Twyford Playgroup
Recording and reporting of accidents and incidents

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We follow the guidelines for Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents in our provision. (www.hse.gov.uk/riddor).

Accidents:

We have an accident book which is kept accessible in the administration cabinet by the door. Staff are qualified in Paediatric First Aid. This qualification is renewed every three years. They know how to complete the accident book. It is reviewed at least half termly to identify trends or preventable accidents.

Ofsted is notified of the following:

• any injury requiring treatment by a GP or hospital doctor
• any instance of food poisoning affecting 2 or more children
• the serious injury or death of a child or adult in the provision
Notification is made as soon as possible, and at least within 14 days.
Local Children's Services are also informed within this time frame.
The Health and Safety Executive (HSE) is also informed within this time frame using the RIDDOR format.

Incidents:

We take reasonable steps to prevent incidents from happening. We have phone numbers for emergency services, local police and utilities readily accessible. When we rent premises, we ensure there is a shared procedure for dealing with emergencies and incidents.

The following incidents will be reported to the HSE in compliance with RIDDOR:
• any work-related injury to a member of staff which results in them being unable to work for 7 consecutive days.
• a staff member suffering from a reportable work-related disease or illness.
• the death of a child or adult occurring in connection with activities relating to the provision.
• any dangerous occurrence, including those that cause injury or death, and those that could have done (eg a gas leak).
• break-in or burglary of personal or setting property
• an intruder gaining unauthorised access to the premises
• fire, flood, gas leak, electrical failure
• any attack on a child, staff member or other adult on the premises
• a terrorist attack or threat of one

We record incidents in an Incident Book. This is not used for recording safeguarding concerns, which are documented separately (see Safeguarding Policy). Our records show the date, time

and nature of the event, any reference or crime number, any follow-up actions taken and any insurance claim made.

We will keep a record of:

1. Any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR
2. Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). We do not have to report over-three-day injuries, unless the incapacitation period goes on the exceed seven days (RIDDOR 2013)

Telephone Service for reporting fatal/specified and major incidents only is the Incident Contact Centre 0345 300 9923 (Monday to Friday 8.30 to 5 pm) or you can report online. hse.gov.uk/riddor/