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 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 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).
* 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.

|  |
| --- |
| *In the case of emergency evacuation the whistle will be blown in three sharp breaths by the staff member that discovers the emergency. The keypersons and/or buddies will gather the children as quickly as possible and take them out through the back gate into the safety of the school grounds and muster at the furthest point in the back playground where they will line up and wait. A head count will take place immediately and one person will be responsible for relaying the head count numbers if the children and sessional numbers do not tally.*  *The two childcare managers will be responsible for collecting the registers and telephone that might be needed to send out Parent2Text messages or to make a 999 call. Once in the playground the register will be called.*  *The third manager will be responsible for sweeping the building for any children that may advertently be left behind and will, with time and conditions allowing will close all the doors on exit.*  *All staff and children will remain in that position until given the all clear by the emergency services or taken into the school or parents have collected their child.* |

**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 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 managers and/or deputy are informed (if not on the premises at the time) and that the directors are informed.
* The setting managers 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](about:blank)
* 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 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](about:blank)
* 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 managers 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.

Black text on a white background

Description automatically generated

Rosalind Hambidge (Director) Date: 2/2/2023

All signed on behalf of Little Oak Pre-school (Witney) Ltd

Policy review due: September 2023