

# **Safety Statement**

## **Muin After School Blarney**

**Updated June 2022**

This Safety Statement (including risk assessments 1 and 2) is available to all staff and all parents/guardians upon registration. Upon induction it will be given to new staff and examined together with the Manager.

Particular attention will be paid to sections which may affect specific staff directly. Staff attention will be re drawn to the statement annually

This Safety statement is available to all visitors and any other people in the service who may be exposed to any risks.

It will be reviewed and if necessary updated once a year. At this time, it will again be brought to the attention of the people outlined above.

If necessary, this statement is available electronically as well as in hard copy.

This statement may be modified to allow access in circumstances where the original format is inaccessible to an individual.

## **Health and Safety Policy Statement for Múin After-School**

### **Policy**

The staff and management of Múin After-School recognise and understand their responsibility under the 2016 Early Years Regulations, to ensure a safe, clean, and healthy environment for all who use the service.

The staff and management also recognise and acknowledge their responsibility to comply with guidelines set down by the Environment Health Officers Association in their publication entitled "Health standards for the school age services".

We aim to comply with all regulations regarding the structure of the building, suitability of premises, adequate indoor and outdoor play space, adequate rest facilities, sufficient adult: child ratios, satisfactory and suitable conditions for the storage and preparation of foods, adequate sanitary conditions, and adequate fire precautions.

*Service Provider responsible for health and safety matters:*

*Kate Gaffney*

**Duties of the employer:**

- To provide a safe working environment for all staff.
- Supply staff with policies and procedures before commencement of the job.
- Encourage feedback from all staff and make improvements where appropriate.
- To co-operate with employees on health and safety matters
- Provide instruction and training to employees on health and safety.
- Ensure fire exits are never blocked.
- If an accident/incident occurs, to make relevant changes to risk assessments and safety statements
- Where risks/ hazards that cannot be eliminated, to provide protective clothing and equipment to staff to ensure their safety.

*Employer Responsible: Kate Gaffney*

**Duties of the manager:**

- Ensure that all staff adhere to Múin policies and procedures on a daily basis.
- Communicate daily and cooperate with staff regarding health or safety concerns or issues.
- Ensure the workplace is a clean, safe and happy working environment.
- Arrange regular supervision sessions with all staff
- Keep a record of all staff training on site

*Manager Responsible: Sylvia Fahy*

**Duties of staff:**

- To not be under the influence of drugs or alcohol while in the workplace
- To adhere to Múin policies and procedures on a daily basis.
- To present themselves for work in suitable and safe clothing daily
- Report any damage to equipment to the manager
- To not engage in any improper behaviour that may cause risk or harm to themselves or children in their care.
- Report any issues or concerns they may have with the manager so they may be resolved.

**Responsibilities:**

All those working in the childcare service must be aware of what is contained in this statement and must act when required. When hazards are identified, measures must be taken to eliminate or reduce the hazard. All classroom staff members must ensure staircases/entrances and exits are clear and clean daily. Staff must also check the classrooms and toilets throughout the day to ensure they are clean and safe for all children. All staff must comply with all procedures and safety policies.

It is the managers responsibility to ensure that staff have read and adhere to all safety policies. Where it is noted that a staff member is not complying with safety policies the manager will note this and discuss it with the staff member. The staff member will read the note and sign it.

The management of Múin also commit to discussing any matters or concerns that are raised by staff. All matters will be given due consideration and every attempt will be made to resolve concerns satisfactorily for all parties. Staff may elect a Safety Representative at the start of the academic year. This representative may raise any staff concerns with the manager.

#### **Welfare arrangements for staff:**

##### **All staff feel valued and are free from discrimination or prejudice**

- Staff toilets are provided
- A suitable area is available for rest and eating
- Fresh drinking water is available
- Staff uniform is provided if requested but is not obligatory
- Secure storage for personal belongings
- Hand washing facilities (warm water, soap)
- Hygienic hand drying facilities
- A safe means of access and egress to the workplace
- Protective wear is provided (aprons, gloves) PPE
- Regular access to supervision sessions to address any concerns
- Staff have a clear understanding of duties and responsibilities with a robust induction process
- A complaints Procedure is in place and staff are a strong management system exists to address any concern or grievance
- Regular staff meetings are held
- A relief Staff panel is in place to support staff absence
- Staff records are kept in a secure locked cabinet
- An anti-Bullying Policy is in place
- Staff are committed to building meaningful and productive relationships with children/young people based on trust and open communication

**Muin after school supports the development of children and young people's understanding of health and safety through example setting, explanations, modelling and age - appropriate health and wellbeing activities.**

**All children and young people feel valued and are free from discrimination or prejudice**

**Muin after school is committed to facilitating the Voice of the Child in line with the government strategy on Children and Young Peoples Involvement in Decision Making and facilitates capacity building, resilience and skill development through age-appropriate activities, workshops and modelling. Children are empowered through a variety of consultation method and a Children's Decision-Making Group is in place**

**In addition to procedures and policies the following arrangements are in place to ensure the safety of children, all employees, and visitors or anyone else who may be affected by the service's work activities.**

