



ALTON COLLEGE NURSERY

RECORDING & REPORTING OF ACCIDENTS AND INCIDENTS POLICY

Our accident and incident books -

- Are kept safely but accessible in the central records drawer.
- Are accessible to all staff, all staff know how to complete them, and are reviewed at meetings on a termly basis to identify any potential or actual hazard.

Commented [JH1]: Separate books? Is or are.....; it or them

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult that has occurred at Nursery.

We will make a report to the Health and Safety Executive.

Daily safety checks are carried out before the children arrive but also are constant throughout the day in order to prioritise safety and minimise accidents.

A Health and Safety audit is carried out by the College Health and Safety lead and targets put in place.

Any incidents such as break in, burglary theft and the property are dealt by the Premises team at the College.

Reviewed:	May 2021
Reviewed	July 2022