

## 6.3 Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

### Policy statement

We follow 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 books, forms and folders:*

- are kept safely and accessibly;
- are accessible to all staff and volunteers, who know how to complete them; and
- are reviewed at least half termly to identify any potential or actual hazards.

Any accidents or incidents that happen to a Pre-School child, parent, member of staff or committee on Pre-School premises or during a Pre-School outing, are recorded in the relevant Pre-School accident book or the child's accident folder and the weekly accident monitoring form. Those that occur on Crick Primary School premises, but outside the Pre-School's designated area, must be recorded by both the Pre-School and Primary School. We notify Crick Primary School immediately should any incident or accident require the emergency services to be called.

Accidents that happen to a Pre-School child are recorded on their individual accident form. Parents and/or carers are notified of any accident or injury sustained by their child and of any first aid treatment given, on the same day or as soon as reasonably practicable. The accident is also recorded in on the weekly accident monitoring form. A child's existing injuries (obvious or notified to us by the parents) are recorded on a separate form and signed by the parent.

### *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; and
- the death of a child in our care.



Local child protection agencies are informed of any serious accident or injury to, 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 (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 accident 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 accident leading to an injury to an employee which results in them being unable to work for seven consecutive days. All work-related injuries that lead to an employee being incapacitated for three or more days are recorded in our accident book.
- 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 activities relating to our work; and
- 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 Health and Safety Officer is detailed in the Early Years Alliance's *Accident Record* publication. Any dangerous occurrence is recorded in our incident book (see below).

All of the above incidents will also be reported to Crick Primary School.

We consider whether we inform the Charity Commission under their Serious Incident reporting requirements – details of which are available by accessing the following link: <http://www.charitycommission.gov.uk/running-a-charity/your-charitys-work/protecting-your-charity/reporting-serious-incidents/>

#### *Our incident book*

- Crick Pre School lease our premises from Crick Primary School and we ensure we have access to the person responsible for dealing with emergencies
- We have ready access to telephone numbers for emergency services, including local police and a shared procedure for dealing with emergencies.
- In the unlikely event of

#### **In Pre-School/Crick Primary School**

- A deliberate act of violence, such as the use of a knife or firearm
- A fire or laboratory explosion
- A child or member of staff taken hostage
- The destruction or serious vandalism of part of the school

- The death of a child or member of staff

**Outside Pre-School:**

- A transport-related accident involving child and/or members of staff
- The death of a child or member of staff
- A more widespread disaster in the community
- Death or injuries on journeys or excursions
- Civil disturbances and terrorism
- In the event of a pandemic

We will follow the school's Emergency Plan. Due to the sensitivity of the information enclosed, copies will only be available to Pre-School staff and the Chair of the Committee.

- 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 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 or Deputy Manager risk assesses this situation and decides if the premises are safe to receive children. The Manager or Deputy Manager after discussion with the Committee Chairperson may decide to offer a limited service or to close the setting.
- 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 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 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;
  - fire, flood, gas leak or electrical failure;
  - 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 the premises;
  - 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, is also recorded.

- In the unlikely event of a terrorist attack we follow the Crick Primary School's Emergency Plan and 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, for example, through SIDS or any other means, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving an individual child. These are recorded in the child's own file.
- We consider whether we inform the Charity Commission under their Serious Incident reporting requirements – details of which are available by accessing the following link: <http://www.charitycommission.gov.uk/running-a-charity/your-charitys-work/protecting-your-charity/reporting-serious-incidents/>

### Education Inspection Framework

As required under the *Education Inspection Framework*, we maintain a summary record of all accidents, 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)

This policy was adopted at a meeting of

Crick Pre-School

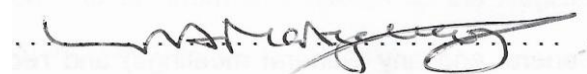
Held on

19<sup>th</sup> January 2022

Date to be reviewed

January 2023

Signed on behalf of the management committee



Name of signatory

Laura Montgomery

Role of signatory (e.g. chair/owner)

Chair

### Other useful Early Years Alliance publications

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