

General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

Health and safety

3.6 Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

Policy Statement

At Glebe House School Trust 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
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Procedures

Our accident book used to record accidents within the setting:

- is kept safely and accessibly in each year group;
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least termly to identify any potential or actual hazards.

Personal existing injuries books is used for recording incidents/accidents which occurred at home:

- is kept in the child's personal file
- is accessible to all staff and volunteers, who know how to complete it; and
- it is reviewed on a regular basis to track any safeguarding concerns, and so staff know if a child has any ill effects from a head injury at home etc that we have the relevant information to pass on to medics if necessary.

Our child/staff/visitor/student etc incident books are used to record incidents which have occurred as a result of a child or adults premeditated behaviour rather than an accident e.g. being hit or scratched etc:

- which are kept safely and accessibly in each year group;
- they are accessible to all staff and volunteers, who know how to complete it; and
- it is reviewed and assessed on a regular basis to help track any behaviour concerns.

Reporting of 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 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; and
- a 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.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (The reporting of injuries, diseases, and dangerous occurrences regulations). We report 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 7 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 our work; and
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that doesn't cause an accident but could have done; such as a gas leak.

Our Setting Incident Book is used to record events as listed below:

- We have ready access to telephone numbers for emergency services, including the local police. If we have any concerns regarding gas, electricity or maintenance we refer all concerns direct to either the bursar or the maintenance manager.
- We keep an incident book for recording major instances including those that are reportable to the Health and Safety Executive as above.
- These instances include:
 - A break in, burglary, or theft of personal or the settings property;
 - An intruder gaining unauthorised access to the premises;
 - A 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 settings 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
 - 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 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 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 unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, 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. The is recorded in the child’s own file.

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
- Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies – October 2011
[Report a serious childcare incident - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

This policy was adopted at a meeting of	Glebe House Trust Nurseries	name of setting
Held on	January 2024	(date)
Date to be reviewed	January 2025	(date)
Signed on behalf of the management committee		
Name of signatory	Susie Pull	
Role of signatory (e.g. chair/owner)	Area Manager Glebe Trust Nurseries	