Recording and Reporting of Accidents and Incidents Policy

Policy statement

Binfield Preschool follows 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.

Procedures

Our accident book:
- is kept in a safe and secure place
- is accessible to all staff, who all know how to complete it
- is reviewed at least 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.

All legal requirements in respect of the safety of our employees and the public are met by compliance with RIDDOR. We report to the Health and Safety Executive (HSE):
- 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
- 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
- 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
• When one of our employees 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
go manifest itself as an accident but could have done, such as a gas leak
• Information for reporting incidents to the Health and Safety Executive is provided in the Early Years Alliance’s
Accident Record publication. Any dangerous occurrence is recorded in our incident book (see below).

**Incident book**

We ensure that health and safety procedures are carried out on a regular basis to minimise risks and that all staff
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 arrives, the manager risk assesses the situation and decides if the
premises are safe to receive children or if the setting should be closed.

Where an incident occurs whilst the children are in setting and it is necessary to evacuate the premises/area, we
follow the procedures in our Fire Safety and Emergency Evacuation Policy or, when on an outing, 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 written witness
statement, which includes the date and time of the incident, what they saw or heard, what they did about it and
their full name and signature.

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

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 the 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 will be called, and the advice of these services followed.

Any issues concerning a child are not recorded in the incident book, but in the child’s file.

**Common Inspection Framework**

As required under the *Common 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, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

**Further guidance**

- Common Inspection Framework: Education, Skills and Early Years (Ofsted 2015)
- Early Years Inspection Handbook (Ofsted 2015)
- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

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<tr>
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<td>Adrian Hone</td>
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<td>Role of signatory (e.g. chair, director or owner)</td>
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**Other useful Early Years Alliance publications**

- Accident Record (2013)
- CIF Summary Record (2016)
- Reportable Incident Record (2015)