



# Poulton St Chad's Nursery



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## Reporting of Accidents and Incidents Policy

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.

Our accident forms are kept safely and securely. Blank accident forms are readily available to all the team and must be completed for each accident to a child. Accident forms are signed by the person dealing with the Accident, the team member that witnessed the accident and the parent / carer when the accident has been explained to them. These accident forms are monitored by the Manager on a monthly basis to ensure there is no additional hazard or impact to the risk assessments.

### **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 dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident such as a gas leak.

Any dangerous occurrence is recorded in our incident book.

### **Our incident book**

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity emergency services, caretaker and plumber.
- 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;
  - 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



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- 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, 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, for example, through cot death in the case of a baby, or any other means involving an older child, 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.