

### Safeguarding and Welfare Requirement: Health

Providers must keep a written record of accidents or injuries and first aid treatment.

## 6.3 Recording and reporting of accidents and incidents (January 2018)

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

### Policy Statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (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

#### Accident book

Our accident book is:

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

#### Reporting accidents and incidents

OFSTED is notified as soon as possible 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.

Any food poisoning affecting two or more children or adults on the premises is also reported to the local Environmental Health Department. 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.

Please refer to the OFSTED factsheet entitled 'Serious accidents, injuries and deaths that registered providers must notify to OFSTED and local child protection agencies' to confirm if the accident/incident is notifiable. Also, refer to [www.hse.gov.uk](http://www.hse.gov.uk) for more information or call the OFSTED helpline on 0300 123 1231.

### Incident book

- We have ready access to telephone numbers for emergency services, including local police, as well as contact numbers for gas and electricity emergency services and a plumber.
- As we rent our premises, we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We keep an incident book 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 setting's property
  - an intruder gaining unauthorised access to the premises
  - 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 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, nature of the event, who was affected, what was done about it – and if it was reported to the police, a crime number. Any follow up or insurance claim made should also be 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 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, 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.

### Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (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
- 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

### **Legal framework**

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