

POLICY FOR RECORDING & REPORTING ACCIDENTS & INCIDENTS



Complying with the EYFS statutory framework, and following the guidance of RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences) I have the following procedure in place for the reporting of accidents and incidents:

My Accident Book is kept safely and accessibly, and is reviewed regularly to identify any potential or actual hazards. This contains a record of the time, place and nature of any accident, and how and by whom it was dealt with.

I 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.

I 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 my Incident Book. This contains a record of the time, place and nature of any incident, who was affected and how 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.

I 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 reported to the police (eg a theft), this is recorded along with any follow up.

I 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, I will follow the guidance of RIDDOR and contact the Incident Contact Centre on 0845 300 99 23.

If you have any concerns, I will be happy to meet and discuss them with you.

Childminders signature: _____ Date: _____

Review date: _____