**6.2 Accidents and incidents-RIDDOR**

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

**Policy**

Woolston preschool follows the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)2013, for the recording and reporting of accidents and incidents to the Health and Safety Executive (HSE).

We have a separate policy in place for the recording and reporting of accidents and incidents that are not covered by RIDDOR- **Accidents and Incidents**

Child protection matters or behavioural incidents between children are NOT regarded as incidents and our procedures for dealing with these are dealt with in our safeguarding children policies.

**Procedures**

**RIDDOR-Incidents covered**

Woolston Preschool is aware that the employer/person responsible for the premises has a legal duty to report the following incidents to the Health and Safety executive.

* Work related deaths
* Major injuries
* Injuries that endure for more than 3 consecutive days
* Work related diseases
* Injuries to members of the public or people at work who are taken from the scene of an accident to hospital
* Dangerous incidents which do not result in an injury but could have done so. These may include the following:
* 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;
* a terrorist attack, or threat of one.

The incidents as set out above may involve the preschool children, a member of staff or a parent or visitor to the premises.

**RIDDOR-duty to report**

The duty is to report the incident to the Incident Contact Centre (ICC).

The duty is placed on the employer or person in charge of the premises. As such staff must report any incident of which they become aware to the manager who must then report the incident to the management committee. The first point of contact is the chair of the committee. In their absence the manager should contact one of the other committee officers. It is then the responsibility of the committee to ensure that the report is made to the ICC. The report may be made by telephone, online or by email.

**RIDDOR-record keeping**

We keep a written record of all accidents and incidents that are reported to the ICC in our Accident or Incident book as appropriate. This written report will normally be made by the group leader. The management committee will however ensure that an accurate written report has been made. The accident or incident book will record the following details:

* Date and time of incident
* Place of the incident
* Personal details of people involved in the incident
* Brief description of the incident and action taken including crime reference numbers and insurance claims as appropriate.

**RIDDOR-further action**

Following the reporting and recording of an incident under RIDDOR the management committee will take the following steps:

* Follow any advise given by the HSE
* Report the incident to Ofsted
* Consider whether it is necessary to report the incident to the insurance company
* Ensure that a full risk assessment is carried out with a view to preventing further similar incidents.

**Procedures to be followed for specific RIDDOR reportable incidents**

* 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 Policy will be followed and staff will take charge of their key children. 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.

**The HSE information sheet ‘Incident-reporting in schools’ is in the policy file. This provides further details on RIDDOR.**

In the event that we are unsure as to whether or not a report needs to be made under RIDDOR a report will be made but will be withdrawn if so advised by the ICC.

General information about our accident and incident books and the procedures to be followed are set out in the following policy – **Accidents and Incidents-GENERAL**

This policy was adopted at a meeting of Woolston Pre-Schools held on

**10 Oct 2017**

Last reviewed January 2023

**Useful contacts**

* Incident Contact Centre (ICC)
  + Tel 0845 300 99 23 Mon-Fri 8.30am-5pm
  + Web [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
  + Email [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk)
* OFSTED 0845 6404 040
* Insurance 0207 697 2500

**Role on committee: Nominated person**

Signed by

Date

Name of Signatory: Samantha Gray

**Woolston Adventure preschool manager**

Name Katie Ogunleye

Date

Signature

**Woolston Preschool manager**

Name Gemma Woodward

Date

Signature