



Major Accident Incident Policy

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 Executive:

- Any accident to a member of staff requiring treatment by a 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 an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Major Incident Book.

Our Incident Book

- We keep a Major Incident Book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include;
 - Break in, burglary, theft of personal or the settings property;
 - Fire flood, gas leak or electrical failure;
 - Attack on member of staff or parent on the premises or near by.
 - Any racist incident involving a staff or family on the pre-school's premises.
 - Death of a child, and
 - A terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of 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 advise 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 the children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.

This **Major Accident Incident** policy and procedure was passed for use in Berriew Pre-school.

On:

By:

Position:

Date of planned review: