

## Riddor Policy

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

RIDDOR requires for work-related accidents, diseases, and dangerous occurrences to be written up or reported on when they occur. It applies to all work activities but not all accidents. This is a legal requirement. All reports can be made by telephone or online, following the paperwork advised by RIDDOR. The centre will send a copy of the information that they have and when it is received it will need to be read and checked. If any information is incorrect the centre should be contacted and notified of any necessary amendment.

Additionally, any person must immediately inform the manager and owner of Springboard Nursery of any incident and complete a RIDDOR form to keep on file. Incidents on site that are to be reported are:

1. Deaths
2. Accidents resulting in over 7 days' incapacity
3. Major injuries
4. Members of the public, including the children, being taken to hospital from our premises
4. Infectious diseases
5. Dangerous occurrences
6. Gas incidents If there is any uncertainty of a reportable case then you can either contact the incident centre or OFSTED for advice.

**Infection Control Guidelines** To be followed with no exception:

1. If there is a risk of contact with blood or bodily fluids staff must always wear disposable gloves and aprons which are supplied by the nursery.
2. When cleaning up always use paper towels and disinfectant.
3. Always wash any bedding and equipment that may have been used during this time separately and immediately after the child has left. Again, everywhere must be disinfected equipment, areas, and flooring.
4. Always ensure that hands are washed to stop the spread of infection
5. The correct procedure for disposing of clinical waste must be followed at all times.

If a series of accidents or occurrences were to take place, then risk assessments should be followed to address the situation and resolve why and how they have occurred.

**This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.**

**Date:** 01.09.2023