

## **3.01 Recording and Reporting Accidents**

(Including procedure for reporting to HSE, RIDDOR)

### **Procedures**

We use an accident book for recording minor injuries

#### **Our accident book:**

- is kept safely and is accessible to all who need to use it.
- is 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.
- Our accident book records the following:

Name of person

Date of Birth of person and age at time of accident

Date and time of accident

Place of accident

Circumstances of accident

Nature of injury including body map

Treatment given if any or medical aid sought

Layout of the accident

Name of person dealing with the accident

Name of witness

Parent signature and date

Manager/Deputy Manager signature

Further action taken (is it reportable)

#### **Our Incident Book**

We have an incident book where we record injuries children come into school with that have not been sustained at preschool.

We record date

name age and date of birth

We ask the child how the injury happened

We complete a body map

We ask the parent how the injury happened to see if it coincides with the child's explanation

Signature from person completing the form

Signature from parent

Is it reportable

You must record certain cases of work-related injuries, illnesses, or incidents to the **Health and Safety Executive (HSE)** under the legislation **RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)**. If you are what the HSE refers to as a 'responsible person', such as an employer, manager, or supervisor, you have a legal responsibility to correctly follow RIDDOR at your workplace

What accidents should be reported to RIDDOR?

Accidents must be reported **where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury**

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

**Ofsted** is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult as soon as possible or at least within 14 days of the incident occurring. According to section 3.51, registered providers must notify Ofsted of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. Notification must be made **as soon as is reasonably practicable, but in any event within 14 days of the incident occurring**.

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

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 this can be done on-line, or by telephone.

We report to Ofsted if a child suffers any loss of sight, whether it is temporary or permanent. You must also tell us about any:

- penetrating injury to the child's eye
- chemical or hot metal burn to the child's eye

### **Serious injuries, accidents and illnesses**

You must tell Ofsted about any of the following:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness

## Substances and electricity

If a child in our care suffers any injury from, or requires medical treatment for, any of the following situations you must tell Ofsted:

- from absorption of any substance:
  - by inhalation
  - by ingestion
  - through the skin
- from an electric shock or electrical burn
- where there is reason to believe it resulted from exposure to:
  - a harmful substance
  - a biological agent
  - a toxin
  - an infected material

## Dealing with Major incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (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.

Information for reporting the incident to Health and Safety Officer is detailed in the

- We rent our premises and have the contact number for our landlord who will obtain service maintenance when needed. 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 items 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.
  - 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, is also 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 and Emergency Evacuation 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, 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.

### **How to report a serious incident**

Report serious accidents, illness or death through the SPOA.

SPOA phone: 01323 464222 Opening hours: Monday to Thursday 8:30am to 5pm, Friday 8:30am to 4:30pm

Email: [0-19.SPOA@eastsussex.gov.uk](mailto:0-19.SPOA@eastsussex.gov.uk)

Information to include in the report:

- The name and age of the child/children involved
- Where and when the incident happened
- Details of the incident Safeguarding and child protection advice in relation to serious accidents, illness and death can also be gained from the Local Area Designated Officer (LADO) if there are any concerns involving the behaviour of staff members/volunteers where:
  - Their personal behaviour or failure to follow procedure warrants an internal investigation into conduct or
  - There was direct harm caused by the adult which appears to have been caused deliberately or through carelessness.

If a LADO consultation is required, please go to the LADO webpage and complete the online referral form, which will go direct to the LADO inbox.

The LADO/Assistant LADO will make contact with you by phone or email regarding your enquiry and offer advice in the usual way. <https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/lado/>

All referral/consultation requests must include the following information for adults and children and some of the fields in the referral will be mandatory:

- Full names, dates of birth and addresses for member of staff and child/ren involved
- Relevant employment history including any previous disciplinary investigations, allegations or complaints you are aware of.
- Details of any employment in another local authority area where applicable.
- Details of any secondary roles the adult might have if known or make enquiries about this as part of the referral process.

Date to be reviewed – on or before end September 2024