

01 Health and safety procedures

01.20 Notifiable incident, non-child protection

Staff respond swiftly, appropriately and effectively in the case of an incident within the setting. Notifiable incidents in this procedure are those not involving child protection.

A 'notifiable' incident' could include:

- fire or suspected arson
- electric or Gas fault
- burst pipe, severe leak or flooding
- severe weather that has caused an incident or damage to property
- break-in with vandalism or theft
- staff, parent or visitor mugged or assaulted on site or in vicinity on the way to or from the setting
- outbreak of a notifiable disease
- staff or parent threatened/assaulted on the premises by a parent or visitor
- accidents due to any other faults (that are reportable under RIDDOR)
- lost child
- any event or information that becomes known, that may have implications for the setting or the wider organisation in the future use

The designated Health and Safety Officer or other named person:

- has all emergency services numbers immediately to hand
- has a list of contacts for maintenance and repair
- ensure that members of staff know what to do in an emergency
- risk assess the situation and decides if the premises are safe to receive children before any children arrive or to offer a limited service

Emergency evacuation

In most instances, children will not be evacuated from the premises unless there is an immediate risk or unless they are advised to do so by the emergency services.

- There is an emergency evacuation procedure in place which is unique to the setting and based upon risk assessment in line with others using the building.
- Emergency evacuation procedures are practised regularly and are reviewed according to risk assessment (as above).

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- Staff evacuate children to a pre-designated area (as per the fire drill), unless advised by the emergency services that the designated area is not suitable at that time.
- Once evacuated, nobody enters the premises, until the emergency services say so.
- Members of staff will act upon the advice of the emergency services at all times.

Emergency Evacuation Procedure

In this building the fire alarm is in the form of a siren.

In this building the smoke alarm is in the form of an intermittent high pitch tone.

In the event of a fire, the fire alarm will sound automatically. In the case of any other emergency, the alarm will be raised by whoever discovers the emergency by pushing the alarm buttons. There are two alarm buttons, one located by the fire doors in the main classroom and one located at the end of the passageway by the toilets.

The primary emergency exit is via the double doors in the main classroom. The secondary emergency exit is via the door at the end of the passageway by the toilets.

All staff, except for the fire officer, are responsible for ensuring the immediate evacuation of all children to the pre-school gate via the identified emergency exits where a headcount will begin, whilst the children are being led to the playground to safety.

The grabber or nominated person is responsible for collecting the sign in sheets, red book and children's medication and mobile phones, all contained in the grab bag in the office. The grabber or nominated person should check the white board for the amount of children and staff on the premises and pass this information to the person at the gate.

The fire officer is responsible for checking all parts of the building, as long as it is safe to do so, to ensure everyone is evacuated.

The children will be taken away from the fire/emergency to the playground, where another headcount will take place and the grabber or nominated person will call the register of children and staff.

If the evacuation has included the primary school children, the Manager, or the Deputy in her absence, will inform the school that the pre-school premises are clear by holding the register in the air. The school head, or deputy, should be informed if there are persons unaccounted for.

The emergency services will be called from outside of the building by the pre-school or by the primary school if they are included in the evacuation.

The Manager or Deputy, in her absence, will contact parents/carers and inform the pre-school Chairperson.

Emergency Closure

The circumstances under which the setting may be closed due to an incident include:

- The Committee make the decision to close – thereby withdrawing the service.
- A third party makes the decision to close for example:
 - a school, where the setting is on a school site
 - the emergency services
- A parent/carer makes the decision for their child not to attend:
 - If a parent/carer makes the decision for their child not to attend due to a critical incident, the child's fees are due as normal.
 - Further consideration of individual incidences must be done in consultation with the Committee.

Recording and reporting

- On discovery of the notifiable incident, the member of staff reports to the appropriate emergency service, fire, police, ambulance, if those services are needed.
- The member of staff ensures that the Manager and/or Deputy are informed (if not on the premises at the time) and that the Committee Chairperson is informed.
- The Manager completes and sends an incident record to the Committee Chairperson, who, according to the severity of the incident notifies Ofsted or RIDDOR.
- If the incident indicates that a crime may have been committed, all staff witness to the incident should make a written statement.
- Staff treat the matter as strictly confidential and do not discuss the incident with any other persons.

RIDDOR reportable events include:

- Specified injuries at work, as detailed at www.hse.gov.uk/pubns/indg453.pdf
- Fatal accidents to staff, children, parents/carers and visitors.
- Accidents resulting in the incapacitation of staff for more than seven days.
- Injuries to members of the public, including parents/carers and children, where they are taken to hospital.
- Dangerous 'specified' occurrences, where nobody is injured but they could have been (these are usually industrial incidents).

This may include:

- a member of staff injures back at work through lifting and is off for two weeks
- a parent/carer or visitor slips on a wet floor near the water tray and is taken to hospital
- a child falls from a climbing frame and is taken to hospital
- the ceiling collapses
- an outbreak of Legionella

The Manager informs the Committee Chairperson and completes an accident and/or incident record; witness statements are taken as previously detailed.

- If the incident is RIDDOR reportable, the setting manager telephones HSE Contact Centre on 0345 300 9923 or reports online at www.hse.gov.uk/riddor/report.htm
- RIDDOR Reportable events require reporting to RIDDOR within 15 days of the event occurring.

The local authority investigates all reported injuries, diseases or dangerous occurrences. They will decide if there has been a breach in health and safety regulations and will decide what measures will be taken.

The Committee review how the situation was managed, as above, to ensure that investigations were rigorous and that policies and procedures were followed.

If an insurance claim is likely:

- incidents such as fire, theft or flood are notified to the insurance provider immediately
- the setting does not admit liability
- if broken or faulty equipment is involved, it must not be repaired, destroyed or disposed of, in case it is needed during the investigation
- if communication from a solicitor is received on behalf of the injured party, this is sent directly to the insurance provider; the Manager will then write to the solicitor to confirm that the letter has been passed on
- the incident is not discussed with any outside persons, or other parents/carers, no matter what questions they may ask about their own child's safety in relation to the incident, as it is regarded as confidential under the Data Protection Act.