



Peter's Patch  
Forest School - Day Care - After School Club

# Accidents - Prevention, reporting, recording and notification of adverse and untoward incidents

We aim to make all children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

## Prevention

### Risk assessments

Our Risk assessments include:

- Checking for hazards and risks indoors and outdoors, in our activities and procedures. Our assessment covers adults and children.
- Deciding which areas need attention.
- Developing an action, the person responsible for the action.
- The member of staff responsible for health and safety undertake regular training in risk assessments.

All members of staff must report faulty equipment to their supervisor, who will inform management.

## Reporting

All members of staff must inform faulty / broken equipment to their supervisor, who will inform management. Broken equipment will be thrown in the bin and faulty equipment will be fixed if possible if not able to be fixed then it will be discarded.

All members of staff must inform management of all accidents and complete the relevant accident form. This should be shown to and signed by the parent before being brought to the office and placed in the child's folder.

A report to RIDDOR must take place within 10 days of an accident occurring in the following categories:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers or children
- non-fatal accidents requiring hospital treatment to workers or children
- dangerous occurrences

The responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure. This is most easily done by reporting online. Alternatively, for fatal accidents or accidents resulting in



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specified injuries to workers only, you can phone 0345 300 9923. If you are in doubt if an accident needs to be reported please refer to the RIDDOR website. Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR ([hse.gov.uk](http://hse.gov.uk))

Accidents of this nature must also be reported to the Early Years Team as soon as possible. They can be contacted on 02844 513807.

The Gateway Team also need to be contacted on 0300 1000 300

Missing children must be reported to The Gateway on 0300 1000 300 and the guidelines laid out in the missing child policy followed.

### Recording

An accident book must be completed by the member of staff who witnessed the accident; this must be signed and dated by the staff members and the shown to the parents to sign when they are collecting their child.

### Notification

Staff must notify management of all accidents and contact parents if required. Parents will be contacted if management feel it is necessary, usually only when a serious accident has happened, or the child is very anxious.