



Woodham Mortimer Pre-School
 Woodham Mortimer Village Hall
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 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

HEATH AND SAFETY

General Welfare Requirement: Suitable premises, environment and equipment
 Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose

3.6 – RECORDING AND REPORTING ACCIDENTS AND INCIDENTS POLICY

(including procedure for reporting to HSE, RIDDOR)

POLICY STATEMENT

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.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners	3.4 The wider context	N/A
1.4 Health and well-being	2.4 Key Person		

PROCEDURES

Our accident book is:

- kept safely and accessibly
- accessible to all staff and volunteers, who know how to complete it
- reviewed at least half termly to identify any potential or actual hazards

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer, member of staff or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

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 accident to a member of staff requiring treatment by a general practitioner or hospital
- any dangerous occurrences. This may be an event that causes injury or fatality(ies) or an event that does not cause an accident but could have done, such as a gas leak
- Any dangerous occurrence is recorded in our incident book. See below

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-School Learning Alliance's *Accident Record* publication.

Our Incident Book

- We have ready access to telephone numbers for emergency services, including local police. As we rent the premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies
- We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above
- These incidents include:
 - ❖ Break in, burglary, theft of personal or the Pre-School's property
 - ❖ An intruder gaining unauthorised access to the premises
 - ❖ Fire, flood, gas leak or electrical failure
 - ❖ Attack on a 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
 - ❖ 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, 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

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

OTHER USEFUL PSLA GUIDANCE

- Accident Record (2008)

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting

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Next Review Date

January 2011

**Signed on Behalf of Woodham
Mortimer Pre-School**

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Name of Signatory

Kayte Terrett

Role of Signatory

Chairperson – Woodham Mortimer Pre-School Committee