………………………………………......................…………….1

Procedure ..............................................................................................................................1

Guidance ................................................................................................................................3

**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 forms:**

* are kept safely and accessibly.
* are accessible to all staff and volunteers, who know how to complete it.
* are reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

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 accident to a member of staff requiring treatment by a general practitioner or hospital.
* 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 on our incident forms. See below.

**OFSTED**

Early years providers have a duty to inform Ofsted of any serious accidents, illnesses or injuries as follows:

• anything that requires resuscitation

• admittance to hospital for more than 24 hours

• a broken bone or fracture

• dislocation of any major joint, such as the shoulder, knee, hip or elbow

• any loss of consciousness

• severe breathing difficulties, including asphyxia

• anything leading to hypothermia or heat-induced illness

In some circumstances this may include a confirmed case of a Notifiable Disease in their setting, if it meets the criteria defined by Ofsted above. Please note that it is not the responsibility of the setting to diagnose a notifiable disease. This can only be done by a clinician (GP or Doctor). If a child is displaying symptoms that indicate they may be suffering from a notifiable disease, parents must be advised to seek a medical diagnosis, which will then be ‘notified’ to the relevant body. Once a diagnosis is confirmed, the setting may be contacted by the UKHSA, or may wish to contact them for further advice.

**Our incident reporting**

We have ready access to telephone numbers for emergency services, including local police. As we rent 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 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
* 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 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 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.

**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 by Little Apples of Bramley** |
| **On 6th September 2021** |
| **Date to be reviewed** |
| **Signed on behalf of the management committee *J V Whatley*** |
| **Name of signatory J V Whatley** |
| **Role of signatory Manager** |