



## **Health and Safety: Recording and reporting of accidents and incidents**

### **Policy Statement**

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) requires employers and others in control of premises to report (online or telephone service for more serious cases) certain accidents, disease and dangerous occurrences arising out of or in connection with work.

Village Montessori Nursery school follows 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.

### **The designated health and safety lead (DHS)**

**Kwai Fong Purchase** is the responsible person to report any reportable incident to RIDDOR and Ofsted, and informing parents or carers respectively.

### **Procedure or Protocol:**

### **Injuries and ill health to people at work**

Under RIDDOR, the responsible person (DHS) must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- Incidents which result in death or a specified injury must be reported without delay
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

### **Reportable specified injuries**

- 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 cover more than 10% of the body, or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24hours

### **Physical violence**

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleagues or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

### **Reportable occupational diseases**

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure.

These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach
- Occupational asthmas, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

### **Stress**

Work related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

## **Incidents to children and other people who are not at work**

Injuries to children and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment. (examinations and diagnostic tests do not constitute treatment)

The DHS lead should consider whether the incident was caused by:

- A failure in a way a work activity was originated (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments)

For example,

1. If a child is taken to the hospital after breaking an arm (taken directly to a hospital for treatment) during activities in the recreation ground or park, following a fall over a high slide or moving swing, the incident would be reportable.
2. If a child is taken to hospital because of a medical condition (e.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to children tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would NOT be reportable, e.g. sports activities, normal slips, trips and falls in a playground, children travelling on a school bus with a minor injury, violence between children is a school discipline matter and it does not arise out of or in connection with work activity.

## **Dangerous occurrences**

There are specified near-miss events, which are only reportable if listed under RIDDOR.

- the accidental release of a biological agent likely to cause severe human illness (e.g. Covid-19)
- the accidental release or escape of any substance that may cause a serious injury or damage to health (e.g. gas leaking)
- an electrical short circuit or overload causing a fire or explosion.

### Incident and Accident record

- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know how to complete it; and
- is to be kept for at least THREE years after the incident

This policy was adopted and practiced at	<b>Village Montessori Nursery School Ltd</b>
Effective date	July 2021
Review date	July 2022
Name of the manager who prepared	Mrs Kwai Fong Purchase
Read and acknowledge by member of staff	Cristina (Deputy), Vicky, Svitlana (Room Leader), Magdalena

### Useful link:

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

<http://hse.gov.uk/contact/outofhours>

<http://eyalliance.org.uk>