

2.6 RECORDING and REPORTING ACCIDENTS and INCIDENTS (Including procedure for reporting to HSE or RIDDOR)

Policy Statement

We follow the guidelines of Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents and report to the Health and Safety Executive (HSE) if necessary. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

Procedures

Dealing with accidents

- Feltwell Playgroup records all accidents that occur at the setting (or on an organised Playgroup trip or outing) in our accident book. Parents are informed of the accident including:
 - the details of what happened (in conjunction with our Confidentiality, Access to Records and Data Protection Policy);
 - what injury was sustained;
 - how it was dealt with including any first aid that was administered (in conjunction with our First Aid Policy);
 - which staff member dealt with the accident; and
 - any adult witnesses to the accident.

A photo of the accident form is recorded as an observation and published on Tapestry straight away. Parents are asked to 'like' or comment on the observation to show they have read the accident form.

- On occasions, children have accidents at the setting during normal Playgroup activities which are not witnessed by an adult. Sometimes staff or volunteers are informed that a child is hurt by:
 - the child shouting or crying;
 - the child telling the adult; or
 - another child informing the adult that their friend is hurt.

If this happens the same procedure above is used as if an adult had witnessed the incident.

- On rare occasions a child may injure themselves but not inform anyone or make it apparent that they are hurt; sometimes the 'bump' may not be significant enough to the child to affect their continuing activity, but later on – either at the setting or at home - a bruise might develop. If this is noticed during a Playgroup session the procedure above is once again used. However, parents should be aware that occasional small bumps and bruises are part of enjoying a full and active learning experience and that staff may not always be aware of minor bumps or trips.
- Parents and children are made aware that if the child hurts themselves at Playgroup, they should tell a member of staff.
- Ofsted is notified of any injury that occurs at Feltwell Playgroup which requires treatment by a general practitioner or hospital doctor, or causes the death of a child or adult.
- When there is any injury requiring a general practitioner or hospital treatment to a child, parent, volunteer or visitor at Playgroup 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.

Our accident file:

- is kept safely and accessibly;
- 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.

Dealing with incidents

As previously stated, child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this. This is recorded in the child's own file.

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 HSE (Health and Safety Executive):
 - any accident to a member of staff requiring treatment by a general practitioner or hospital;
 - 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.
- We have ready access to telephone numbers for emergency services, including local police. Where we rent premises, we ensure we have access to the person responsible and share any relevant information with them.
- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above. 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, 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 Emergency Evacuation / Fire Procedure Policy will be followed and the incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises the emergency services are called and the advice of these services are followed.

Our incident file:

- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know how to complete it;
- records incidents including:
 - 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;
 - if a child purposely hurts another person or damages property;
 - death of a child; and
 - a terrorist attack, or threat of one.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)

This policy was adopted by

Feltwell Playgroup

On

27.01.2026

Date to be reviewed

(on or before) 27.01.2027

Signed on behalf of the provider

J.I.

Name of signatory

Jonathan Irving

Role of signatory (e.g., chair, director or owner)

Committee Chairperson