



## **Recording and Reporting Accidents and Incidents Policy**

### **Policy Statement**

Playhouse Pre-School follows 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.

### **Procedures**

Our accident log:

- is kept safely and accessibly – children's accidents are recorded on Eylog
- is accessible to all staff and know how to complete it
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted must be notified of any serious childcare incidents within 14 days. [Childcare: reporting children's accidents and injuries - GOV.UK](https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries)

### **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; 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.
- Any dangerous occurrence is recorded in our incident book. See below.

All incidents are reported by telephone (0845 300 9923) to the Incident Contact Centre of the Health & Safety Executive. The ICC will complete all the necessary forms and pass them on to the relevant enforcing authority. A copy is sent to us for our files – this satisfies the RIDDOR requirement to keep a record of all reportable incidents.

Information supplied to the HSE in a RIDDOR report is not sent to insurance companies. If appropriate, we will contact our insurers separately.

### **Our incident book**

- We have 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 are reportable to the Health and Safety Executive as above.

These incidents include:

- break in, burglary, theft of personal or the setting's property

- an intruder gaining unauthorised access to the premises
  - fire, flood, gas leak or electrical failure
  - attack on member of staff or parent on the premises or nearby
  - any racist incident involving staff or family on the premises
  - death of a child, and
  - a terrorist attack, or threat of one.
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- 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, 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. 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.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 24<sup>th</sup> April 2015 and will be reviewed annually.

Reviewed on 10<sup>th</sup> November 2025 by Z. Munford