

Recording and Reporting of Accidents and Incidents

(Including procedure for reporting to HSE, RIDDOR)

Policy Statement

Chestnut Playgroup follows the guidelines of the Reporting 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.

Procedures

- In the event of a serious accident, injury, or serious illness, the setting manager notifies the committee using our agreed reporting format, as soon as possible.
- If required, a RIDDOR form is completed; one copy is sent to the parent/carer, one for the child's file and one for the local authority Health and Safety Officer.
- The committee are notified by the manager of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care in order to be able to notify Ofsted and any advice given will be acted upon. Notification to Ofsted is made as soon as is reasonably practicable and always within 14 days of the incident occurring. The Designated Person will, after consultation with the committee, inform local Child Protection agencies of these events.

Our Accident Book

- is kept in a safe and secure place;
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Reporting Accidents and Incidents

Ofsted is notified 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
- accidents due to any other faults (that are reportable under RIDDOR)

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.

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety Executive (HSE):

- 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.
- Any 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 a head injury, serious burns or amputations.
- 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 in our accident book.
- Specified injuries at work, as detailed at www.hse.gov.uk/pubns/indg453.pdf
- 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 in our incident book.
- If the incident is RIDDOR reportable, the manager telephones HSE Contact Centre on 0345 300 9923 or reports online at www.hse.gov.uk/riddor/report.htm
- RIDDOR Reportable events require reporting to RIDDOR within 15 days of the event occurring.

Incident Book

- We have ready access to telephone numbers for emergency services, including local police. As we rent the premises, we ensure we have access to the person responsible and liaise with this person as to the procedure for dealing with emergencies.
- 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 risk assesses this situation and decides 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 or, when on an outing, the procedures identified in the risk assessment for the outing.
- If a crime may have been committed, we ask all adults who witness the incident to make a witness statement including the date and time of the incident, what they saw/heard, what they did, and their full name and signature.
- Staff do not discuss the incident with the press.
- As required under the Common Inspection Framework, we keep an incident book which contains a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions including any incidents that that are reportable to the Health & Safety Executive as above.
- These incidents may include:
 - a break in, burglary, theft of personal or the setting's property, vandalism
 - an intruder gaining unauthorised access to the premises
 - a fire or suspected arson, burst pipe, severe leak or flood, gas leak or electrical failure
 - severe weather that has caused an incident or damage to property
 - a threat or an attack/assault on a member of staff or parent/carer on the premises or nearby
 - any racist incident involving families or our staff on the playgroup's premises
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises
 - a lost child
 - the death of a child or adult
 - a terrorist attack, or threat of one
 - any event or information that becomes known, that may have implications for the setting or the wider organisation in the future
- In the incident book 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 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.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

If an insurance claim is likely:

- incidents such as fire, theft or flood are notified to the insurance provider immediately.
- the setting does not admit liability.
- if broken or faulty equipment is involved, it must not be repaired, destroyed or disposed of, in case it is needed during the investigation.
- if communication from a solicitor is received on behalf of the injured party, this is sent directly to the insurance provider; the manager will then write to the solicitor to confirm that the letter has been passed on.
- the incident is not discussed with any outside persons, or other parents/carers, no matter what questions they may ask about their own child's safety in relation to the incident, as it is regarded as confidential under the Data Protection Act.

Education Inspection Framework

- As required under the *Education Inspection Framework*, we maintain a summary record of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination, including racist incidents, and complaints and resolutions.

Legal Framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

Further Guidance

- Education Inspection Framework: Education, Skills and Early Years (Ofsted 2019)
- Early Years Inspection Handbook for Ofsted Registered Provision (Ofsted 2019)
- RIDDOR Guidance and Reporting Form www.hse.gov.uk/riddor

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Signed:

Name: Emily Steele

Position: Chair