



Registered Charity No. 1022409

3 Health and safety policy and procedures

Designated Health and Safety Officer is: Flora Lau

3.20 Notifiable incident, non-child protection

Staff respond swiftly, appropriately and effectively in the case of an incident within the preschool. 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 preschool
- 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 preschool 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 preschool and based upon risk assessment in line with others using the building.
- Emergency evacuation procedures are practised regularly (half termly) 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:

Fire safety evacuation:

- Raise the alarm by blowing the whistle and declaring an exit to be used (front or back door)
- Deputy Manager collects the register including the visitor records and a mobile phone (Or, if Deputy is not present, the Manager) and leaves the building by the safest exit
- Rest of staff follow with all children and make their way to the front of the church. Do not stop to collect personal property
- Manager searches the hall and toilets on way out if safe to do so and leaves the building last
- A member of staff uses mobile phone to ring for the emergency services
- Count adults and children and ensure everyone is accounted for
- Stay at assembly point until otherwise instructed. Do not re-enter building
- NEVER underestimate a fire
- All fire exits are signposted and have a copy of the evacuation procedure displayed next to them
- Visitors are shown a card or are verbally told by the Manager or deputy of what to do in the event of an evacuation

Lockdown procedures

In the preschool:

Upon hearing the lockdown signal these steps will be followed:

- Staff to secure all windows and doors until further instruction is received.
- Close all blinds (to protect from flying glass)
- Instruct children to sit on the floor near the white cupboard doors and keep them calm
- If anyone is in the garden, call them in
- Manager collect medical box, register and mobile phone
- Do a head count immediately and register
- Supervise, ensuring everyone remains out of sight and are sitting quietly, reading a story to help ease any apprehension the children may have.
- *Staff tune into a local TV or radio station for more information.*
- *Staff do NOT make non-essential calls on mobile phones.*

- No one should be allowed out of the room or safe area during a lockdown procedure
- Remain in lockdown until the all-clear has been given and normal situation resumes – single short whistle blows will signal all clear
- *If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.*

The door will not be opened once it has been secured until the manager is officially advised “all clear” or is certain it is emergency services at the door.

During lockdown staff do NOT:

- *travel down long corridors*
- *assemble in large open areas*
- *call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on*

If the lock down sounds whilst outside

- Go inside immediately
- Follow procedure above
- Remain in lock down until receive further notice

Go In, Stay In, Tune In

Local industrial accidents e.g. a factory fire with hazardous fumes may also necessitate sheltering inside the preschool building. All doors and windows should be kept shut and appliances such as extractor fans switched off. The emergency services and/or local authority will give all clear. Information may also be broadcast on local radio or television.

Evacuation

Some examples of circumstances when it may be appropriate to evacuate a building or designated area include fire, bomb threats, gas or chemical leaks explosions or substantial damage to the building. We walk the children to the nearest safe point. Preschool Leader or Deputy will take the register including contact details and mobile phone.

Internal Threat Response

- Person in charge will ensure the security of all personnel in the vicinity of the threatening situation. This may require moving to another part of the building. The staff member or designated adult will sound the alarm and inform the emergency services
- Do a head count immediately. Ensure children remain out of sight and sit quietly
- Remain in lockdown until all clear message is given

**At no time will staff attempt to physically remove an unwanted visitor.
Staff will follow the directives of police as instructed or requested.**

Emergency Closure

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

- The trustees make the decision to close – thereby withdrawing the service.
- A third party makes the decision to close for example, 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 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 preschool manager and/or deputy are informed (if not on the premises at the time) and that the trustees are informed.
- The preschool manager completes and sends an incident record to the trustees, 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).
- 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 preschool 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 preschool 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 preschool 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 preschool 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.

This policy was adopted on

6th September 2023

Date to be reviewed

6th September 2024

Signed by committee chairperson

Signed by preschool manager
