

RIDDOR Reporting Policy

Date approved:

Review date:

GENERAL STATEMENT

The Academy 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.

Signed _____(Head teacher)

Date _____

Signed _____(Chairperson of the Governing Body)

Reviewed and updated with all staff annually and New Dimensions quarterly.

PROCEDURES

The accident book:

- Is kept safely and accessibly;
- Is accessible to all staff and volunteers, who know how to complete it;
- Is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer, visitor or contractor or where there is a death of a child or adult 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.

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, LEA and Ofsted.

Any accident to a member of staff requiring treatment by a general practitioner or hospital is reported.

Any dangerous occurrences 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, flood, or a failure of a system designed for safety.

Any dangerous occurrence is recorded in the incident book. Also the near miss log needs to be kept up to date. Information for reporting the incident to Health and Safety Executive, and the LEA, as well as Ofsted is detailed in on the Pre-Academy Learning Alliance's web pages.

The incident book

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.

We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above, the LEA and Ofsted.

These incidents include:

- Break in, burglary, theft of personal or the setting's property;
- An intruder gaining unauthorised access to the premises;
- Fire, flood, gas leak or electrical failure;
- Attack on member of staff or parent on the premises or nearby;
- A racist incident involving staff or family on the Academy's premises;
- Death of a child.
- A terrorist attack, or threat of one.

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.

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 Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

LEGAL FRAMEWORK

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995), amended in 2012

FURTHER GUIDANCE

RIDDOR Guidance and Reporting Form

IMPLEMENTATION

The Academy will manage implementation of this procedure / policy with the support and guidance of the Local Authority.

GENERAL

This procedure / policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.