

# Ladybird Montessori Nursery

## Recording and reporting of accidents and incidents

### Policy Statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. The Head teacher will refer to Riddor information on line when required.

#### *Our accident book:*

- is kept safely and accessibly;
- is accessible to all staff who know how to complete it; and is reviewed at least termly by the Head teacher to identify any potential or actual hazards.

**Ofsted** will be notified of any **serious injury** at Nursery requiring treatment by a hospital doctor, or the death of a child or adult.

If there is a serious injury which occurred at the Nursery requiring 24 hospital treatment to a child, parent, volunteer or visitor 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:

- Any accident to a member of staff requiring treatment by hospital doctor 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 incident book.**

### ***Our incident book***

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

[www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

This policy was updated

February 2026

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