



**Statutory framework requirement: Suitable premises, environment and equipment**  
Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or other emergency..

## **Accidents and Incidents policy**

(Including procedure for reporting to HSE, RIDDOR, SPOA, Ofsted)

### **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.

### ***Our accident records:***

- Are kept safely and accessible in the rainbow room cupboard
- Are accessible to all staff and volunteers, who know how to complete them
- Are completed as soon after the accident as possible
- Are signed by the Parent/carer when they pick up their child (if the accident is serious parents/carers are informed immediately by telephone, a record will still be completed).
- Are reviewed half termly by the manager, to identify any potential trends or actual hazards.

We are aware that we must notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in our care and of the action we have taken. Notification must be made as soon as is reasonably possible but must be within **14** days of the incident occurring. We also understand that at the same time we must report the above to the SPOA. We understand that we will be committing an offence if we fail to do this.

When there is any injury requiring 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 also make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

### ***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; and
- any dangerous occurrences. This may be an event that causes injury or death or an event that does not cause an accident but could have done, such as a gas leak.



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- Any dangerous occurrence is recorded in our incident book (please note this is separate from our confidential incident record, which contains information relating to children. See below.

### **Our incident recording**

- We have ready access to telephone numbers for emergency services, including local police. We have contact numbers for various trades for the premises and manuals for mechanical and electrical services.
- We keep an incident/accident file for recording incidents relating to children but also for those incidents that are reportable to the Health and Safety Executive, SPOA and Ofsted.
- These incidents could include:
  - break in, burglary, theft of personal or the setting's property;
  - an intruder gaining unauthorised access to the premises;
  - fire, flood, or electrical failure
  - attack on member of staff or parent on the premises or nearby;
  - any racist incident
  - death of a child
  - a terrorist attack, or threat of one.
- In the incident book for such incidents as listed above, 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 are also 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 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, the emergency services are called, and the advice of these services are followed.

### **Legal framework**

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)

### **Further guidance**



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- RIDDOR Guidance and Reporting Form
- Reportable Gas Incidents

[www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)

This policy was written and reviewed by the Early Years Manager: Debbie Arnett

This policy was adopted by Hartfield Playschool staff and trustees in January 2016.

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