



## Recording Accidents, Incidents and Dangerous Occurrences

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All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book or the Accident Record Book on the same day as the event took place. Records will be used to inform or change practice to ensure accidents and incidents in the Nursery are minimised.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the event, any witnesses and a countersignature by the parent/carer of the child or children involved.

Staff should inform the parents/carers of the children or children concerned at the end of the session in which the accidents, incidents and dangerous occurrence took place. Where possible, the information will be passed on at the earliest possible opportunity.

Ofsted will be informed of any serious accidents, incidents and dangerous occurrences involving a child or member of staff whilst at Nursery.

The Nursery will also report work-related accidents, incidents and dangerous occurrences under the RIDDOR '95 regulations. (see [www.riddor.gov.uk](http://www.riddor.gov.uk))

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.  
Next due to be updated: September 2021.

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”