

CAMBO WRAPAROUND

Health and Safety

RECORDING AND REPORTING OF ACCIDENTS AND INCIDENTS

(Including procedure for reporting to HSE, RIDDOR)

POLICY STATEMENT

At Cambo Wraparound 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.

Procedures

Our accident book:

- 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.

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.

Dealing with incidents

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 on our incident forms. See below.

Our incident Forms

- are kept safely and accessibly;
 - are accessible to all staff and volunteers, who know how to complete it; and
 - are reviewed at least half termly to identify any potential or actual hazards.
- We have ready access to telephone numbers for emergency services. These are:

999 – The main emergency number

This is the emergency number for police, ambulance, fire brigade, coastguard, cliff rescue, mountain rescue, cave rescue, etc. Note the important word 'EMERGENCY'.

This number should be used only when urgent attendance by the emergency services is required – for example someone is seriously ill or injured, or a crime is in progress.

112 – Another emergency number

This operates exactly the same as 999 and directs you to exactly the same emergency call centre. The important thing about 112 is that it will work on a mobile phone anywhere in the world. In the UK, 112 also works on landline phones.

Calls are free, and 999 and 112 can be dialled from a locked mobile phone.

101 – The non-emergency number for the police

Use 101 when you want to contact the police, but it's not an emergency – i.e. an immediate response is not necessary and/or will not be serve any purpose.

- As the Afterschool rents the premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We keep incident forms for recording incidents including those that that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property;
 - an intruder gaining unauthorised access to the premises;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent on the premises or nearby;
 - any racist incident involving staff or family on the centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- On the incident form 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 a crime number. Any follow up, or insurance claim made, should also be recorded.
- 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 Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through any means involving an older child, 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.

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