

Health and safety

3.6 Recording and reporting of accidents and incidents

[Including procedure for reporting to the Health and Safety Executive (HSE), Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)]

Policy Statement for St Joseph's Pre-school

St Joseph's Pre-school follows the guidelines of the RIDDOR for those accidents and injuries that [must be reported](#) to the HSE. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

In a pre-school, an accident is out of or in connection with work if it relates to any pre-school activity (on or off site) or how the activity has been organised or managed.

Accident or Incident?

While these terms are often used interchangeably, they do not mean the same thing. An incident refers to a near miss or a dangerous occurrence. Whereas, an accident is a situation in which an injury occurs.

Informing relevant authorities

Health and Safety Executive (HSE)

Office for Standards in Education, Children's Services and Skills (Ofsted)

HSE

When there is any injury requiring general practitioner or hospital treatment to an employee, child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the HSE using the format for the RIDDOR and via the [HSE website](#). In addition, accidents, especially in cases of death, can be reported to the HSE Incident Contact Centre on 0845 300 9923¹

Failure to inform the HSE of a RIDDOR incident is a criminal offence, and the responsible person may face prosecution.

Employees do not have a legal requirement to report incidents, but if they witness or experience something they had a duty to report it to their line manager.

Ofsted

Any serious accidents, illness or injury to², or death of a child whilst in our care, and action taken, is reported to the Ofsted. This is a stated requirement in the [Early Years Foundation Stage](#) statutory framework. Notification must be done within 14 days of the incident and via Ofsted's [website](#). The setting's Ofsted URN, setting's address and details of the incident and those involved should be noted prior to reporting. Any delay could be considered a criminal offence.

Reporting must be done via [Report a serious childcare incident - GOV.UK](#)

¹ Open Mondays to Fridays 0830 hours to 1700 hours)

² ie. requiring treatment by a general practitioner or hospital doctor

Ofsted list the following conditions on their [website](#) as reportable:

Serious injuries, accidents or illnesses

- anything that requires resuscitation;
- admittance to hospital for more than 24 hours;
- a broken bone or fracture;
- dislocation of any major joint, such as the shoulder, knee, hip or elbow;
- any loss of consciousness;
- severe breathing difficulties, including asphyxia;
- anything leading to hypothermia or heat-induced illness.

Eyes

If a child suffers any loss of sight, whether it is temporary or permanent, Ofsted needs to know about any:

- penetrating injury to a child's eye; or
- chemical or hot metal burn to a child's eye.

Substances and Electricity

If a child in our care suffers any injury from, or requires medical treatment for, any of the following situation, Ofsted must be informed:

- from absorption of any substances:
 - by inhalation;
 - by ingestion;
 - through the skin;
- from an electric shock or electrical burn;
- where there is reason to believe it resulted from exposure to:
 - a harmful substance;
 - a biological agent;
 - a toxin;
 - an infected material.

Ofsted are not interested in minor injuries such as animal and insect bites, sprains and bruising, or cuts and grazes etc³. This is the case even when hospital treatment is required, unless the child is admitted to hospital for more than 24 hours.

Procedures

Our accident book:

St Joseph's Pre-school has a duty to ensure that its practice adheres to the Early Years Foundation Stage (EYFS)⁴. As such, when an accident occurs we ensure we keep a written record, have a first aid response in place, and inform parents or guardians as soon as possible.

- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least termly to identify any potential or actual hazards.

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the HSE:

³ For more details see Ofsted's "[Childcare reporting children's accidents and injuries](#)" section of their website.

⁴ Specifically "Section 3 – The safeguarding and welfare requirements" subsection "Accident or Injury"

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- 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. See below.

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 that there is a shared procedure for dealing with emergencies.
- We keep an incident book for recording incidents including those that are reportable to the HSE as above.
- These incidents 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 centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- 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. 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 standard Fire Safety and Emergency Evacuation Policy and Procedure will be followed and staff will take charge of their key children, in conjunction with our Critical Incident Policy⁵. 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 any other means involving an older child, 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.

Automated External Defibrillator (AED)

Defibrillators have the potential to save lives of children, staff and visitors. Research shows that accessing these devices within 3-5 minutes of a cardiac arrest increases the chances of survival by over 40%. All early years staff have received training, during their paediatric first aid training, on how to use a defibrillator.

The Nympsfield Defibrillator is located at the Village Hall and (including the pad-pak) is housed within a soft carry case, which in turn is housed within the large AED cabinet – which is not locked.

Retention period and storage of reports

The minimum requirement is 3 years from the date the record was made. This does not impact on the amount of time information must be stored in accordance with the EYFS, with the framework taking precedence. All information is stored according to the General Data Protection Regulations (GDPR) 2018 and the Data Protection Act 2018.

⁵ See 1.12.4 Critical Incident

Legal framework

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

Further guidance

- RIDDOR Guidance and Reporting Form (www.hse.gov.uk/riddor)
- Ofsted Guidance “Childcare: Reporting children’s accidents and incidents” (www.gov.uk)
- Ofsted Guidance ‘Report a serious childcare incident’ (www.gov.uk)
- Nympsfield Parish Council: [Instructions-forNympsfielddefibrillator.pdf](#)

Associated Policies and Procedures

- 1.7 Missing Child
- 1.12.4 Critical Incident
- 1.22 First Aid
- 3.5 Fire Safety and Emergency Evacuation
- 3.9 Emergency/temporary closure
- 5.4 Data Protection
- 5.7 Retention Periods for Records.

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2015
2.0	Committee	Reviewed	Oct 2016
3-0	K Coupe	Reviewed, updated and version controlled	10 Jul 2019 AGM
4.0	K Coupe	Reviewed and update. • Inclusion of ‘Associated Policies & Procedures’ section as per Early Years Safeguarding Audit 2023 s175/157	29 May 2023 Chair (A Hitchings)
5.0	K Coupe	Reviewed and updated. • updated reference to EYFS; • more detail of what needs to be reported to Ofsted; • hyperlinks checked and updated; • inclusion of 3 more policies/procedures under “Associated Policies and Procedures”	26 Mar 2025 Committee Member (S Long)
6.0	K Coupe	updated to include a section re the Automated External Defibrillator in Nympsfield	25 July 2025 Chair (A Hitchings)