



The Play Den

13 Safeguarding and Welfare Requirements

HEALTH AND SAFETY POLICY

We follow guidelines for reporting injuries, disease and dangerous occurrences (RIDDOR) for the reporting of accident and incidents. Behavioural incidents or child protection matters are dealt with under separate procedures.

PROCEEDURE

ACCIDENTS and INCIDENTS BOOK

The accident book is stored securely but accessible to staff, staff know how to complete it and the contents are reviewed by the setting manager to help identify potential hazards. Ofsted is notified of any injury requiring treatment by a GP or hospital doctor or the death of an adult or child.

Where there is death of a child, staff member, parent, volunteer or visitor on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

We also report the following to the Health and Safety Executive:

- any dangerous occurrence
- any break in or theft to the property
- any intruder gaining access to the property
- fire, flood, gas leak or electrical failure

- any attack to a member of staff or parent on the premises or nearby
- any racist incident involving staff or family on the premises
- terrorist attack (or threat of one)

All incidents (including faulty equipment) are recorded in our 'Incidents book' with the date and time, nature of the event and action taken. If the incident was reported to the police we obtain a crime number which is recorded. Any follow up information or insurance claim made is also recorded.

Our electrical equipment is checked every year (PACT tested) and the boiler is serviced every year.

The incident book contains telephone numbers for the police, gas, electricity, plumber and odd job person. **(Safeguarding and Welfare 3.53)**

N.B. There is a separate book for recording staff accidents.

N.B. Any records of concern about a child's welfare is recorded in a separate file and NOT the incident book, learning journey or child record file.

This policy was produced on 19/11/12 and last updated on 11/4/19