



Recording and Reporting Accidents and Incidents Policy

We comply with the EYFS statutory framework, and follow the guidance of RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences) by having the following procedures in place for the reporting of accidents and incidents:

Our Accident Book is kept securely and confidentially. It is reviewed regularly to identify any actual hazards. This contains a record of the time, place and nature of any accident, and how and by whom it was dealt with. All entries to the accident book are signed by the relevant parents/carers.

We will notify Ofsted as soon as possible, but within fourteen days, of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

We will report to the Health & Safety Executive if there is any injury requiring general practitioner or hospital treatment to a child or adult or where there is a death of a child or adult on the premises.

Any dangerous occurrence is recorded in our Incident Book. This contains a record of the time, place and nature of any incident, which individuals were affected, how they were affected and by whom it was dealt with. A dangerous occurrence may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as faulty electrical equipment.

We sign all records of Accidents and Incidents, and keep them confidentially. If the Accident or Incident involves another person, they will also sign the record or, in the case of a child, the parent/carer will sign.

If the event is reportable to the local safeguarding board (i.e. a safeguarding issue) then we will follow the procedure set out in my Safeguarding Policy.

If the event is reported to the police (e.g. a theft), this is recorded along with any follow up.

Shaw Village Pre School

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number: 07488297871 Email: : shawvillagepreschool@googlemail.com

Ofsted Registration Number: 2574436



We have contact details for gas, electricity and plumbing emergency services and for the local police.

For incidents that are reportable to the Health & Safety Executive, we will follow the guidance of RIDDOR and contact the Incident Contact Centre on 0845 300 99 23.

Signed: _____

Date: _____

Review Date: _____

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