**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. Child protection matters or behavioural incidents between children are not regarded as accidents and there are separate procedures for this.

**Procedures**

Our accident book:

* Is kept in a safe and secure place
* Is accessible to staff and volunteers, who all know how to complete it
* Is reviewed termly to identify any 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:

* Food poisoning affecting two or more children looked after on our premises
* A serious accident or injury to, or serious illness of, a child in our care and the action we take in response
* 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 & Safety Executive (HSE):

* Any work-related accident leading to an injury to a child or adult, for which they are taken directly to hospital for treatment
* Any work related injury leading to a specified injury to an employee. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
* Any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days
* When a member of staff suffers from a reportable occupational disease or illness as specified by the HSE
* 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 and accident, but could have done; such as a gas leak.

*Our incident book*

* We have ready access to telephone numbers for emergency services, including the local police. Where we rent premises we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
* We ensure that staff & volunteers carry out all health & safety procedures to minimise risk & 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 arrive, the manager in charge risk assesses this situation & decides if the premises are safe to receive children. Management may decide to offer a limited service or to close the pre-school
* Where an incident occurs whilst the children are in our care & it is necessary to evacuate the premises/area, we follow the procedures identified in the risk assessment for the outing in our Fire Safety& Emergency Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing.
* We keep an incident book for recording major incidents, including those that are reportable to the Health & Safety Executive as above.
* These incidents include:
  + A break in, burglary, or theft of personal or the settings property
  + An intruder gaining unauthorised access to the premises
  + A fire, flood, gas leak or electrical failure
  + An attack on an adult or child on the premises or nearby
  + Any racist incident involving staff or families 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
* 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, is also recorded.
* In the 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 Emergency Evacuation 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 is followed.
* The incident book is not for recording issues of concern involving a child. This is recorded in the child’s own file.

**Education Inspection Framework**

* As required under the Education *Inspection Framework*, we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions.

**Legal framework**

* Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

**Further guidance**

* Education Inspection Framework: Education, Skills and Early Years (Ofsted 2019)
* Early Years Inspection Handbook for Ofsted Registered Provision (Ofsted 2019)
* RIDDOR Guidance and Reporting Form: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

This policy was adopted at a meeting of Alphabets Pre-school management committee

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

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

Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Nominated person)