



Create ★ Connect ★ Celebrate

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RIDDOR POLICY

STATEMENT OF INTENT

We will follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (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.

AIM

To set high standards and comply legally with the RIDDOR guidelines.

Any incidents must be reported to the Community Manager first.

Any incidents that has caused a major injury and/or has kept a team member or a Child/Parent off for more than 3 days must be reported.

Cases of death, dangerous occurrences and major injury must be reported.

Cases of diseases should be reported if a doctor notifies you that an employee/child/parent suffers from a reportable work-related disease.

PROCEDURE

Use accident/Incident form in our Connect4Summer folder

Ensure details are kept in a safe and secure place and that it is accessible to our team

We have ready access to telephone numbers for emergency services, including local police

Where we rent premises, we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

We ensure that our team and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency, all team know how to complete form

On discovery of an incident, we report it to the appropriate emergency services – fire, police or ambulance – if those services are needed. Informing the Community Manager

Where an incident occurs and it is necessary to evacuate the premises/area, we follow the procedures in our Fire and Emergency Evacuation Policy

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. Any follow up is also recorded.

In the unlikely event of a terrorist attack, we follow the advice of the emergency services. Our Fire and Emergency Evacuation Policy will be followed.

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Reporting an incident; Contact the Community Manager first who will support the reporting of incidents or injuries. This can be done online using this address; www.hse.gov.uk/riddor/report.htm
A telephone service is also provided for reporting fatal and specified injuries only – call the incident contact centre on 0345 300 9923.

When reporting an incident you must keep the following records;

Date and method of reporting.

The date, time and place of the event.

Personal details of those involved.

A description of the nature of the event or disease.

In the case of accidents, employers who must keep an accident book

Reporting accidents and incidents

Community Manager, lead in the project, is to be notified first then:

Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child and we act on any advice given by those agencies.

Any food poisoning affecting two or more children or adults is reported to the local Environmental Health Department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the Health and Safety Executive: - Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment. - Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.

Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident book.

When one of our team suffers from a reportable occupational disease or illness. - Any death that occurs in connection with a work-related accident. 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; e.g. a gas leak.

Any dangerous occurrence is recorded in our incident log

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