6.3 Recording and reporting of accidents and incidents

Policy statement

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 behavioral incidents between children are not regarded as incidents and there are separate procedures for this.

Procedures

Our accident forms:

- are easily accessible for our staff and volunteers, who all know how to complete them; and
- are reviewed regularly to identify any potential or actual hazards.

Reporting accidents and incidents

- Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:
  - anything that requires resuscitation
  - admittance to hospital for more than 24 hours
  - a broken bone or fracture
  - dislocation of any major joint, such as the shoulder, knee, hip or elbow
  - any loss of consciousness
  - severe breathing difficulties, including asphyxia
  - anything leading to hypothermia or heat-induced illness
  - penetrating injury to the child's eye
  - chemical or hot metal burn to the child's eye
  - from absorption of any substance: by inhalation, by ingestion, through the skin
  - from an electric shock or electrical burn where there is reason to believe it resulted from exposure to: a harmful substance, a biological agent, a toxin, an infected material
- 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.
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department and OFSTED.
- We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the HSE and other agencies (including the local authority and OFSTED if necessary) the following:
  - 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.
- A 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 head injury, serious burns or amputation.

- 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.
- 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.
- Any dangerous occurrence is recorded as an incident (see below).

Incidents

- We have access to telephone numbers for emergency services, including the local police. We have access to the person responsible for maintaining the premises who is able to assist in 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, ambulance – if those services are needed.
- If an incident occurs before any children arrive, our manager/deputy risk assesses this situation and decide if the premises are safe to receive children. Our manager 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.
- 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 a log for recording major incidents, including some of those that that are reportable to the Local Authority or Health and Safety Executive as above.
- These incidents may 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
  - a terrorist attack, or threat of one
- 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 standard Fire Safety and Emergency Evacuation Policy

will be followed and our staff will take charge of the children. The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on our premises, the emergency services are called and the advice of these services are followed.

This policy was adopted by	Springfield Bees Pre-School
On	15/12/25
Date to be reviewed	15/12/26
Signed on behalf of the provider	
Name of signatory	
Role of signatory (e.g. chair, director or owner)	