

Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LR



3.1.6 - Recording and Reporting of Accidents and Incidents Policy

(Including procedure for reporting accidents and injuries to the HSE under RIDDOR requirements)

Policy Statement

Stanford Pre-school follows the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Safeguarding matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this. Any safeguarding issue is recorded in our '*Central Record for Safeguarding File.*'

Procedures

Our accident slips:

- are kept safely and accessibly;
- are accessible to all staff and volunteers, who know how to complete it; and
- are 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 incidences that 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; and
- the death of a child while on the premises, or later, as the result of something that happened while the child was in our care;
- serious injuries such as:
 - broken bones or a fracture
 - loss of consciousness
 - pain that is not relieved by simple pain killers
 - acute confused state
 - persistent, severe chest pain or breathing difficulties
 - amputation
 - dislocation of any major joint including the shoulder, hip, knee, elbow or spine
 - loss of sight (temporary or permanent)
 - chemical or hot metal burn to the eye or any penetrating injury to the eye
 - injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
 - any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
 - unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
 - medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin

- medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material

Local safeguarding 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 also reported to the local Environment Health Department.

Dealing with RIDDOR incidents:

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital;
- 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 work-related disease or illness;
- any death, of a child or adult, that occurs in connection with activities relating to our work; and
- and 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.

To report a RIDDOR incident use the following contact detail:

RIDDOR incident contact centre

0845 3009923

Email: riddor@connaught.plc.uk

Post: Incident Contact Centre

Caerphilly Business Park

Caerphilly

CF83 3GG

Online notification: www.hse.gov.uk/riddor/report

Our Incident book

- We record any dangerous occurrence in 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 the gas and electricity emergency services, and a carpenter and plumber.
- We keep an Incident book for recording major incidents, including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property;
 - an intruder gaining unauthorised access to the premises;
 - a fire, flood, gas leak or electrical failure;
 - an attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the setting's 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, and
 - 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 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 and Emergency Evacuation Policy will be followed and staff will take charge of their key children, with overall responsibility lying with the session's manager. 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 are followed.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

Further guidance

- RIDDOR Guidance and Reporting Form
www.hse.gov.uk/riddor/index.htm

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

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)	_____	