



General Welfare Requirement:

Suitable Premises, environment and equipment

Outdoor and indoor space, furniture and toys must be safe and suitable for purpose.

Health and Safety

Recording and reporting of accidents and incidents (Including procedure for reporting to HSE, RIDDOR)

Policy Statement

Cherry Blossom Nursery and Preschool follows the guidelines of the reporting injuries, Disease 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.

Recording of Accidents:

- The nursery management app - Eyeworks is used to record and document accidents and incidents which is accessible to all staff roles.
- Parents sign the document by acknowledging the report via their access to Eyeworks.
- Parents are also notified on Collection that an accident report has been loaded onto the app and parents are this is described to them at the door.
- If a head bump or eye injury has been documented then the member of staff must alert the First aid Leads - Hayley Donoghue and Emma Saxby Or Managing Team.
- Once the First Aid Lead - Hayley Donoghue and Emma Saxby have reviewed the report, a phone call is made within 1 hour to alert the parent/carers If they have not acknowledged the report - unless the accident/report suggests urgent medical treatment is required in line with other relevant policies such as our First Aid Policy and Safeguarding Policies.
- The accident reports are downloaded, reviewed and filed electronically to ensure that patterns in accidents, resources and potential hazards are identified.

OFSTED IS NOTIFIED OF ANY INJURY REQUIRING TREATMENT BY A GENERAL PRACTITIONER OR HOSPITAL DOCTOR, OR DEATH OF A CHILD OR ADULT.

When there is an injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of an adult or child on the premises, we make a report to the health and safety executive using the format of 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. We report to the health and safety executive:

- Any accident to a member of staff requiring treatment by 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 accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded Via the Famly app as an incident report.

Recording of Incidents:

- We have ready access to telephone numbers for emergency services, including local police. Where we are responsible for the premises we have contact numbers for gas and electricity, emergency services, carpenter and plumber. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We keep an incidents book for recording incidents, this includes incidents that are reportable to the HSE as above, these include;
 - break in, burglary, theft of personal or the settings property
 - An intruder, gaining unauthorised access to the premises.
 - Fire, flood, gas lead or electrical failure
 - Attack on a member of staff or parent o the premises nearby
 - Any racist incident involving staff or family on the centres premises
 - A terrorist attack or threat of one.
- In the incident report we record the date, and time of the incident, the nature of event, who was effected, what was done about it, If it was reported to the

police, and is 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 advise of the emergency services with regard to evacuation, medical and contacting children families. Our standard Fire Safety Policy will be followed. The incident is recorded once the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, in any other means involved an older child, the emergency services are called and the advice of these services are followed.

Dated: 10/10/2025

Karen Elliott

Hayley Donoghue