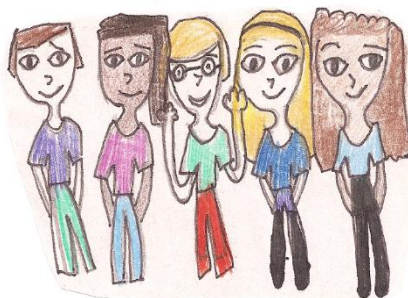


gaps

Abington Community  
Out of School Club

## RECORDING AND REPORTING OF ACCIDENTS AND INCIDENTS

### Policy statement

At Abington Community Out Of School Club (GAPS) we follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this (see our **Safeguarding and Child Protection Policy**).

### Procedures

#### Our accident book:

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

Ofsted is 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 the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

<http://www.hse.gov.uk/riddor/>

#### Dealing with incidents:

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital;

- 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.

### **Our incident records:**

We have ready access to telephone numbers for emergency services, including local police. We rent premises from Abington Primary School Governors and we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

We keep an incident forms for recording incidents including those that are reportable to the Health and Safety Executive.

These incidents include:

- break in, burglary, theft of personal or the setting's property(Security Incident Report);
- an intruder gaining unauthorised access to the premises;
- fire, flood or electrical failure;
- Information security breach (Information Security Incident Report);
- attack on member of staff or parent on the premises or nearby (Workplace Violence Incident Report);
- any racist incident involving staff or family on the settings premises;
- any incident concerning a child that may not be related to an illness (Children Incident Report);
- any incident concerning an employee or volunteer (Employee Incident Report);
- death of a child on the premises;
- death of an adult on the premises;
- a terrorist attack, or threat of one;

On the incident forms we record the date and time of the incident, nature of the event, who was affected, what was done about it, or if it was reported to the police, and, if so, details of the officer and police force.

Any follow up, or insurance claim made, should also be recorded.

### **Terrorist Attack:**

In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families.

Our standard Fire Evacuation Procedure will be followed and staff will take charge all the children.

The incident is averted when the threat is averted.

**Death on the premises:**

In the unlikely event of a child dying on the premises or the death of an adult on the premises the emergency services are called, and the advice of these services are followed.

The incident forms are not for recording issues of concern involving a child. This is recorded in the child's own file.

All details are recorded and stored according to General Data Protection Regulations (GDPR) and the Health and Safety Executive guidelines for retention periods.

<http://www.hse.gov.uk/>

**Trustee Review:**

A Trustee of the management committee will review the accident book and incident forms annually, or more frequently if necessary, to ensure any changes required are implemented.

**ADOPTION AND ANNUAL REVIEW OF THE POLICY**

This policy was adopted at a meeting of: **Abington Pre-School.**

Signed on behalf of the Management Committee:

Print Name:

Date:

Role:

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name: