



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

Recording and Reporting of Accidents and Incidents Policy

(Including procedure for reporting to HSE, RIDDOR)

Policy Statement

At Hail Weston Pre-school Activity Group (HWPAG) we follow 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

Our accident folder:

- is kept safely and accessibly;
- 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.

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 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 Regulations.

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 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 file. See below.

Our 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 that there is a shared procedure for dealing with emergencies such as gas, electrical and plumbing incidents.
- We keep an incident file for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the pre-school's property;
 - an intruder gaining unauthorised access to the premises;
 - fire, flood, gas leak or electrical failure;

- attack on member of staff or parent on the premises or nearby;
- any racist incident involving staff or family on the pre-school's premises;
- 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, should also be recorded.
- In the unlikely event of an external or internal incident which poses a threat to the children and adults in the setting then we will follow our Lockdown procedure after which the incident is recorded when the threat is averted.
- 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.
- The incident file is not for recording issues of concern involving a child. These are recorded on the child's own accident/incident sheet.

In compliance with the Welfare Requirements, the following documentation is in place

- Lockdown Procedure

Legal framework

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

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson