

Egerton Nursery & out of School Club

Reporting Accidents & incidents Policy



Egerton Nursery and Out of School Club

EYFS:

Document History

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List of Abbreviations Used

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| RIDDOR | Reporting of Injuries and Dangerous Occurrences Regulations |
| HSE | Health, Safety and Executive |

Accident Reporting and Investigations

The definition of an accident is an unexpected, undesirable event which causes damage or harm; therefore it is thought of as something which happens without planning or intention; chance

Accidents do not just happen there is always a cause behind the event and this can be down to a management failure or a human trait.

What are 'reportable' injuries?

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment. (Regulation 5)

Where to report accidents/incidents

Minor accidents need to be logged in Accident file and must be witnessed and signed by a member of the Management Team.

Time Scale for Reporting

All accidents should be reported to the Management Team and recorded as soon as you are aware of them. If the accident involves a major injury, then it must be reported immediately, a major injury is defined below:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which: 1. covers more than 10% of the body
2. causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which: 1. leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

Incapacitation of a worker

The HSE requires that accidents must be reported to them where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.

This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

(www.hse.gov.uk/riddor) is the HSE site where the F2508 reporting form can be completed this form will be generally completed by Children's Services H&S Staff, however if one is completed by the ENOOSC then a copy must be immediately forwarded to *Health and Safety Team, Office 4, Ashburner Street Market, Ashburner Street, Bolton, BL1 1TD, to prevent duplication.*

Investigation of accidents

The Management/Directors at ENOOSC will investigate accidents, incidents and near misses to provide a report and record of the events that lead up to the occurrence, the occurrence and the immediate action taken after the occurrence.

The report will be kept on file up to a period of time relevant to three years after the young person has reached the age of eighteen.

For employees the documents should be kept for a period of three years after the harm has become apparent. In general terms this could be for the life of the employee.

It is important that accidents are investigated as quickly as possible after the occurrence, providing that it is safe to enter the accident zone. Any delays could mean that it is less likely that the true facts may be ascertained.

Where there are witnesses it is advisable to obtain statements as soon as possible, ensuring that witnesses are not allowed to gather to discuss their version of the events as this could paint a completely different picture by confusing their version with some other persons.

Witness statements are required for HSE reporting and where a civil claim may result. Photographs are also very useful in an investigation and should be taken as soon as possible after the incident has occurred.

A thorough investigation should answer the following questions:

- What caused the accident?
- Who and what was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

Accident Investigation Report

This record enables all details relating to the circumstances surrounding an accident/incident to be recorded and is designed to facilitate an effective investigation process.

Any Near misses are recorded on the Daily risk assessment forms & others identified during the termly Health & Safety walk round. These are dealt with appropriately.

Egerton Nursery and Out of School Club
Cox Green Road
Egerton
Bolton
BL7 9RE
Tel: 01204 305665
Email: eoosc@btconnect.com

00280

Accident Notice

Dear Parent/ Carer

Your child _____

Had a slight accident today and has been treated by a First Aider.

Date of Injury _____ at _____

Details of accident

Injury occurred

Treatment given

Staff

Witness

Parent/guardian

.....

Accident Notice

_____ **00180**

Please return this slip to EOOSC in receipt of acknowledgement of accident.

Childs name _____

Parent/Carer Signature: _____ Date _____

Please tick:

I wish to speak to the First Aider

Egerton Nursery and Out of School Club
Cox Green Road
Egerton
Bolton
BL7 9RE
Tel: 01204 305665
Email: eoosc@btconnect.com

Bumped Head

0280

Dear Parent/ Carer

Your child _____

Had a slight head injury today and has been treated by a First Aider.

Date of Injury _____ at

Details of accident

Injury occurred

Treatment given

All seems to be well, however, there is a small chance of complications developing from such bumps. Please take your child to their GP or to the nearest accident and emergency department if they show any of the following symptoms:

- Increased headache
- Repeated vomiting
- Double vision – unequal pupils
- Unsteady on their feet
- Unusual drowsiness
- Hot/Dry skin
- Deep noisy breathing

Bumped Head

Please return this slip to school in receipt of acknowledgement of accident.