

01 Health and safety procedures

01.20 Notifiable Incidents (Non-Child Protection)

Our Aim:

At Peekaboo Childcare, we take every incident seriously and respond quickly to protect children, staff, and families.

A notifiable incident is an unexpected event that could affect the safety of the nursery, but does NOT involve child protection concerns.

This procedure explains how we respond, record and report such incidents in line with EYFS safeguarding and welfare requirements.

What Counts as a Notifiable Incident?

Notifiable incidents may include:

- A fire or suspected arson
- Electrical or gas faults
- Burst pipes, severe leaks or flooding
- Severe weather causing damage
- Break-in, theft, or vandalism
- A staff member, parent or visitor being mugged or assaulted on or near the premises
- An outbreak of a notifiable disease
- Threats or assault by a parent or visitor
- Any accident or event reportable under RIDDOR
- A lost child incident
- Any information or event that could affect the nursery now or in the future

These situations require a coordinated, prompt response to keep everyone safe.

Who Manages the Incident?

The Health and Safety Officer (Harry Morton) or another responsible person will:

- Keep emergency numbers available

- Have contacts for repairs and maintenance
- Guide staff on what to do
- Risk assess the situation
- Decide, with senior management, if the building is safe to open to children

Safety decisions are made before children arrive, or during the day if the situation develops.

Emergency Evacuation

We only evacuate if:

- There is immediate danger
- Emergency services advise evacuation

We follow our pre-planned, risk-assessed evacuation procedure, which includes:

- Staff evacuating children to a designated assembly point
- Room leaders are responsible for the evacuation of their room. They make sure they have a phone and Ipad as they leave the room and designate roles to staff of sweeping the room to make sure no children are left. The room leader is responsible for the head count and reporting this to the manager. The assembly point is on the front drive by the fence. In the event a room leader is not present a key worker from the room takes on this responsibility.
- No one re-entering the building until the emergency services give permission

Children are reassured and kept safe and calm throughout.

Emergency Closure

The nursery may close when:

- Management decide the building is unsafe
- Emergency services require it

Each situation is reviewed with management to ensure consistent, fair decision-making.

Reporting and Recording Incidents

When an incident happens, staff must:

1. Contact emergency services when needed
2. Inform the manager immediately
3. An incident record is completed
4. If a crime is suspected, witness statements are collected
5. Staff must not speak to the press

The manager will notify Ofsted or RIDDOR, depending on the severity of the incident.

RIDDOR – What Must Be Reported

These events must be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations):

- Serious injuries listed in HSE guidance
- Fatal accidents affecting staff, children or visitors
- Staff off work for more than 7 days due to injury
- Parents, public or children taken to hospital due to an incident
- Dangerous structural or building-related events (even if no one is hurt)
- Examples include:
 - A staff member injures their back and is off two weeks
 - A parent slips and is taken to hospital
 - A child falls from equipment and needs hospital treatment
 - A ceiling collapses
 - An outbreak of Legionella

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 reports must be made within 15 days.

Local authorities investigate all reported incidents to check whether safety laws were followed.

If an Insurance Claim Is Likely

To protect the setting legally:

- Fire, theft, flood or serious injury incidents are reported to insurers immediately
- Staff must not admit liability



- Faulty equipment is not repaired or destroyed until investigations are complete
Any solicitor letters are forwarded to the insurer
- No information is shared with other parents or the public
- Details stay confidential under the Data Protection Act