



## **Health**

### **6.3 Recording and Reporting of Accidents and Incidents**

(Including procedure for reporting to HSE, RIDDOR)

#### **Safeguarding and Welfare Requirement: Health**

Abbots Langley Pre-School must keep a written record of accidents or injuries and first aid treatment.

### **Policy Statement**

Abbots Langley Pre-School follows 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 accessibly;
- Is accessible to all staff and volunteers, who know how to complete it; and
- Is reviewed at least half 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;

## **Abbots Langley Pre-School – Recording and Reporting of Accidents and Incidents Policy**

- A serious accident or injury to, or serious illness of a child in our care and the action we take in response: and
- 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.
- Abbots Langley Pre-School meets 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 Local Authority (LA). Please note that providers on school premises or domestic premises report to the Health and Safety Executive (HSE):
- Any work-related accident leading to an injury to a child or
  - adult, for which they are taken to hospital for treatment.
  - Any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days. All work-related injuries that lead to a member of staff being incapacitated for three or more days are recorded in our accident book.
  - Any work-related accident leading to a specified injury to a member of staff. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
  - When a member of staff suffers from a reportable work-related 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 an accident but could have done, such as a gas leak.
  - Information for reporting the incident to local authority is detailed in the Pre-School Learning Alliance's *Accident Record* publication. Any dangerous occurrence is recorded in our incident book (see below)

## ***Abbots Langley Pre-School – Recording and Reporting of Accidents and Incidents Policy***

### ***Our incident book***

- We have ready access to telephone numbers for emergency services, including local police. As we rent the building, we have access to the person responsible and there is a shared procedure for dealing with emergencies.
- We ensure that 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 report it to the appropriate emergency services – fire, police, ambulance – if those services are needed.
- If an incident occurs before any children arrive, our manager/owner or Pre-School supervisor will risk assess this situation and decide if the premises are safe to receive children. Our manager/owner may decide to offer a limited service or to close the Pre-School.
- Where an incident occurs whilst the children are in our care 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 may have been committed, we ask all adults witness to the incident to make a witness statement including 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 incidents including those that that are reportable to the Local Authority 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;
  - an attack on an adult or child on the premises or nearby;
  - any racist incident involving families or staff on the premises;
  - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
  - the death of a child or adult;

## ***Abbots Langley Pre-School – Recording and Reporting of Accidents and Incidents Policy***

- 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 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, for example, through cot death in the case of a baby, or any other means involving an older child, 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

### **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, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)
- The Health and Safety (Enforcing Authority) Regulations 1998

### **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)
- Accident Record (Pre-School Learning Alliance 2017)
- CIF Summary Record (Pre-School Learning Alliance 2016)
- Reportable Incident Record (Pre-School Learning Alliance 2015)

## ***Abbots Langley Pre-School – Recording and Reporting of Accidents and Incidents Policy***

### **Other useful Pre-School Learning Alliance publications**

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

This Policy was adopted at a meeting of Abbots Langley Pre-School held on	MARCH 2020
Date to be reviewed	MARCH 2022 OR SOONER IF CHANGES ARE REQUIRED
Provider	Pre-School Owner