

Recording and reporting of accidents and incidents

Policy statement

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Child protection matters or behavioural incidents are not regarded as incidents and they are recorded in the safeguarding and behaviour book.

Procedures

Our accident folder;

- Is kept in a safe and secure place when the setting is closed.
- Is accessible to all staff during opening hours.
- All staff are aware how to complete an accident form.
- The records are reviewed half termly to identify any potential or actual hazards.

Reporting accidents and incidents

OFSTED are notified as soon as possible, and within 14 days, of any instances which involve;

- Food poisoning affecting 2 or more children attending and fed on our premises.
- A serious accident or injury to, or serious illness of a child in our care and the action we took 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 these agencies.

Any food poisoning affecting 2 or more children and adults is reported to the local Environmental Health Department.

We report to the Local Authority

- Any work related accident leading to an injury to a member of staff, member of the public which resulted in them visiting hospital.
- Any work related accident leading to a specified injury to a member of staff. Specified injuries include broken bones, the loss of consciousness due to a head injury, serious burns or amputations.
- Any work related accident leading to an injury to a member of staff resulting in them being unable to work for seven working days, All work related injuries

resulting in a member of staff not being able to work for 3 days are recorded in the accident book.

- When one of the 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 a work related accident.
- Any dangerous occurrences. These may be an event that causes injury or fatalities or any event that did not cause these but may have done.
- Any dangerous occurrence is recorded in the accident/incident book.

Incident Book

- Because we rent premises we ensure we have access to a member of the village hall committee to share any dangerous occurrence.
- We ensure that our staff and volunteers carry out visual risk assessments and know what to do in the event of an emergency.
- On discovery of an incident we report it to the relevant emergency services.
- If an incident occurs before the children arrive the manager will assess whether it is safe to open.
- Where an incident occurs and children are in our care and it is necessary to evacuate the building we follow the Fire Evacuation Procedure.
- If a crime has been committed all adults who were witnesses must make a signed written statement, including the date and time of the incident.
- We keep an incident record of incidents not reportable to the Local Authority. i.e. break in, burglary or theft of the settings property. An intruder gaining unlawful entrance, fire or flood, gas or electrical failure. An attack on a child or adult near the premises.
- In the incident book we keep a record of the date and time, nature of the incident, who was affected what was done about it and whether it was reported to the police. A crime number is recorded if given. Any necessary insurance claim is logged.
- In the event of a terrorist attack we follow the advice of the emergency services with regard of evacuation, medical aid and contacting children's families. Our Terrorist Attack procedure will be followed. The incident is recorded when the threat is averted.
- In the unlikely event of a child or adult dying the emergency services are called and their advice followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the Safeguarding File.

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