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, carer 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 officers: Liz Smith and Michelle Row

- have 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 Pre-school Lead, 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).
- 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.

In the event of a necessary evacuation of pre-school, the fire alarm should be sounded. This could be for smoke, fire, gas escape or chemical spillage.

Staff will remove children via the nearest exit away from the problem in a calm manner.

ONLY if there are two members of staff in the room should one member of staff in the computer room check the toilets and cupboards. In the event that you are on your own the children MUST be evacuated first. Computer room – exit at the rear of the building and congregate at the far end of the garden.

ONLY if there are two members of staff in the room should one member of staff in the kitchen room check the cupboards. In the event that you are on your own the children MUST be evacuated first. Kitchen room – exit through the side fire exit and congregate at the far end of the garden.

Members of staff in the garden SHOULD NOT re-enter the building. Staff should congregate the children outside at the rear of the garden and encourage children emerging from the building to calmly make their way towards the end of the garden.

The register, keys and phone numbers should be taken by the member of staff in the office or by the suitable person. The register should be called for children and staff once everyone is assembled. Main reception doors – when using this exit make your way round to the rear of the building and congregate at the far end of the garden.

Call the fire brigade as soon as practicably possible.

DO NOT re-enter the building until told that it is safe to do so by a member of the fire brigade.

The combination for the side gate padlock is : 7681 and for the double gates is : 76810.

Emergency Closure

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

- The Pre-school Lead and/or Deputy and Committee Chair make the decision to close – thereby withdrawing the service.

- A third party makes the decision to close for example:
  - 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 Pre-school Lead.

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 Pre-school Lead and/or deputy are informed (if not on the premises at the time) and that the Committee Chair is informed.
- The Pre-school Lead completes and sends an incident record to the Committee Chair, who, 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/carers).
- 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 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/carer 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 Pre-school Lead informs the Committee Chair 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 Pre-school 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 Pre-school Lead 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.