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Recording and reporting of accidents and incidents

All accidents and cases of work-related ill health are to be recorded in the accident book.

Claudine Noury is responsible for reporting accidents, diseases and dangerous occurrences to Ofsted, including:

- food poisoning affecting two or more children
- a serious accident or injury, or serious illness of a child in our care and the action we take in response and
- the death of a child in our care.

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

Any food poisoning affecting two or more children is reported to the local environmental department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any work-related accident leading to an injury of a child or adult, for which they are taken to hospital
- any work-related injury to a member of staff, which results in them being unable to work for seven consecutive days
- when a member of staff suffers from a reportable work-related disease or illness
- any death of a child or adult, that occurs in connection with activities relating to our work 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

Premises incident book

We have ready access to emergency numbers for emergency services.

We keep a premises incident book for recording major incidents, including those that are reportable to the Health and Safety Executive as above.

These incidents include:

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

- an intruder gaining unauthorised access to the premises
- a fire, flood, gas leak or electrical failure
- an attack on a member of staff or parent on the premises or nearby
- any racist incident involving staff or family on the setting premises
- a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises
- the death of a child or adult
- 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, the crime number. Any follow up or insurance claim was made, is also recorded.

In the unlikely event of a terrorist attack, we follow the advice of the emergency services about evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Evacuation policy will be followed, and allocated staff will take charge. The incident is recorded once the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of the services are followed.

Monitoring

To check our working conditions and ensuring our safe working practices are being followed, we will:

- review this policy every year
- review risk assessments every six months or when activities change
- update necessary training regularly
- review the accident book every month
- review staff sickness absence regularly

Claudine Noury is responsible for investigating accidents.

Claudine Noury is responsible for investigating work-related causes of sickness absence.

Claudine Noury is responsible for acting on investigation findings to prevent a reoccurrence.

Emergency procedures – fire and evacuation

- Layla Conquest is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by Layla Conquest every month.
- Fire extinguishers are maintained and checked by outside agency and subcontracted to a registered fire safety company every year.
- Alarms are tested by Layla Conquest every month.
- Emergency evacuation will be tested every month, in compliance with Covid guidelines

