6.3 Recording and Reporting Accidents and Incidents

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. This includes procedure for reporting to HSE under RIDDOR requirements.

Procedures

The 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 and within 14 days of any instances which involve:

- food poisoning affecting 2 or more children looked after on our premises.
- A serious accident or injury to, or serious illness of a child and the action we take in response and
- 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 2 or more children or adults is reported to the local Environmental Health Department.

We meet our legal requirements for the safety of our employees and the public by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report the following to the Local Authority:

- any work-related accident leading to an injury to a child or adult for which they require treatment by a general practitioner or hospital.
- Any work-related accident leading to a specified injury to one of my employees. Specified injuries include fractured bones, loss of consciousness due to head injury, serious burns or amputations.
- any work-related injury to a member of staff, which results in them being unable to work for 7 consecutive days. All work-related injuries that lead to a member of staff being incapacitated for 3 or more days are recorded in our accident book
- 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 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 is recorded in our incident book. See below.

Information for reporting incidents to the Local authority or Health and Safety Executive is detailed in the Pre-school Learning Alliance's *Accident Record* publication. Any dangerous occurrence is recorded in our incident book.

The incident book:

- We have ready access to telephone numbers for emergency services, including local police. We have a contact number for a named person who is responsible for the maintenance of the building and there is a shared procedure for dealing with emergencies.
- We keep an incident book for recording major incidents including those that are reportable to the Local Authority.
- These incidents include:
  - break in, burglary, theft of personal or the Nursery School's property;
  - an intruder gaining unauthorised access to the premises;
  - fire, flood, or electrical failure;
  - attack on member of staff or parent on the premises or nearby;
  - any racist incident involving staff or family on the center'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, 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.

Common Inspection Framework

- As required under the Common Inspection Framework, we maintain a summary of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents and complaints and resolutions.

Procedures for Recording an Existing Injury

*The Nursery School operates an **"Existing Injury File"***

If any member of staff notices an injury, they should immediately inform the Nursery School Manager or the Deputy Manager will ask the parent how the injury occurred. Details of the injury and how it occurred will be entered into the Existing Injury File and signed by both parties.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995 as amended)
- The Health and Safety (Enforcing Authority) Regulations 1998

Further guidance

- RIDDOR Guidance and Reporting Form: https://www.hse.gov.uk/riddor/
- Common Inspection Framework: Education, Skills and Early Years (Ofsted 2015)
- Early Years Inspection Handbook (Ofsted 2019)

Other useful PLA publications

- Accident Record (2013)
- Reportable Incident Record (2015)

Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
7/08/2020	Veronica van Ingen	Adoption of policy
26/10/2021	Veronica van Ingen	Updated Further guidance link of RIDDOR
26/01/20226	Veronica van Ingen	No Changes