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[www.pelican-childcare.co.uk](http://www.pelican-childcare.co.uk)

# Policy on recording and reporting of accidents and incidents

## 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.

## Procedures

Our accident book is kept safely and accessible to all staff and volunteers, who know how to complete it and is 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 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. 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

Our incident book we have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity services, carpenter and plumber in our emergency procedure plan.

We keep an incident book for recording incidents including those that are responsible to the Health and Safety Executive as above.

These incidents include;

Break in burglary, theft of personal or the settings 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 centre's premises

Death of a child

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 the staff will take charge of their key children. The incident is recorded when the threat is adverted.

In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, 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 adopted on

By.....

Date.....

Review

date.....