

Safeguarding- Health and Safety

Incident Policy

Statutory Framework for the Early Years Foundation Stage

Quote Reference: 3:2

'The provider must take all necessary steps to keep children safe and well'

Purpose of the Policy:

The purpose of the policy is to ensure children, staff and visitors are kept safe and well if an incident occurs. An incident can be categorised in the following ways and must be reported to BMBC Health, Safety and Emergency Resilience Unit:

- Aggression and violence.
- Environmental.
- Security breach.
- Fire.
- Clinical Incidents (Body fluid contamination).
- Vehicle incidents whilst undertaking duties.
- Any discriminatory behaviour associated with gender, age, disability, race, religion/belief, colour, creed, marital status, sexual orientation, ethnic or national origin, or political belief.

We aim to:

- Respond and report all incidents that occur appropriately
- Seek and follow guidance or advice sought from the BMBC Health, Safety and Emergency Resilience Unit to deal with an incident.

Policy Review: 28.2.2019
Policy Approved by: ECS, Senior Management Team
Policy Issue Date: 1.4.2019
Next Review Date: April 2020

Version 19/20

What parents\carers should do:

- Report any incident which relates to the following; aggression and violence, an environmental issue, a security breach, fire, clinical waste, a vehicle or discriminatory behaviour to a member of staff.
- Be aware the Family Centre operates a zero tolerance policy with regard to violence, harassment and any other discriminatory comments.
- Never use inappropriate language or behaviour whilst on the Family Centre site or you may be barred from entering.

What we will do:

- All staff will take responsibility for the health and safety of themselves and others and will report any incident set out in the categories above.
- Respond to incidents quickly and in line with advice and guidance from the BMBC Health, Safety and Emergency Resilience Unit.
- Ask anyone displaying inappropriate behaviour or making inappropriate comments to leave the site and consider whether it is necessary to bar the person from returning.
- Report all incidents on the appropriate form as follows:
 - HS2 (NE) 2018 Report of Accident or Aggression to non employee.
 - HS2 (V) 2018 Report of Aggression and Violence Towards Employee.
 - HS3 2013 Report of incident
 - HS2(C) 2013 Clinical Incident to Employee/Service User

For further guidance on the appropriate reporting of incidents, contact BMBC Health, Safety and Emergency Resilience Unit, 01226 772274.