



Recording and Reporting Accidents and Incidents Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Version Control

Version	Date	Author	Comments
1.0	30.11.2017	RM / LC	<ul style="list-style-type: none"> • Changed job titles • Added information on Common Inspection Framework (as listed in Preschool Learning Alliance template update August 2016)
1.1	05.07.2018	RM / LC	<ul style="list-style-type: none"> • Reviewed policy in line with annual review schedule
1.2	24.04.2019	RM / NK	<ul style="list-style-type: none"> • Updated job titles
1.3	04.07.2019	RM / LC	<ul style="list-style-type: none"> • Updated in line with Early Years Alliance template
1.4	02.07.2020	LC/NK	<ul style="list-style-type: none"> • Updated in line with Early Years Alliance template

Reviews and Approvals

Policy adopted :	15 September 2009 by Windmill Under 5s Management Committee	
It was last updated:	2 July 2020	
It will be reviewed:	Summer Term (July) 2021	
Signed & dated:	Natasha Kann	Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Health

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

Health

17. Recording and Reporting of Accidents and Incidents

(Including procedure for reporting to Local Authority, RIDDOR)

Policy Statement

Windmills follows 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 safely in the preschool and is easily accessible to staff who know how to complete it; and
- is reviewed termly to identify any potential or actual hazards.

Reporting accidents and incidents

Ofsted will be 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 the premises
- A serious accident or injury to, or serious illness of, a child in our care and the action we take in response; and
- The death of a child in our care.
- 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.
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.
- We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We will report to the Local Authority (LA):
 - Any work-related accident leading to an injury to a member of the public (adult or child), for which they are taken directly to hospital for treatment.

- Any specified work-related accident leading to an injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
- Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.
- When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
- Any death of a child or adult that occurs in connection with a work-related accident.
- 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.
- Information for reporting incidents to the LA is provided in the Accident Record (PSLA 2017). Any dangerous occurrence is recorded in our incident book (see below).

Incident book

- We ensure that we have contact numbers for emergency services. We have contact details for the person responsible for the premises. These numbers are displayed in the kitchen.
- We ensure that our staff and volunteers adhere to health and safety policies and procedures to minimise risk and that they know what to do in an emergency.
- On discovery of an incident we report it to the appropriate emergency services – fire, police, or ambulance – if those services are needed.
- If an incident occurs before any children arrive our Preschool Manager will risk assess the situation and decide if the premises are safe to receive children. Our Preschool Manager will, with consultation with the Business Manager and Committee Chairperson, decide whether to offer a limited service or close the setting.
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in our Fire Safety and Emergency Evacuation Policy, or when on an outing, the procedures identified in the risk assessment for the outing.
- If a crime may have been committed, we ask all adult witnesses to the incident to make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.
- We keep an incident book for recording incidents including those that are reportable to the Local Authority as above.
- These incidents include:
 - a break in, burglary, theft of personal or preschool property;
 - an intruder gaining unauthorised access to the premises;
 - a fire, flood, gas leak or electrical failure;
 - an attack on an adult or child on the premises or nearby;

- any racist or homophobic incident involving staff or families on the Windmill's premises;
- a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises (also reported to the local Environmental Health Department)
- the death of a child or adult, and
- 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 - 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 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 Emergency Evacuation Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the event of a child or adult dying on the premises, the emergency services are called, and the advice of these services is followed.
- As required under the *Education Inspection Framework*, we maintain a summary record of all accidents, exclusions, children taken off record, incidents of poor behaviour and discrimination, including racist incidents, complaints and resolutions.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)
- The Health and Safety (Enforcing Authority) Regulations 1998

Further guidance

- Education Inspection Framework: Education, Skills and Early Years (Ofsted 2019)
- Early Years Inspection Handbook for Ofsted Registered Provision (Ofsted 2019)
- RIDDOR Guidance and Reporting Form www.hse.gov.uk/riddor