



SIMPLY PENDOYLAN

Health and Safety (RIDDOR)

Recording and Reporting of Accidents and Incidents

Policy Statement

Our setting complies with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). We ensure that all relevant accidents, injuries, diseases, and dangerous occurrences are properly recorded and reported to the appropriate authorities.

Safeguarding concerns and behavioural incidents between children are managed under separate policies and are not recorded under this procedure unless they result in a reportable injury.

Procedures

Recording Accidents and Incidents

- An accident and incident record system is in place and accessible to all staff.
- All staff and volunteers are trained in how to accurately record incidents.
- Records are completed as soon as possible after the event and reviewed by the manager to identify any required follow-up actions.

Notification to Care Inspectorate Wales (CIW)

We notify Care Inspectorate Wales (CIW) without delay of:

- Any injury requiring treatment by a general practitioner or hospital doctor
- The death of a child, staff member, or visitor on the premises

Reporting to the Health and Safety Executive (HSE)

In line with RIDDOR requirements, we report to the Health and Safety Executive (HSE):

- Work-related accidents involving staff that result in injury requiring medical treatment
- Specified injuries, occupational diseases, and dangerous occurrences
- Near-miss events that had the potential to cause serious harm (e.g. gas leak, structural failure)

Types of Incidents Recorded

We maintain clear records of all significant incidents, including:

- Break-ins, burglary, or theft of personal or setting property
- Unauthorised access to the premises
- Fire, flood, gas leaks, or electrical failure
- Physical assault involving staff, parents, or visitors
- Incidents of a discriminatory or racist nature
- Serious accidents or injuries
- Death of a child or adult
- Terrorist threat or attack

Accident and Incident Records Include

- Date and time of the incident
- Full details of those involved
- Location of the incident
- Description of what happened
- Details of injuries or damage
- Whether medical treatment was required
- Action taken and treatment given
- Names of witnesses (where applicable)

Records are monitored to identify patterns and improve safety practices within the setting.

Emergency Situations

Terrorist Threat or Attack

- Staff follow the instructions of emergency services at all times
- Evacuation and safety procedures are implemented as required
- Staff ensure children remain supervised and accounted for
- Parents/carers are informed as soon as it is safe to do so
- A full record of the incident is completed once the situation is resolved

Death of a Child on the Premises

- Emergency services are contacted immediately
- Care Inspectorate Wales (CIW) is informed without delay
- Staff follow the guidance of emergency services and relevant authorities

Legal Framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013