



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 owners/trustees/directors, 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).

Policy author: Allison Skipper

Date: 01/12/2021

Review date: Michaelmas 2025

Reviewed by: Meganne Smith and Kym Carey Michaelmas 2023

- 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 always act upon the advice of the emergency services.

UPON SUSPECTING OR DISCOVERING A FIRE

RAISE THE ALARM IMMEDIATELY by activating the nearest **Fire Alarm Call Point** or if unable to do so by shouting FIRE, FIRE, FIRE to attract attention.

From a safe location, call 999 and notify Estates and Reception by radio, telephone, or messenger.

that an alarm has been activated and at which call point/building.

Tel: 01508 522479 Estates Office (**Ext. 224**)

Only If trained in the safe use of fire extinguishers and **only** if it is safe to do so, assess and attempt to extinguish the fire, **under no circumstances put yourself, or others at risk. If in doubt – GET OUT!**

Report to your Muster Point (see below) and update details to the Fire Safety Officer/Fire Evacuation Supervisor.

UPON HEARING A FIRE ALARM

ALL PERSONS should calmly make their way to the nearest available exit door and walk in silence, by the shortest, safest route, away from buildings to the muster points situated at:

>> Early Years outdoor learning area <<

Do not stop to collect any personal belongings, **nor use any lifts.**

Staff should ensure they are the last person out of the room and should close windows and doors, if safe to do so.

Any missing persons must be reported to the **FIRE SAFETY OFFICER/FIRE EVACUATION SUPERVISOR** as soon as is apparent. If deemed safe to do so, a search for the missing person(s) will be arranged.

>> ALL STAFF, STUDENTS, TENANTS, CONTRACTORS, AND VISITORS MUST FOLLOW THIS PROCEDURE <<

NO ONE SHOULD RETURN TO ANY BUILDING FOR ANY REASON UNTIL IT HAS BEEN DEEMED THAT IT IS SAFE TO DO SO

Policy author: Allison Skipper

Date: 01/12/2021

Review date: Michaelmas 2025

Reviewed by: Meganne Smith and Kym Carey Michaelmas 2023

Emergency Closure

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

- The directors 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 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 owners/trustees/directors.

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 that the directors are informed.
- The setting manager completes and sends an incident record to the directors, 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 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).

Policy author: Allison Skipper

Date: 01/12/2021

Review date: Michaelmas 2025

Reviewed by: Meganne Smith and Kym Carey Michaelmas 2023

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 directors 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 directors 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.

Policy author: Allison Skipper

Date: 01/12/2021

Review date: Michaelmas 2025

Reviewed by: Meganne Smith and Kym Carey Michaelmas 2023