

# Sunbeams Play

## Health and safety

### 3.6 Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

#### Policy statement

Health and Safety is the responsibility of every member of staff.

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 (please see: Safeguarding Children/ Child Protection and Achieving Positive Behaviour policies)

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.4 Key person	3.4 The wider context	

#### Procedures

##### Our accident book:

- Is kept safely and accessibly.
- Is accessible to all staff and volunteers, who know how to complete it.
- Is reviewed every term to identify any potential or actual hazards.

**Ofsted** and the local authority will be notified of any food poisoning affecting two or more children looked after on our premises ,any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult as soon as possible, or at least within 14 days of the incident occurring .

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.

## 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.
- 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.

## Our incident book

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises, we have contact numbers for gas and electricity emergency services, carpenter and plumber. As we rent the premises, we ensure we have access to the person responsible and that there is a procedure for dealing with emergencies.
- We keep an incident book for recording incidents, including those that are reportable to the Health and Safety Executive as above.
- 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 member of staff or parent on the premises or nearby.
  - Any racist incident involving staff or family on the centre's premises.
  - Death of a child.
  - 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 the 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 is 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.

**Other useful Pre-School Learning Alliance Publications**

- Accident Record (2010).
- Incident Record (2010).

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)