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| **No:** | **Accident and Incident Reporting** | **Date:** | **Review:** |
| **POSSIBLE HAZARD** | **PERSONS AT RISK** | **CONTROLS** | **Comments** |
| Failure to COVID-19 reporting a suspected case  Failure to report accident/ incident  Failure to risk assess accidents and take corrective action | * Staff * Children * Visitors * Parents * Guardians | * Dealing with a suspected case of COVID -19 Plan (child/children, staff member/members) – in operation * Comprehensive Accident and Incident Policy in place with Accident prevention outlined * All accidents, incidents and dangerous occurrences to be reported (system in place) * All accidents, incidents and dangerous occurrences involving staff, children and members of the public or others to be recorded in Accident Book retained at the premises etc. (Reports must be investigated by Management) * Manager must draw up report of investigation of accident/incident, including remedial action, to prevent recurrence. (System for risk assessment in place) * More serious accidents etc. must be reported to insurance company within timeframe specified in policy (System in place) * Must carry insurance to ensure that children are adequately covered against injury while attending service. * Compliance with reporting procedure, as outlined in Regulations (certain incidents are reportable to Tusla). Referenced in policy * Employees must report to Management any defects at place of work, i.e. equipment / system of work. (Daily Risk Checks in operation) * All employees must co-operate with Management, Statutory Authorities and insurance company during an accident investigation. (System in place) * Employees to maintain their work areas in a safe manner, as outlined in Risk Assessments. (risk assessments carried out daily and cleaning schedules adhered to) * All accident reports shared with parents and report kept on child’s file | New accident reporting and risk assessment book |
| **FINAL ASSESSMENT** | **OVERALL RISK: LOW - as long as all ‘Actions’ are in place.** | | |

**Notes on completing above**

The risk assessment sheet above indicates **low risk** if all controls are in place (see risk rating sheet in this pack). This should be changed to Medium or High if the relevant controls are not in place and action taken to address the non-compliances. This should be noted in the Comments box.

Low: Indicates risks, which either give rise to a minor injury or the likelihood of its occurrence is low.

Medium: Indicates a medium risk due to either increased potential severity of injury or to a likelihood or more frequent occurrence.

High: Indicates that a high risk (severe injury) is associated with that hazard and the likelihood of its occurrence is not so low as to be

ignored.

Note: Daily Risk Checks should be done and are part of this pack

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| **Reviewed** | **Date:** | **By whom:** | **Final assessment/overall risk** |
| Reviewed | 22/08/2019 | Lidia Glowka | Low-all actions are in place |
| Reviewed –the changes are marked in green | 28/02/2020 | Lidia Glowka | Low- all actions are in place |
| Reviewed and updated – due to COVIC-19 pandemic – the changes are marked in red | June 2020 | Lidia Glowka | Low-all actions are in place |
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