**Recording and reporting of accidents and incidents policy**

**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 book:*

• is kept safely and accessible;

* all staff 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.

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.

Registered providers must notify Ofsted of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence. Providers must notify local child protection agencies of any serious accident or injury "'to, or the death of, any child while in their care, and must act on any advice from those agencies.

**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; 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 the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's Accident Record publication.

**Our Incident Book**

• We have ready access to telephone numbers for emergency services, including local police.

• We ensure we have access to. the person responsible for the rented premises 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 near by;

- 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 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.

**Legal framework**

• Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)

**Further guidance**

• RIDDOR Guidance and Reporting Form