

Health and safety procedures

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).
- 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.

The children and staff practice emergency evacuations on a half termly bases so that children are familiar with the sound of the alarm and where to go. Staff are made aware of the evacuation procedures in their induction on their first day and all visitors are informed of the emergency exits on arrival.

IN AN EMERGENCY

The Person who discovers the emergency must press the button on the plastic alarm on the wall

The nominated person must collect the signing in sheets, contact details, phone, key to gate, first aid box and go to nearest exit.

All children, Staff, Students and Volunteers must vacate the building through the fire exit doors and to the gate. They then follow the Deputy/Manager to the school.

The nominated person must check the accessible toilet and main hall (closing doors behind them) toilet, kitchen, office and quiet room to make sure that everyone has left the building. Pick up nursery mobile from office and visitors book on route and check the garden playhouse on entering garden.

The children are lined up and a roll call is taken to make sure that everyone is accounted for by the nominated person. We record how long it takes to get the children out and any problems that arise in our practices so that we may improve on this to ensure the children and adults safety.

The Emergency services are called by the Deputy or Manager in the event of a real fire.

All the parents are contacted using the preschool mobile or the school phone.

All children will stay at the Bishop William School site until it is safe to return to the preschool or until they are collected by their parents.

Emergency Closure

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

- The owners/directors/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.

This policy was adopted at a directors meeting of Tiddlywinks Preschool

meeting of

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the Directors

Name of signatory

Role of signatory (e.g. chair/owner)