

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. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this. Reportable incidents must also be reported to OFSTED.

Procedures

Our accident/ incident records:

- Are recorded on **Tapestry** in the child's individual profile.
- Are accessible to our staff and volunteers, who all know how to complete the form.
- Are reviewed at least half termly to identify any potential or actual hazards.

Reporting accidents and incidents

- Any work-related accident leading to a serious injury such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
- When one of our employees suffers from a reportable occupational disease or illness.
- Any death, of a child or adult, that occurs in connection with a work-related accident.
- 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.

Incidents

- We have ready access to telephone numbers for emergency services, including the local police.
- Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with 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 call Emergency Services **999 or 112** and follow their direction.
- If an incident occurs out of school hours, the manager reserves the right to close the school at short notice.
- Where an incident occurs and it is necessary to evacuate the premises/area, we follow the procedures in our Fire Safety and Emergency Evacuation Policy.
- If a crime may have been committed, we ask all adult witnesses to make a statement.
- We keep an incident book for recording major incidents, including some of those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - a break in, burglary, or theft of personal or our setting's property;
 - an intruder gaining unauthorised access to our premises;
 - a fire, flood, gas leak or electrical failure;
 - an attack on an adult or child on our premises or nearby;
 - any racist incident involving families or our staff on the setting's premises;
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises;
 - the death of a child or adult;
 - a terrorist attack, or threat of one.

RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor **RIDDOR 0845 300 9923**