

Recording and Reporting of Accidents and Incidents

2021/2022

(Including Procedure for Reporting to HSE, RIDDOR)

Health and Safety

Policy Statement

We follow the guidelines of Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedure for this.

Procedures

Our accident book

- Is kept safely and accessible
- Is accessible to all staff and volunteers
- Is reviewed to identify any potential or actual hazards

Ofsted, Children's Social Care and RIDDOR are notified of any injury requiring treatment by the hospital, or the death of a child or an adult.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR.

Who should report?

An employer or person in control of the premises.

If you are an employer, you must report any work-related deaths, and certain work-related injuries, case of disease, and near misses involving your employees wherever they are working.

If you are in control of the premises, you must report any work-related deaths, certain injuries to members of the public and self-employed people on your premises, and dangerous occurrences (some near miss incidents) that occur on your premises.

When do I need to make a report?

In cases of death or major injuries, we will notify the enforcing authority without delay by reporting on line.

Cases of diseases should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form Report of a case of disease.

From 6th April (subject to Parliamentary approval, (RIDDOR's over three-day injury reporting requirement will change. From then the trigger point will increase from over three days to over seven days incapacitation (not counting the day on which the accident happened)

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties for more than seven consecutive days as a result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of

the accident.

Over three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Non-fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- Carpal tunnel syndrome
- Severe cramp of the head or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendinitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributable to an occupational exposure to a biological agent

Types of reportable injury include

- Deaths
- Specified injury to workers

Reportable major injuries include

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'Major Injuries' in RIDDOR 1995.

Specified Injuries are:

- Fracture, other than to fingers, thumbs and toes
- Amputation
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - Covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to
 - hypothermia or heat-induced illness
 - Requires resuscitation or admittance to hospital for more than 24 hours

We record any incident that happens on the premises, we have access to telephone numbers for emergency services including local police (0161 872 5050) and RIDDOR (0845 300 9923). Where we are responsible for the premises we have contact numbers for gas and electricity, emergency services, carpenters and plumbers. Where we rent the premises, we ensure we have access to the person responsible, and that there is a shared procedure for dealing with emergencies.

We will keep incident forms for recording incidents including those that are reportable to the Health and Safety as above.

These 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 settings premises
- Death of a child
- A terrorist attack or threat of one

On our form we will record the date and time of the incident, nature of event, who was affected and what was done about it

- 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, for example

through cot death in the case of a baby, or by any other means involving an older child, the emergency services are called and the advice of these services are followed. Ofsted and Children Services are informed.

- ❓ There is no requirement under RIDDOR to report incidents of diseases or deaths of members of the public, patients, care homes residents or service users from COVID 19
- ❓ The reporting requirements relating to cases of, or deaths from COVID 19 under RIDDOR apply to only occupational exposure, that is, as a result of a person's work.

Reporting of Covid-19

What to report:

You should only make a report under RIDDOR when one of the following circumstances applies:

- ❓ An accident or incident at work has, or could have led to the release or escape of coronavirus. This must be reported as a dangerous occurrence.
- ❓ A person at work has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease.
- ❓ A worker dies as a result of occupational exposure to coronavirus. This must be reported as a work related death due to exposure to a biological agent.

Other considerations set out by the HSE include:

Controls to use after restrictions are removed

Adequate ventilation

Sufficient Cleaning

Good Hand Hygiene

Vaccinations

Face coverings

Work place testing

Track and Tracing

Cleaning the workplace

Policy Issued January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be reviewed April 2020

Date reviewed June 2020

Date to be Reviewed June 2021

Date Reviewed **November 2020 (italics added in November)**

Date to be Reviewed January 2021

Date Reviewed September 2021 **(including updated HSE information about Covid-19)**

Date to be Reviewed September 2022

Date Reviewed December 2021

Date to be Reviewed December 2022

Date Reviewed

This policy will be reviewed sooner than the review date should any new information be obtained.