



October 2021

## *Accident Reporting Policy*

### **General Statement**

This policy outlines the procedures that are to be adopted in this early years provision when any employee, child, visitor or contractor experiences an accident, injury, near miss or dangerous occurrence either on our premises or during the course of work activities, such as on outings.

For the purposes of this policy:

- an accident is defined as an unplanned event that causes injury to persons, damage to property or a combination of both
- a near miss is defined as an unplanned event that does not cause injury or damage, but could do so.

Suitable information and training will be given to all personnel regarding accident management, emergency response and incident reporting.

All accidents should be reported, recorded and reviewed. Unless staff and managers are informed of incidents they will be unable to identify what is wrong and take remedial action.

### **Accident/Incident Management**

Incidents and accidents should be managed in an appropriate manner to contain and eliminate any danger and minimise risk. Immediate first aid or emergency medical treatment should be sought where there are injuries to staff, children or visitors. Any child with a head injury should return home with a completed head injury form; and the parents advised that the child should also be sent to hospital for assessment depending on the nature and severity of the injury sustained.

As part of the incident management it should be escalated and reported as appropriate to its severity and recorded.

### **Reporting Procedures**

Staff in this organisation have a duty to ensure that all accidents and near misses are reported as soon as is practicable, however minor.

Accident records will be signed by Julie Partridge, Fiona Roberts or Stef Barker and minor incidents will be followed up by them. Any incident which constitutes an emergency must be reported to the duty manager immediately. Serious incidents must be escalated by the duty manager to Julie Partridge.

Injuries which occur while carrying out work duties off-site, such as on outings, must be reported and recorded in the same way.

If an injury renders an employee unable to make an accident report, a colleague, witness or someone who is able to enter an account of the incident should make the entry for them. The victims account of the incident must be entered as soon as possible after the event.

Line managers must ensure that all staff are aware of accident reporting procedures.

Where an accident results in absence from work, line managers, and the senior leadership team must be informed. Employees who are absent as a result of an accident at work must keep the organisation informed of their progress, up to and including a return to normal duties.

## Accident Records

All accidents should be recorded, especially any resulting in personal injury.

In this organisation accident records are made using paper accident report forms.

Each room lead has the role of coordinating the accident reporting system.

All near-misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

## RIDDOR Requirements

This organisation understands that it has legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain serious accidents and incidents to the Health & Safety Executive.

The following must be reported under RIDDOR.

- Accidents resulting in death or major injury must be reported immediately.
- Any incident that results in over seven consecutive days of incapacity for work must be reported within 15 days.

Certain dangerous occurrences, including physical acts of violence to staff, and certain reportable diseases and medical conditions must also be made as specified in schedule 1, Part 2 of RIDDOR.

RIDDOR reports of serious injuries should be made by phone to the HSE incident contact centre. Other notifiable incidents should be made through the HSE online RIDDOR reporting facility.

Records/copies of RIDDOR reports will be provided by the HSE and should be kept with other accident records.

All incidents that might require RIDDOR notification should be escalated to the senior leadership team immediately. RIDDOR reports should be made in person by a senior manager, by the duty manager or by the designated lead for health and safety.

## Review and Investigation

All accidents should be investigated by a responsible person to ascertain the exact circumstances and the root causes. Lessons should be learnt and recommendations from accident investigations included in future safety procedures, risk assessments and standard operating procedures as appropriate.

Accident records will be reviewed regularly by the senior management team, in conjunction with staff safety representatives, to ascertain the nature of incidents that have occurred and whether there are any patterns or identifiable risks. This review will be in addition to an individual investigation of the circumstances surrounding particular incidents.

## Policy Review

As part of its monitoring of safety and risk assessment this policy will be subject to periodic review.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Policy review date: \_\_\_\_\_