



Emergency Procedures

The following instructions are to be followed in the event of a serious incident/accident involving a child, member of staff or public or substantial damage occurring to the nursery building.

First response

If a serious incident/accident occurs immediately contact the most senior member of staff in the nursery, an immediate assessment will be made of the situation before following emergency procedures. In the event of the incident being of a critical nature the guidance from the management will be followed.

Manager: Laura Davies

Manager: Amy Rowe

1. Ensure if serious **personal injury** occurs that ambulance services are called.
2. Staff member with current Paediatric First Aid to stay on scene to await arrival of medical aid/ambulance.
3. Direct other staff to take children away from the vicinity of the problem. Exclude all bystanders from the scene.

2.1 In the event of a fire, explosion or other peril affecting the premises carry out an orderly evacuation of the building affected and assemble at the fire assembly point.

2.2 Contact the fire brigade via 999 and if any risk of injury the ambulance service also.

3.1 In the event of a violent attack on a child, member of staff, or other person, contact the manager who will immediately come to assistance.

3.2 Violence between parents - contact the managers who will immediately contact the police community officer and local police station. Keep calm and move bystanders from the scene.

4.1 **Where a serious problem, fire or damage to the premises arises out of nursery hours**, the alarm system should lead to a call out of an appointed person. He/she should ensure that no persons are inside a building at risk and that appropriate emergency services have been called. Consider any local first response issues like turning off external services.

5.1 Where a situation leads to an area of the nursery becoming unsafe for children during part of the nursery day, the person in command will arrange:

- For children to be taken to other safe buildings on the complex
- For children to be taken temporarily to Wyvale Garden Centre
- For parents to be contacted to collect children from a safe place if required.

5.2 Emergency contact folder to be readily available or manager to send text to parents and Local radio to be contacted. Designate callers to take responsibility for contacting parents.

The following rules of contact in connection with emergencies will be strictly observed by staff:

In the event of a serious injury, inform Somerset County Council via the Health and Safety Unit. They will advise if HSE need to be contacted.

In the event of serious damage to a building, contact the managers on:

Where a child receives an injury, contact parents or guardians.

Wherever a higher profile incident attracts press attention all staff must direct enquiries to the managers before making a considered statement ensuring confidentiality of any victim of attack or accident.