



HARLINGTON VILLAGE PRE-SCHOOL AND WRAP AROUND CARE

Recording and Reporting of Accidents and Incidents

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

Policy statement

Harlington Village Pre-School (HVPS) and Wrap Around Care (WAC) 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 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 on HVPS and WAC 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 (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 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 our 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.

Information for reporting incidents to the Health and Safety Executive is provided in the Pre-school Learning Alliance's Accident Record publication. Any dangerous occurrence is recorded in our incident book (see below).

Following a reportable incident, the manager or chairperson will contact the following:

- Ofsted
- RIDDOR (HSE)
- CBC Child Development Officer
- Pre-School Learning Alliance (Insurance and Legal advice)
- Any other party who may be affected by the incident or who may need to take action in the event of a reportable incident.

All staff will complete reports and record observations as required.

Our incident report folder:

- We have ready access to telephone numbers for emergency services, including the local police.
- HVPS and WAC rents The Conifers from Harlington Lower School and we have easy access/communication to the Head Teacher, Office Manager and Site Agent. We also have a shared procedure for dealing with emergencies such as evacuation and lockdown.
- We keep an incident report folder for recording major incidents, including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - a break in, burglary, or theft of personal or HVPS and WAC 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 incident where an adult on the premises may feel threatened including verbal abuse;
 - any racist incident involving staff or family on HVPS & WAC premises;
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after at pre-school;
 - the death of a child or adult, and
 - a terrorist attack, or threat of one.
- In the incident report folder, 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, our Emergency Lockdown Procedure will be followed. We follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. The incident is recorded once 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.
- The incident report folder 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 2013 (RIDDOR)

Further guidance

- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

This policy was adopted at a meeting of

Harlington Village Pre-School and Wrap
Around Care Committee

Held on

20/11/18

Date to be reviewed

November 2019

Signed on behalf of HVPS

Name of signatory

Nina Biscoe

Role of signatory

Chairperson

Other useful Pre-school Learning Alliance publications

- Accident Record (2010)
- Reportable Incident Record (2012)

Safeguarding and Welfare Requirement: Health

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