

**Safeguarding and Welfare Requirement: Health. Providers must keep a written record of accidents or injuries and first aid treatment.**

## Recording and Reporting of Accidents and Incidents

(Including procedure for reporting accidents and incidents to the HSE under RIDDOR requirements)

### Policy statement

We follow the guidelines of the Reporting 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.

### EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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### Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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### 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.

### Reporting accidents and incidents:

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

- a serious accident or 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.**

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.

**Food poisoning affecting two or more children looked after on the premises:** Any food poisoning affecting two children or more or adults on our premises is reported to the local Environmental Health Department.

**Dealing with incidents:**

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety Executive:

- any work related accident leading to an injury to a child or adult requiring treatment by a general practitioner or hospital;
- any work related injury to a member of staff which results in them being unable to work for seven consecutive days;
- when a member of staff suffers from a reportable work related disease or illness;
- any death of a child or adult that occurs in connection with activities relating to our work;
- 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 in our incident book. See below.

**Information for reporting the incident to Health and Safety Executive is detailed in the Preschool Learning Alliance's Accident Record publication. Any dangerous occurrence is recorded in our incident book.**

**Our incident book:**

We have ready access to telephone numbers for emergency services, including local police. Where we rent premises, we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies (numbers are in the health and safety file or operational manual).

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; - a notifiable disease or illness or an outbreak of food poisoning affecting two or more children looked after on the 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, 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 1995)

### **Further guidance**

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

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

Accident Record (2010) ☐ Reportable Incident Record (2012)



Signed on behalf of Hook Village Nursery  
Chairperson

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