



Recording and reporting of accidents and incidents policy

Policy statement

Staff respond swiftly, appropriately and effectively to any health and safety incident within the setting. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

This policy will provide staff and parents information and guidance in the case of an emergency occurring. In responding to an emergency, the aim will always be to ensure:

- Rapid and appropriate response is taken
- Accurate information is relayed to parents and emergency services regarding the incident (if applicable)
- Normal setting routine is maintained as far as possible, offering continuity to the children
- Immediate support and clear guidance are offered by the management team

Procedures

Our accident/incident file:

is kept in a safe and secure place;

is accessible to our staff and volunteers, who all know how to complete it; and

is reviewed at least half termly to identify any potential or actual hazards.

Reporting accidents and incidents



DHA is notified as soon as possible, but at least within 14 days, of any instances which involve:

food poisoning affecting two or more children looked after on our premises;

a serious accident or injury to, 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 any child, while in our care and We act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.

Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.

Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.

When one of our employees suffers from a reportable occupational disease or illness.



Any death, of a child or adult, that occurs in connection with a work-related accident.

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.

Information for reporting incidents to the Local Authority or Health and Safety Executive is provided in Accident Record format. Any dangerous occurrence is recorded in our incident File.

Incident book

We have ready access to telephone numbers for emergency services, including the local police. Where we are responsible for the premises we have contact numbers for the gas and electricity emergency services, and a carpenter and plumber. Where we rent premises, we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

We ensure that our staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.

On discovery of an incident, we report it to the appropriate emergency services – fire, police, ambulance – if those services are needed.

If an incident occurs before any children arrive, our manager risk assess[es] this situation and decide[s] if the premises are safe to receive children. Our manager may decide to offer a limited service or to close the setting.

Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in



our Fire Safety and Emergency Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing.

If a crime may have been committed, we ask all adults witness to the incident make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.

We keep an incident book for recording major incidents, including some of those that are reportable to the Local Authority or Health and Safety Executive as above.

These incidents include:

- Any incidents/accidents
- a break in, burglary, or theft of personal or our setting's property;
- an intruder gaining unauthorised access to our premises;
- a fire, flood, gas leak or electrical failure;
- an attack on an adult or child on our premises or nearby;
- any racist incident involving families or our staff on the setting's premises;
- a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises;
- the death of a child or adult;
- a terrorist attack, or threat of one; and
- a pandemic or epidemic
- severe weather that has caused an incident or damage to property
- staff, parent or visitor mugged or assaulted on site or in vicinity on the way to or from the setting



- staff or parent threatened/assaulted on the premises by a parent or visitor
- accidents due to any other faults
- any event or information that becomes known, that may have implications for the setting or the wider organisation in the future use.

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 a crime number. (in 24 hours)

Any follow up, or insurance claim made, is also 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 and Emergency Evacuation Policy will be followed. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on our premises, through cot death in the case of a baby for example, 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.

The following procedure applies:

Gather the children into one large group, they will be transported to safety. Dependent upon the situation the large group may be left with one or two adults whilst another adult deals with the emergency if applicable.

Children will be reassured.



Ensure all adults involved are aware of the situation.

Staff must remain calm

Assess the situation:

Make sure everyone is safe

What is the disruption?

Who is affected?

How has it affected you?

Will anyone else be affected by it?

Could it escalate into a larger incident potentially affecting others?

Determine if service can continue to be provided.

Parents will be called at the first available opportunity.

Contact any contractors/partner organisations to inform them of the situation.

Contact any other service who are involved in the delivery of your service and inform them of the situation.

Ensure that you keep in regular contact with your staff and families.

Emergency evacuation

In most instances, children will not be evacuated from the premises unless there is an immediate risk or unless they are advised to do so by the emergency services.

There is an emergency evacuation procedure in place which is unique to the setting and based upon risk assessment in line with others using the building.



Emergency evacuation procedures are practised regularly and are reviewed according to risk assessment.

