



Belton Playgroup

Riddor Policy

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (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 telephoning the incident centre on 0845 3009923 and then following their instructions. 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 Chair of Belton Playgroup 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
 - 5. Infectious diseases
 - 6. Dangerous occurrences
 - 7. 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 always followed.

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 adopted at a meeting of Belton Playgroup Association:

Held on: 2nd June 2026

Signed on behalf of committee:

A handwritten signature in black ink, appearing to read 'A. Spencer', is written over a light grey rectangular background.

Name and role of signatory: Anna Spencer, Chair of Committee

Review date: April 2027