

Reporting Adverse or Untoward Incidents

Holy Trinity After School Club has a duty of care to all children who attend the setting.

From time to time incidents may occur. The Western Health and Social Care Trust Minimum Standards for Childminders and Day-cares state that certain incidents should be reported to the relevant authorities. In addition to the authorities listed, all incidents must be reported to the After School Manager.

We understand our legal duty to report certain accidents and incidents (including specific diseases) to the Enforcing Authorities. We realise we must identify reportable injuries, deaths and dangerous occurrences and report them in the appropriate manner. We have the facility to instigate control measures by:

- Identifying those accidents, diseases and incidents (near miss) that should be reported to the Enforcing Authority such as Health and Safety Executive Northern Ireland or the Local Authority.
- Ensuring that all relevant incidents are reported and investigated.

Responsibility for undertaking these measures has been delegated to the Manager and Room Leaders.

Procedures:

Our risk assessments are carried out jointly by the manager and room leaders.

This process covers adults and children and includes:

- Checking for and noting hazards and risks indoors and outside, and in our premises and for activities.
- Assessing the level of risk and who might be affected.
- Deciding which areas need attention.
- Developing an action plan that specifies the action required.
- The time scaled for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked daily before the session begins. Risk assessments are reviewed annually or earlier if appropriate