

## Recording and reporting of accidents and incidents Including RIDDOR

### Policy Statement

We follow the guidelines of the Reporting injuries Diseases and Dangerous occurrences (RIDDOR) for the reporting of accidents and incidents. Safeguarding matters or behavioural incidents between children are NOT regarded as incident and there are separate procedures for this.

### Our accident Sheets

These are kept in the rooms so they are accessible, but also master copies in the main office. The accident forms are reviewed by the Safeguarding Officer before they are filed away.

We follow the guidance from

"Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies...A childcare factsheet"  
(Published in February 2011)

When considering if the **Ealing Health & Safety Team** or **Ofsted** need notifying.

### Dealing with Incidents

We meet our legal requirements for the safety of our employees, visitors, parents and children by complying with RIDDOR:

- Any accident to a member of staff, visitor, parent or child requiring treatment as guided as above
- 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 gas leak
- In the incident book we note the date, time, who was affected, what was done, who was notified and the relevant reference for the notification and is signed by the Safeguarding Officer and the Manager

### Who do I report to?

Ealing Health and Safety Team on **(020) 8825 7468/6666**

**For out-of-hours emergencies only** telephone the switchboard on **0845 121 2208**

**Ofsted 0300 123 1231**

Or

Contact the Incident Contact Centre via these methods

Phone: 08453009923

Fax: 08453009924

Internet: [www.riddor.gov.uk](http://www.riddor.gov.uk)

Emai: [riddor@natbrit.com](mailto:riddor@natbrit.com)

Post: Incident Contact Centre, Caerphilly Business Park  
Caerphilly CF83 3GG

RIDDOR Guidance and Reporting Form  
[www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)

Little Acorns Day Nursery