



5B

Reporting and Recording of Accidents and Incidents

(Including the procedure for reporting accidents and incidents to the HSE under RIDDOR requirements)

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

Procedures

Our accident book:

- Is kept in a safe and secure place
- Is accessible to staff and volunteers, who all know how to complete it
- Is reviewed at least half termly 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:

- 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 on our care

Local child protection agencies are informed of any serious accident or injury to a child, or the death of a 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.

The Health & Safety Officers will be responsible for reporting to the Health and Safety Executive (HSE) in accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), in respect of the safety of our employees and the public

The following must be reported:

- 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



5B

- 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.
- Any dangerous occurrence is to be recorded in our incident book (see below).

Incidents should be reported online within 14 days at <http://www.hse.gov.uk/riddor/report.htm>, fatal or major injuries may be reported by telephone on 0345 300 9923.

Our Incident Book

- We have ready access to telephone numbers for emergency services, including the local police. Where we are responsible for the premises, we have contact numbers for the gas and electricity companies, a carpenter and plumber. Where we rent, we ensure we have access to the body responsible and there is a shared procedure for dealing with emergencies
- We keep an incident book for recording major incidents, including those that we are reportable to the Health and Safety Executive as above
- 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's premises
 - A notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises
 - The death of a child or adult
 - A terrorist attack or a threat of one
- 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 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 and Evacuation policy or Lockdown 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, for example, through cot death in the case of a baby, 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



5B

Legal Framework

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

Further Guidance

- RIDDOR Guidance and Reporting Form: <http://www.hse.gov.uk/riddor/report.htm>

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn 2025

Date to be reviewed: Autumn 2026