



Accident & Incident Reporting & Recording

Our accident book is kept in a secure place and is accessible to staff and volunteers who have all been trained in how to complete it. The accident book is reviewed every half term to identify any potential hazards. Baildon Village Pre-School follow guidelines for reporting all injuries.

The pre-school report the following accidents and incidents to Ofsted within 14 days;

- A serious accident or injury or a serious illness of a child in our care and the action that is taken.
- The death of a child in our care.

The local authority child protection department is also informed of any serious illness, accident or death to a child.

- Food poisoning affecting two or more children or adults on our premises is also reported to Ofsted within 14 days and the local environmental health department are informed.
- Any work related accident leading to an injury of a child or adult for which they are taken to hospital.

We meet our legal requirements in respect of the safety of our employees by complying with RIDDOR.

- Any work related accident leading to a member of staff being absent for more than 7 consecutive days.
- A member of staff suffering from a work related disease or illness.
- Any death of a child or adult that occurs in connection with activities relating to our work.

Incident Book

Our premises are rented and if an emergency arises we are able to contact the property manager/caretaker. We hold telephone numbers for all emergency contacts.

All major incidents are recorded;

Break in or burglary.

Fire, leak flood or electrical failure.

An attack on a member of staff on the premises or nearby.

Any racist incident involving staff or family on the premises.

Disease, illness or an outbreak of food poisoning affecting two or more children looked after on the premises.

The death of a child or adult. Emergency services are called and the advice of services is followed.

A terrorist attack or threat of one. Emergency services are called and the advice of services is followed.



In the incident book we
information;

record the following

Date

Time

Nature of event

Who is affected?

What was done?

Was this reported to the police?

The crime number where applicable

Insurance information