

Incident Policy

Statement of Intent

This policy documents the actions we follow to comply with regulations set out by Ofsted and the Health and Safety Executive in dealing with incidents. It is our intent to keep these to a minimum by following all our other policies and procedures which detail best practice.

Aim

We aim to make children, parents and staff aware of Health and Safety issues and to minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

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 and also to Ofsted:

- 1 any accident to a member of staff requiring treatment by a general practitioner or hospital;
and
- 2 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.
- 3 Any dangerous occurrence is recorded in our Incident Book. See below.

Our Incident Book

- 1 We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- 2 These incidents include: break in, burglary, theft of personal belonging or the setting's near by;
any racist incident involving a staff or family at the setting;
serious injury or fatality,
- 3 In the incident book 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.
- 4 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 evacuation policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- 5 In the unlikely event of a serious injury or fatality, our Critical Incident Plan and Medical Emergency Policy will be followed.

6 The incident book is not for recording issues of concern involving a child. This is recorded following guidelines in the Child Protection policy.

This policy was adopted at a meeting of Linton Granta Playgroup and Toddlers Committee

Held on (date)

04/12/07

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc)

To be reviewed on (date)

By Dec 2008