



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.

Procedures

Our Accident book :

- is kept in a safe and secure place;
- is accessible to our staff and volunteers, who all know how to complete it
- it is reviewed half termly to identify 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:
 - i. food poisoning affecting two or more children looked after on our premises;
 - ii. a serious accident or injury to, or serious illness of, a child in our care and the action we take in response;
 - iii. 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:
 - i. 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.
 - ii. 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.

- iii. 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
- iv. When one of our employees suffers from a reportable occupational disease or illness.
- v. Any death, of a child or adult, that occurs in connection with a work-related accident.
- vi. 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.
- vii. Any dangerous occurrence is recorded in our accident/incident folder (see below).

Accident/Incident Folder

- We have the telephone numbers for emergency services, including the local police.
- As we rent the premises – we have access to the person responsible for the building and who is able to deal with our emergencies.
- 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.
- On discovery of an incident, we report it to the appropriate emergency services – fire, police, ambulance – if those services are needed.
- If an incident occurs before any children in our care arrive, the manager risk assesses the situation and decides if the premises is safe to receive children. The manager may decide to offer a limited service or to close the setting.
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures identified in the risk assessment for the outing.
- If a crime has been committed, we ask all adults who have witnessed the incident to make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and include their full name and signature.
- We keep an incident folder for recording major incidents, including some of those that are reportable to the Health and Safety lead.
- These incidents include:
 - i. a break in, burglary, or theft of personal or the setting's property;
 - ii. an intruder gaining unauthorised access to our premises;

- iii. a fire, flood, gas leak or electrical failure;
- iv. an attack on an adult or child on the premises or nearby;
- v. any racist incident involving families or the staff on the premises;
- vi. a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
- vii. the death of a child or adult;
- viii. a terrorist attack, or threat of one.
 - In the accident/incident folder 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 the crime number given. Any follow up, or insurance claim made, is also recorded.
 - In the unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical and contacting children’s families. Our standard Fire Safety and Emergency Evacuation Policy will be followed and our staff will ensure all children are safe. The incident is recorded when the threat is averted.
 - In the unlikely event of a child dying on the premises, the emergency services will be called and the advice of these services will be followed.
 - The accident/incident folder is not for recording issues of concern involving a child. This is recorded in the child’s own file.

The policy was adopted by	Little Bear Cubs Pre-school
On	September 2023
Date to be reviewed	September 2024
Name of signatory	Andrea Nicolaou
Role of signatory	Manager