Recording and Reporting of Accidents and Incidents Policy

(Including Reporting to HSE under RIDDOR)

Statement of Intent

Little Monsters Day Nursery is committed to ensuring the health, safety, and wellbeing of all children, staff, parents, and visitors. We follow the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and Ofsted guidance when recording and reporting accidents and incidents.

Child protection concerns and behavioural incidents between children are managed under separate Safeguarding and Behaviour Management policies and are not recorded within this procedure.

Accident Records

We maintain an accurate and secure accident record system.

Our accident records:

- Are stored securely and confidentially.
- Are accessible to all staff and volunteers who are trained in how to complete them.
- Are completed promptly following any accident.
- Are reviewed monthly by management to identify hazards, risks, and patterns.
- Are shared with parents/carers and signed following any accident involving their child.

Parents/carers are informed on the same day of any accident or injury involving their child.

Reporting to Ofsted and the Health and Safety Executive (HSE)

We notify Ofsted as soon as reasonably possible of:

- Any serious injury requiring treatment by a general practitioner or hospital.
- The death of a child or adult on the premises.
- Any significant incident that may affect the welfare of children.

We report to the Health and Safety Executive (HSE) under RIDDOR when required, including:

- Accidents to staff requiring medical treatment.
- Serious injuries to children, staff, or visitors.
- Dangerous occurrences.
- Occupational diseases.
- Fatalities.

Reports are made using the HSE online reporting system.

Dealing with Incidents

We comply fully with legal health and safety requirements and ensure that all incidents are managed promptly and appropriately.

Staff will:

- Take immediate action to ensure safety.
- Administer first aid where appropriate.
- Contact emergency services when required.
- Inform management immediately.
- Record all details accurately.

Incident Records

We maintain an incident record for significant events and emergencies.

We ensure:

- Emergency contact numbers are readily available, including police, ambulance, fire service, gas and electricity providers.
- Where premises are rented, clear procedures are in place with the building owner.

Incidents that are recorded include:

- Break-ins, burglary, or theft.
- Unauthorised intruders.
- Fire, flood, gas leaks, or power failures.
- Physical or verbal assaults.
- Racist or discriminatory incidents.
- Death of a child.
- Terrorist threats or incidents.

Incident Record Details

Each incident record includes:

- Date and time.
- Nature of the incident.
- Persons involved.
- Action taken.
- Whether emergency services or police were contacted.
- Crime reference number (if applicable).
- Follow-up actions.
- Insurance claims (if relevant).

All records are kept securely in line with data protection requirements.

Emergency Situations

Terrorist Threats or Serious Incidents

In the unlikely event of a serious security threat:

- Staff will follow emergency services' instructions.
- Evacuation procedures will be followed if necessary.
- Staff will remain responsible for their key children.
- Parents/carers will be contacted as soon as it is safe to do so.
- The incident will be recorded once resolved.

Death of a Child

In the extremely rare event of a child's death on the premises:

- Emergency services will be contacted immediately.
- Staff will follow professional guidance.
- Parents/carers will be informed sensitively.
- Ofsted and relevant authorities will be notified.
- Full records will be maintained.

Safeguarding and Confidentiality

- Incident records are not used to record safeguarding concerns.
- Safeguarding concerns are recorded in the child's confidential safeguarding file.
- All records are stored securely and accessed only by authorised staff.

Staff Responsibilities

All staff are responsible for:

- Following this policy.
- Reporting accidents and incidents immediately.
- Completing records accurately.
- Attending health and safety training.
- Promoting a safe environment.

Managers are responsible for:

- Reviewing records regularly.
- Reporting to Ofsted and HSE.
- Implementing improvements.
- Ensuring compliance with legislation.

Legal Framework

This policy is based on:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Health and Safety at Work Act
- Early Years Foundation Stage (EYFS) Framework

Further Guidance

HSE RIDDOR Guidance:
www.hse.gov.uk/riddor

Policy Review

This policy is reviewed annually or sooner if legislation changes or following a serious incident.

Policy Adoption

This policy was adopted by: **Little Monsters Day Nursery**
Date:
Signed: _____
Role: **Manager**