

## **Recording & Reporting of Accidents & Incidents**

Bierton Pre School 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.

Accident and Incident forms are accessible to all staff, who know how to complete them. Once completed and signed by staff and parents they are kept with the individual child's records. Currently, due to COVID-19 the forms are scanned and emailed to parents.

A copy is also kept in the Accident/Incident folder and is reviewed monthly to identify any potential or actual hazards.

Any sensitive, highly confidential incident reports regarding safeguarding/child protection issues are stored securely and only accessible to those staff involved in the specific case.

### **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.
- 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, 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.

We meet requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the Health and Safety Executive:-

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital.
- any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days.
- when a member of staff suffers from a reportable work-related disease or illness.
- any death, of a child or adult, that occurs in connection with activities relating to our work.
- 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.

We have ready access to telephone numbers for emergency services. We have contact details of the person/people responsible for the Sports Hall and who are responsible for dealing with emergencies.

We keep a record of any major incidents, including those that are reportable to the Health & Safety Executive. These incidents include:-

- a break in, burglary, or theft of personal or the setting's property.
- an intruder gaining unauthorised access to the premises.
- a fire, flood, gas leak or electrical failure.
- an attack on a member of staff or parent on the premises or nearby.
- any racist incident involving staff or family on the setting premises.
- a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises.
- a 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 or the threat of one, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our Lock Down policy and Fire Safety and Emergency Evacuation policy will be followed and staff will take charge of their key children (where possible). The incident is recorded at the earliest possible opportunity after the situation is under control and everyone is safe.

Signed, all staff: