



## **6.3 RECORDING AND REPORTING OF ACCIDENTS AND INCIDENTS**

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

### **POLICY STATEMENT**

The nursery school 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**

#### **Accident book**

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

#### **Reporting accidents and incidents**

Ofsted is 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 at the setting;
- a serious accident or injury to, or serious illness of, a child in the nursery's care and the action taken in response; and
- the death of a child in the nursery's care.

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while at the setting and the nursery will act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults at the setting is reported to the local Environmental Health Department.

### **Safety of staff and public**

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The nursery school meets its legal requirements in respect of the safety of employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). The nursery reports to the Health and Safety Executive:

- any work-related accident leading to an injury to a child or adult, for which they are taken to hospital;
- 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 the nursery's 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.

### **Dangerous Incidents**

- The nursery has ready access to telephone numbers for emergency services, including the local police. We have contact numbers for the gas and electricity emergency services, and a carpenter and a plumber.
- A written record of any major incidents, including those that are reportable to the Health and Safety Executive is made.
- 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 member of staff or parent on the premises or nearby;
  - any racist incident involving staff or family 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, and

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- a terrorist attack, or threat of one.
- The nursery records 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 unlikely event of a terrorist attack, the nursery school follows the advice of the emergency services with regard to evacuation, lock down, medical aid and contacting children's families. The setting's standard Fire Safety and Emergency Evacuation Policy or Lock down 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 is followed.

### **Legal framework**

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

### **Further guidance**

RIDDOR Guidance and Reporting Form: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

<b>This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee</b>	
<b>Held on</b>	31 <sup>st</sup> March 2014
<b>Policy reviewed</b>	July 2025
<b>Date to be reviewed</b>	July 2027
<b>Signed by Chair</b>	
<b>Name</b>	Samantha Helen Foster-Kennedy
<b>Signed by Nursery Manager</b>	
<b>Name</b>	Debbie Hill

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