

# St Marychurch Pre-school

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

(including procedure for reporting to HSE, RIDDOR).

### **Statement of intent**

St Marychurch pre-school follows procedures and guidelines for 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.

### **Aim**

To ensure practitioners follow procedures and legislation for reporting and recording accidents and incidents and to ensure each child is safely cared for during the session.

### **Methods**

#### **Our accident book**

- Is kept safely and accessibly.
- All practitioners and volunteers know where it is kept and how to complete it and
- Is reviewed at least half termly to identify any potential or actual hazards.
- Parents will not be given access to another child's accident records when asked to sign the accident book.
- Names of other children will not be used when recording an accident to a child.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult within 14 days.

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 within 14 days.

### **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 practitioner 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 gas leak.
- Any dangerous occurrence is recorded in our Incident Book.

Information for reporting to the Health and Safety Officer is detailed in the Early Years Alliance publication, Accident Record.

### **Our incident book**

- 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 a practitioner or parent on the premises or nearby.
  - any racist incident involving a staff or family on the centre'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 and evacuation Policy will be followed. 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 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).

Signed: \_\_\_\_\_

Position: Chairperson

Dated: \_\_\_\_\_

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.