



Suitable premises

3.6 Recording and reporting of accidents and incidents

Policy statement

At School House Nurseries we follow the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (known as RIDDOR) when reporting accidents and incidents to the HSE.

Procedures

Accident forms

- Are generated and stored on Family
- These are easily accessible
- They are accessible to all staff
- Forms can be completed by any staff who have a current Paediatric First Aid certificate
- All accident forms are audited monthly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring a visit to a general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences. [<http://www.hse.gov.uk/riddor/report.htm>]

Dealing with incidents

We meet our 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 Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital
- 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
- Any dangerous occurrence is recorded in our 'Incident Record' which is kept on Family.



Incident Record

- 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 gas and electricity emergency services, carpenter and plumber so that we are ready to deal with emergencies.
- We keep an Incident Record for recording incidents including those that are reportable to 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 a member of staff or parent on the premises or nearby;
 - Death of a child, and
 - A terrorist attack or threat of one.
- In the incident file 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 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.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regards 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.
- The incident file is not for recording issues of concern involving a child. This is recorded in the child's own file.

Child protection and behavioural incidents

Child protection matters or behavioural incidents between children are not regarded as accidents. There are separate procedures to cover these areas.

This policy was updated and reviewed in:

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	

August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	