

Pound Hill Pre-School Policy and Procedures

6.3 Recording and reporting of accidents and incidents



Policy statement

We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents.

Procedures.

Accident Book:-

- This is stored in main hall on information table during the day and in a locked cupboard outside of preschool hours
- Accessible to all practitioners and volunteers
- Reviews are made every half term to identify any potential or actual hazard.

Reporting accidents and incidents

Ofsted is notified within 14 days of any instance which involves:

- Food poisoning affecting two or more children or adults looked after on the premises
- A serious accident or injury to, or serious illness of, a child in our care and the action taken in response
- The death of a child in our care.

Local child protection agencies are informed of any serious accident of injury to a child, or the death of any child whilst in our care and we will act on any advice given by those agencies.

The Environmental Health Department is informed of any food poisoning incident affecting two or more children or adults on our premises.

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 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 of illness

- Any death of a child or adult that occurs in connection with activities relating to our work
- Any dangerous occurrence. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done e.g. gas leak.

We have ready access to telephone numbers for emergency services and for the Local Council who own the community centre.

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 and Emergency evacuation Policy will be followed. The incident will be recorded once 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 followed.

This policy was adopted byK Platt
Role of signatoryManager
DateJuly 2021.....
Policy review date01/09/2022.....