



Monkey Puzzle Day Nursery Incident Plan

A critical incident could be one of the following: -

- Death or serious injury as a result of violence, accident, self harm and/or sudden traumatic illness.
- Major fire; we already have fire a drill procedure in place.
- Building collapse.
- Riot/and/or civil disorder.
- Natural and/or man-made incidents.
- Missing person(s) or abductions; we already have a policy for “If a child goes Missing”.
- Terrorism.
- Bomb Scare.
- Pandemic illness.

In the event of any of the above incidents occurring at our nursery, the following procedure will be carried out.

The Nursery Director and/or Deputy will take charge. The Nursery Director/ Manager will contact the emergency services or ask another member of staff to do it while the other members of staff take the children to safety, if at all possible.

The register and visitors log are always filled in and kept to hand, so that in an emergency they are accessible. Once everyone is outside a headcount must be done to account for all persons. The exit points are:

The Main Front Entrance

The Side Fire Exit Door

The Back Bi-Fold Doors and Side Gate



We have permission to take the children for safe keeping at the Lift Financial Ltd building which is next door on Regent Road, until other arrangements can be made.

If necessary, parents would be contacted by phone and asked to collect their child and informed where from.

If collection is necessary from the Lift Financial Ltd building -

Address details for this location:

Lift – Financial Ltd
Century House, Regent Road Altrincham, Cheshire WA14 1RR

To ensure confidentiality at all times we do not give out names or personal details about anyone injured etc to the media and we will give a no comment statement.

Any formal statement would be made through the Director/s.

Counselling services would be arranged for the adults if necessary i.e. through the Police and Social Services.



Procedures

(A copy of this Action Plan must be kept on the notice board of the Managers office and staff room.)

Action Plan (A flexible approach may be required depending upon nature of incident.)

| Action | Time |
|---|---------------------|
| Incident Manager (IM) to differentiate between a major or minor incident. Assess continuing risk to ensure safety of students and staff. Make safe hazard (if possible) | Immediate |
| IM to gather incident support team (Leadership Team initially, additional support from nominated First Aiders) Roles / duties allocated. Establish central liaison point (| Immediate |
| Identify two telephonists | |
| Nursery phone for incoming calls | Immediate |
| Telephone emergency services | Immediate |
| Gather information | Immediate |
| Preserve evidence eg collect and retain names of witnesses | Immediate |
| Inform staff: in case of fire or similar emergency follow fire evacuation procedures otherwise staff will be informed by members of incident support team. at break or lunch, incident support team inform duty staff, rest of staff informed | As soon as possible |
| Inform students – appropriate information given on advice from incident support team | As soon as possible |
| Contact parents | As soon as possible |
| Arrangements for expressions of sympathy / acknowledgment | As soon as possible |
| Inform HSE | Within 24 hours |
| Complete and return appropriate HSE forms | Within 48 hours |
| Assess need for support / counselling, organise counselling | Over days /weeks |
| Organise counselling | As required |
| Complete entry in Incident Book | Within 48 hours |
| Plan and activate Recovery Programme | As soon as possible |
| Return to normal timetable / routine | As soon as possible |
| Evaluation | As soon as possible |
| | |



| This policy was adopted on | Signed on behalf of the nursery | Date for review |
|----------------------------|---------------------------------|-----------------|
| 09/04/2019 | <i>L. Cardy</i> | April 2020 |