

## SECTION Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR)

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) 2013 for the reporting staff and children's accidents and incidents. Child protection matters or behavioural incidents and/or accidents for children are not regarded as RIDDOR and there are separate procedures for this (excluding child's death and serious injuries).

### Procedures

Our children and staff accident/incident/existing injuries forms (staff forms are the same as children one and kept in staff personal folder)

- Forms must be used for all staff including visitors, volunteers, students, etc. and are used for all accidents not only those reportable to HSE, HPT.
- Is kept safely and accessibly;
- Is accessible to all staff who know how to complete it; and
- Is reviewed at least every 6 months by Manager or Health and Safety officer to identify any potential or actual hazards.

Ofsted is notified of any food poisoning affecting two or more children looked after on our premises and any injury (broken limbs) 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 (the full list can be found in EY Compliance Handbook 2018) To report please follow the link

[https://ofstedonline.ofsted.gov.uk/outreach/Ofsted\\_Statutory\\_Notification.ofml](https://ofstedonline.ofsted.gov.uk/outreach/Ofsted_Statutory_Notification.ofml)

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 health practitioner or hospital treatment to a child, parent, volunteer or visitor, student on placement or where there is a death of a child or adult on the premises, we make an online report to the Health and Safety Executive using online format for the Reporting of Injuries, Diseases and Dangerous Occurrences (<http://www.hse.gov.uk/riddor/report.htm#online>) or by phoning 0345 300 9923 – ***this number is for fatal accidents or accidents resulting in specified injuries ONLY.***

- **A report must be received within 10 days of the incident.**
- **For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.**

There is no specific list of circumstances to follow on where and how children were harmed, and therefore we must report those accident to HPT under RIDDOR, so for that reason Springwood will seek advice using the Online Advice Form - <http://webcommunities.hse.gov.uk/connect.ti/advice/answerQuestionnaire?qid=593891> – deaths and serious injuries are always reportable to HPT – please refer to Incident reporting in Schools (accidents, diseases and dangerous occurrence). Guidance for employers and Reporting accidents and incidents at work “A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013” (RIDDOR).

### Dealing with incidents/accidents

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, including members of the public, visitors, 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 and stored in Health and Safety folder.

#### Recording

- We have access to telephone numbers for emergency services, including local police. We rent our premises and we ensure we have access to the person responsible and that we have procedure for dealing with emergencies.
- We keep staff/preschool accident/incident records 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.
- The record must include 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 or if someone trying to gain forcible access or we suspect there is high risk that someone will try to gain forcible access we follow the lock down procedures and next we follow advice from the emergency services with regard to evacuation and medical aid. Our standard *Fire Safety and Emergency Evacuation Policy* will be followed and staff will take charge of the 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 (any child on Springwood register), the emergency services are called, and the advice from these services are followed.
- Is reviewed at least every 6 months by Manager to identify any potential or actual hazards.

#### Further guidance

- <http://www.hse.gov.uk/index.htm>
- Reporting onLINE - HSE <http://www.hse.gov.uk/riddor/report.htm#online>
- Reporting by the Phone 0345 300 9923 ONLY for fatal accidents or accidents resulting in specified injuries
- Reporting accidents and incidents at work <http://www.hse.gov.uk/pubns/indg453.pdf>

- Incident reporting in Schools (accidents, diseases and dangerous occurrence) Guidance for employers – copy is kept on premises in H&S folder <http://www.hse.gov.uk/pubns/edis1.pdf> or <http://www.hse.gov.uk/RIDDOR/resources.htm>