

## Watery Lane Preschool



# Policy and Procedure for Recording and Reporting of Accidents and Incidents

## Policy statement

At Watery Lane Preschool 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 incidents and there are separate procedures for this.

## Procedures

*Our accident book:*

- is kept in a safe and secure place, currently password protected on Tapestry ;
- is accessible to all our staff and volunteers, who all know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.
- All staff members in each session will hold a relevant in date Paediatric First Aid Certificate

## *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 a child, or the death of any child, while in our care and we act on any advice given by those agencies. (Somerset Direct 0300 1232224. Police 111, Royal and Sun Alliance Insurance plc 020 7697 2585
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.
- We meet legal requirements in respect of the safety of our employees and the public by complying 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 cause 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 Pre-school Learning Alliance's Accident Record publication. Any dangerous occurrence is recorded in our incident book (see below).

#### *Incident book*

- We have ready access to telephone numbers for emergency services, including the local police. As tenants of Somerset County Council we have access to the person responsible for the premises in respect of gas and electrical emergency services and also to approved carpenters and plumbers and we have a shared procedure for dealing with emergencies.
- 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, and ambulance – if those services are needed.
- If an incident occurs before any children arrive, the Manager and Chairperson risk assess this situation and decides if the premises are safe to receive children. They 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 Emergency Evacuation and Critical Incident 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 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; 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 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 Emergency Evacuation and Critical Incident policy will be followed. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on our premises, we follow the procedures set out in our Sudden Death Procedure, 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.

### **Legal framework**

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, Childcare Act 2006, Health and Safety (First Aid) Regulations 1981,
- General Data Protection Regulations (2018)

### **Further guidance**

- RIDDOR Guidance and Reporting Form: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

## Links to other policies and legislation

- **Safeguarding and Welfare Requirement: Health**
  - Providers must keep a written record of accidents or injuries and first aid treatment.
- Please see our Policies on Emergency Evacuation and Critical Incidents, Health and Safety and Sudden Death Procedure and Safeguarding Children (including the Prevent Duty 2015), Induction Procedure, Confidentiality Policy, Achieving Positive Behaviour Policy, Managing Children who are Sick, Infectious or with Allergies Policy,

| A unique Child   | Positive Relationships | Enabling environments                                 | Learning and development |
|------------------|------------------------|-------------------------------------------------------|--------------------------|
| 1.3 Keeping Safe |                        | 3.3 The Learning Environment<br>3.4 The Wider Context |                          |

This policy was adopted at a meeting of **Watery Lane Preschool**

Held on \_\_\_\_\_

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

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

Date to be reviewed \_\_\_\_\_