***Policy Statement***

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Any cases of Covid-19 will be reported to the PHA and Social Services. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

***Procedures***

Each group has their own accident book which:

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

Social Services and Health and Safety are notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to Social Services and Health and Safety

***Dealing with accident***

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

* 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.
* Information for reporting the incident to Health and Safety Officer is detailed in the Early Years and Childcare’s Accident Record publication.

**Legal framework**

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

Further guidance

RIDDOR Guidance and Reporting Form www.hse.gov.uk/riddor/index.htm

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………… Signed: …………………………………………..

Date: ……………… Signed: …………………………………………..

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