



Health and safety

3.6 Recording and reporting of accidents, incidents and near misses

(Including procedure for reporting to HSE, RIDDOR)

Policy Statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents, incidents and near misses. 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 in the filing cabinet with blank forms
- We record any accidents, injuries and near misses on the accident report sheet and a staff member and the parent/carer and witness if possible will sign the record. The accident report book is then filed in a separate locked filing cabinet to comply with the GDPR guidelines and is reviewed at least termly to identify any potential or actual hazards.

If a child has an accident, which results in bleeding or vomit, the following procedures will be adhered by our staff.

- Wear disposable gloves
- Rinse wound in warm water
- Apply a suitable dressing
- Assess need for further treatment
- Wrap blood stained tissues or waste paper in a plastic bag and dispose of it separately to other waste.
- Wash blood splashes off skin with warm soapy water, or if in eyes use water.
- Clean area affected by blood, vomit, urine or faeces with diluted bleach (1.10)
- Put waste cleaning materials in plastic bags and dispose of separately from other waste.
- Wash clothes, soft toys or soft furnishings stained by body fluids by hand, using hot water detergent or in the hot wash cycle in a washing machine.

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 (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.

Our incident book

- We have ready access to telephone numbers for emergency services, including local police. We ensure we have access to Mr Fisk (the landlord) to discuss how to deal with the emergency,
- 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 centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- near misses (an unplanned event that does not result in injury, illness or damage but has the potential to do so.
- In the incident book we record the date and time of the incident or near miss, 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 staff will support all families and their 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.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

Further guidance

- RIDDOR Guidance and Reporting Form`
www.hse.gov.uk/riddor/index.htm

Other useful Pre-school Learning Alliance publications

- Accident Record (2008)

This Policy was adopted by The Bumblebee Children's Charity and will be reviewed yearly.

Date	25.01.24
Role of signatory	Charity Administrator
Name of signatory	Lindsay Warne
Signed on behalf of the Trustees	