Reporting and Recording of Accidents and Incidents Policy

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 and behavioural incidents between children are not regarded as incidents for the purposes of this policy and are addressed through separate procedures.

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 by the Committee Chair.

Reporting Accidents and Incidents

Ofsted will be notified as soon as reasonably practicable, and within 14 days, of any event that is required to be notified under the EYFS Statutory Framework, including:

- Food poisoning affecting two or more children looked after on our premises.
- Any serious accident, illness or injury to, or the death of, a child while in our care, and the action taken in response.

Local child protection agencies will be informed of any serious accident or injury to a child, or the death of a child, while in our care, and we will act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises will be reported to the local Environmental Health Department.

The Health and Safety Officers are responsible for reporting incidents to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), in relation to the safety of our employees and members of 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 directly from the setting to hospital for treatment.
- 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 occurrence. 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).

Reportable incidents will be reported to the Health and Safety Executive (HSE) within the timescales required by current RIDDOR legislation.

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Our Incident Book

• We have ready access to telephone numbers for emergency services, including the local police.

• We keep an incident book for recording major incidents, including those that are reportable to the Health and Safety Executive as outlined 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/carer on the premises or nearby.
- Any racist incident involving staff, children, parents/carers, or visitors 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 threat of one.

• In the incident book, we record the date and time of the incident, the nature of the event, who was affected, what action was taken, whether it was reported to the police and, if so, the crime reference number. Any follow-up action 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 Fire Safety and Evacuation Policy or Lockdown Policy will be followed, and staff will take charge of their key children. The incident will be recorded once the threat has been 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 is followed.

• The incident book is not used for recording concerns relating to an individual child. Such concerns are recorded in the child's individual safeguarding file.

Legal Framework

• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Further Guidance

• RIDDOR Guidance and Reporting – https://www.hse.gov.uk/riddor/

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Autumn Term 2027