

3. Health and Safety

3.3 Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and wellbeing	2.2 Parents as partners 2.4 Key person	3.4 The wider context	

Procedures

Our accident book:

- is kept electronically on Tapestry. A yearly accident log is downloaded and stored securely online. If a child already has an injury on arrival at the setting parents/carers are required to complete and sign a pre-existing injury form on Tapestry, providing relevant details.

Ofsted is notified of any injury requiring treatment by 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 online form for the Reporting of Injuries, Diseases and Dangerous Occurrences that can be found at <http://www.hse.gov.uk/Riddor/report.htm> If there is doubt whether an incident or accident should be reported the management team will contact RIDDOR to confirm whether reporting is necessary.

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 which resulted in an injury where a staff member has had 7 days off work; 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 on an incident form and kept in our Accident/Incident folder. (See below)

Our accident/incident folder

- We have ready access to telephone numbers for emergency services, including local PCSOs. These are kept in an address book in the drawers on the Staff's signing in desk and on the noticeboard in the foyer.
- As we rent premises, we share details of serious incidents, if relevant, immediately with the chair of Comeytrowe Hall Committee
- We keep a Daily checks folder and an Accident/Incident folder for recording incidents kept securely electronically on Tapestry, including those that are reportable to the Health and Safety Executive as above.
- Reportable 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
 - attack on member of staff or parent on the premises or nearby
 - any racist incident involving staff or family on the centre's premises
 - death of a child, and
 - a terrorist attack, or threat of one.
- On the incident form, completed electronically on Tapestry, we record the date and time of the incident, nature of the event, who was affected, where the incident took place, and in the action section 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 a terrorist attack, we follow the advice of the emergency services about evacuation, medical aid and contacting the children's families. Our standard Evacuation Procedure will be followed. 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. Any child in the area would be moved to minimise trauma and the manager would notify the parents or next of kin. Subsequently, the manager would also inform OFSTED, other parents and staff not on duty. Support would be offered to all staff, children and parents, if required.

Legal framework

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

Further guidance

- RIDDOR guidance and Reporting Form www.hse.gov.uk/riddor/index.htm
- Incident reporting in schools (accidents, diseases, and dangerous occurrences): Guidance for employers HM Government publication 2013

This policy was updated at a meeting of **Comeytrowe Under Fives Preschool Management Committee**

Held on:	11 th March 2025
Date to be reviewed:	March 2026
Signed on behalf of the Management Committee:	
Name of signatory:	Sarah Greenslade
Role of signatory:	Chairperson



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