Staff evacuate children to a pre-designated area (as per the fire drill), unless advised by the emergency services that the designated area is not suitable at that time.

Once evacuated, nobody enters the premises, until the emergency services say so.

Members of staff will act upon the advice of the emergency services at all times.

Our emergency procedure is as follows:

children should be lined up as quickly as possible ready to leave the provision.

ensure all babies are either carried or held by the hand safely.

evacuation cot to be used if there are a high number of babies present.

at least one physical register, one tablet, one first aid box, one phone and the evacuation bag should be collected before leaving the provision.

all doors to the provision should be shut as soon as all children and staff have exited.

all children and all staff should immediately head to the evacuation point (main gate)

if in the exterior lobby, the interior lobby, the toilets, the nappy changing room or the office, the main entrance should be used to exit the provision. Staff should turn right as soon as they have exited and walk down the drive to the evacuation point.



if in the Hall, the staff area or the kitchen, the main fire exit should be used to exit the provision. Staff should turn left as soon as they have exited and walk through the car park until they reach the corner of the Church, then take a right down the drive to the evacuation point.

if in the explorer room, the secondary fire exit should be used to exit the provision. Staff should walk straight as soon as they have exited and walk through the car park until they reach the corner of the main gate, then take a right down the drive to the evacuation point.

if in the playground, the main gate should be used to exit the provision. Staff should turn right as soon as they have exited, walk past the main entrance and continue walking down the drive to the evacuation point.

once at the evacuation point, a senior member of staff should check the register against children and staff present.

children should not be left unattended, they should be reassured and should be recounted frequently.

only once the manager/emergency services have confirmed that it is safe to return to the provision, should all children be escorted back.

once back at the provision, a senior member of staff should check the register against children and staff present for the final time.

Dealing with people's reactions

We accept that the children's parents may be frightened, distressed and angry dependent upon the type of incident. We understand that staff involved in the incident may also be affected by the incident. If the setting shares all policies with parents/carers, the situation will be



easier for all because there will be an understanding of working within a framework of mutual trust and understanding.

Training

Managers will brief or train staff on their role in the prevention, management and response to incidents. Managers will ensure that all staff, volunteers and students are aware of the procedures in place and what is expected of them.

Setting closure

The decision to close the setting is not taken lightly and will be made based on the assessment of a number of factors and information which may include weather and travel circumstances, access to and condition of the setting, infection outbreaks and availability of appropriate levels of qualified staff. Ultimately the decision to open or close the setting will be made by the director and every effort will be made to contact all staff, parents and carers as soon as is practicably possible.

We will use a risk measurement table format to assess the key risks to business before and during a closure. The risk assessment will detail the risk factors, likelihood and impact.

If a decision to close is made all parents and carers will be contacted by text or telephone accordingly.

The decision for ongoing closures will be assessed on a daily basis.

The management committee will be consulted and kept informed for all closures.

An up to date record of emergency contact details for each child and staff member will be kept in the setting.



Contingency planning for emergency staff cover

In the event of unforeseen staff shortages, the Setting will endeavour to cover absences by calling in part-time staff or agency staff. If we are subsequently still unable to secure sufficient cover the above procedures will be implemented.

We appreciate that closing the Setting at short notice may cause inconvenience for parents and carers, but we ask for your cooperation and understanding when we have to deal with circumstances out with our control.

Please ensure that child's emergency contact details, email addresses and mobile phone numbers are current and that the Setting is advised immediately of any changes.

We will be reliant on staff and parents to provide us emergency contact details, email addresses and mobile phone numbers ensuring they are current and up to date. Management will follow procedures to ensure these contacts are reflected bi-annually. Unless notified otherwise, parents and carers should always assume that the Setting is open.

Actions to be taken after the incident

Evaluate the incident, how it was dealt with and were the policies and procedures in place followed.

Identify any improvements that could be made in the future.

Draw up an action plan of any changes to be made to the current procedures in place.

We will evaluate processes and make necessary adjustments to ensure future effectiveness.

