

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:

- 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, with the trustees, if the premises are safe to receive children before any children are 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).
- 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 PROCEDURES

If you find a fire:

1. Raise the alarm by operating the nearest break glass point. This is located to the right of the door that leads into the playground.
2. Phone for the fire brigade by dialling 999
3. Calmly get the children together and leave the building
4. If it is safe to do so and you are confident to use the equipment tackle the fire alarm with the nearest appropriate fire extinguisher.

If the fire alarm is raised, then:

1. Calmly lead the children out of the building by the nearest available emergency exit.
2. Fire Marshal 1 will collect the first aid kit, pre-school keys and register, leading the children out of the pre-school
3. The team will spread themselves out between the children ensuring that they are all safe and accompany them to the evacuation point.
4. Fire Marshal 2 will do a sweep of the pre-school, checking all toilets, office, kitchen, playroom, and garden. They will also collect the children's contact details and visitor's book.
5. Staff will assemble on the main school playground which is the meeting point in case of an emergency.
6. Fire Marshal 1 will take a register of the children and the team.
7. Do not delay your exit by picking up items of personal belongings or allowing the children to do the same.

The Fire Marshal's and team must also ensure that:

1. Any visitors present are escorted to the assembly point.
2. Any vehicles that may hamper access of the Fire Services to the building are removed to a safe distance.
3. You do not re-enter the building until you are told to do so by a senior member of the management team or a member of the fire brigade.

Special Needs

Any children attending the setting with additional needs will need to be supported by an individual member of the team when evacuating.

If the building is inaccessible, then:

1. The team will evacuate the children out of the area and travel to Forest Park Primary School.
2. Fire Marshal will take a register of the children and the team.
3. Parents / Carers will be contacted and asked to collect their children.

Emergency Closure

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

- The setting manager and trustees 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 children's centre (if on a children's centre site)
 - the emergency services
- A parent makes the decision for their child not to attend.
 - If a parent 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 setting manager and trustees.

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 setting manager and/or deputy are informed (if not on the premises at the time) and that the trustees are informed.
- The setting manager completes and sends an incident record to the trustees. The setting manager, according to the severity of the incident, notifies Ofsted and/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 do not discuss the incident with the press.

RIDDOR reportable events include:

- Specified injuries at work, as detailed at www.hse.gov.uk/pubns/indg453.pdf
- Fatal accidents to staff, children and visitors (parents).
- Accidents resulting in the incapacitation of staff for more than seven days.
- Injuries to members of the public, including parents' and children, where they are taken to

hospital.

- Dangerous 'specified' occurrences, where no-one 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 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 setting manager informs the trustees 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 trustees 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 setting 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, 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.