- Risk Assessments are completed annually and documented to reduce and eliminate any health and safety hazards associated with the service on site or when on outings
- Annual review of Safety Statement
- Staff Induction
- Staff have training in First Aid and the Manager is a qualified First Aid Responder (FAR)
- Staff have access to training in relation to child protection and welfare
- Staff are Level 8 graduates in Early Years and Youth and Community Development
- Staff have a clear understanding of the service's record keeping requirements for children and young people
- Procedure for reporting allegations of abuse or misconduct in line with Children First National guidance and the 2015 Children First Act
- Regular staff supervision sessions are scheduled
- Correct staff to child ratios are maintained
- Adequate insurance cover for children and staff is in place
- PPE Equipment is provided and maintained
- Fire Safety Policy and Fire Safety procedures are in place
- **Critical Incident** Plan, Emergency Preparedness Plans and Critical Incident Management Team (CIMT) are in place
- Emergency grab and go bag for critical incidents is in place
- Valuable important information for children and staff is stored in secure electronic form accessible to the Manager remotely in cases of a critical incident
- The purpose-built premises and environment complies with all relevant legislation
- Procedure for door security
- Safety Procedure for the release of a child
- Procedure for recording visitors
- Child Safeguarding Statement
- A Designated Liaison Person is in place
- Procedure for complaints
- Food Preparation and storage is in compliance with national food regulations
- Anti-Bullying Policy
- Child and Staff behaviour Policy
- A safe internet environment is supported within the service
- Children are not permitted unsupervised access to digital media

**Health and Safety Risk assessment:**

A risk assessment has been conducted regarding Health and Safety matters. We have taken measures to keep these hazards in the low-risk category. See Table 2

This risk assessment will be reviewed annually and also amended if new hazards are identified. In these circumstances any necessary procedures will be devised in order to mitigate harm or to eliminate risk.

Múin After-School will carry out regular safety audits to mitigate hazards using the following procedure.

Person responsible for safety audit: **Manager Sylvia Fahy**

**Procedure for safety Audit:**

**The following building areas will be examined for:**

- Trip Hazards
  - Access and Egress hazards
  - Window locks and Glass integrity
  - Degraded/dirty play equipment
  - Corners/sharp edges on shelves/furniture
  - Safe anchoring of furniture to walls
  - Safe anchoring of shelves to walls
  - Exit signs and emergency lights
  - Securing fitting of fire-fighting equipment to walls
  - Height of storage of heavy equipment
1. Exits/entrances
  2. Evacuation routes
  3. Classrooms
  4. Bathrooms
  5. Staff Room
  6. Hallway

**The following utilities and fixtures will be examined annually for wear and tear and if necessary, scheduled for professional maintenance or replacement**

1. Ventilation areas
2. Electrical - Plug Sockets, Light Switches, kettle, toaster, fridge
3. Boiler/heating
4. Thermostatic controls for hygienic hand washing
5. Outdoor play area including play equipment fixtures and fittings i.e., fencing, gates, gate locks

**Continued adherence to the following will be monitored**

1. The safe storage of cleaning products out of the reach of children
2. The safe storage of first aid supplies out of the reach of children
3. The safe storage and use of electrical goods out of the reach of children

**Safety Audits and any consequential actions are recorded in written format and signed by the manager**

**Table 2 Current Health and Safety Risk Assessment May 2022**

<b>Safety Hazard Identified</b>	<b>Procedure to mitigate harm</b>	<b>In Place</b>	<b>Risk Level with Procedure in place</b>	<b>Person Responsible</b>	<b>Date Completed</b>
Injury to child, staff or visitor from falling or insecure furniture or shelves	<ul style="list-style-type: none"> <li>• Safety Audit</li> </ul>	Yes	Low	Manager	May 2022
Injury to a child, staff or visitor from sharp edges or corners to shelves or furniture	<ul style="list-style-type: none"> <li>• Safety Audit</li> </ul>	Yes	Low	Manager	May 2022
Injury to a child whilst in the outdoor area from play equipment or fixtures	<ul style="list-style-type: none"> <li>• Safety Audit</li> </ul>	Yes	Low	Manager	May 2022
Injury to a child, staff or visitor from falling heavy equipment stored too high	<ul style="list-style-type: none"> <li>• Safety Audit</li> </ul>	Yes	Low	Manager	May 2022
Injury to a child, staff or visitor through poor visibility	<ul style="list-style-type: none"> <li>• Safety Audit</li> </ul>	Yes	Low	Manager	May 2022

Injury to a child, staff or visitor from infection or illness	• Infection Policy	Yes			June 2022
		Yes			April 2022
	• Safety Audit	Yes			May 2022
Injury to a child, staff or visitor from hot water	• Safety Audit	Yes	Low	Manager	May 2022
Injury or harm to a child from chemicals	• Policy on safe storage of cleaning products and first aid supplies • Safety Audit	Yes	Low	Manager	April 2022
		Yes			May 2022
Injury to a child, staff or visitor from electrical equipment	• Policy on safe use of electrical equipment • Safety Audit	Yes	Medium	Manager/Room Leader	June 2022
		Yes			May 2022
Injury or harm to a child, staff or visitor from fire	• Fire Safety Policy • Safety Audit	Yes	Medium	Manager	April 2022
		Yes			May 2022

#### Child Safeguarding Risk Assessment

**In accordance with the Children First 2015 Act, we have carried out an assessment of any potential for harm to a child while availing of our services. 'Harm' being defined as per the Children First Act 2015**

**Table 1** (below) details the potential risks of harm identified, the controls in place and the likelihood of occurrence (risk) with the control measures in place.

**Table 1 Child Safeguarding Risk Assessment**

<b>Risk of harm identified</b>	<b>Harm Mitigation Procedure/Policy</b>	<b>In Place</b>	<b>Risk of occurrence with Procedure/Policy in Place</b>	<b>Person Responsible</b>	<b>Date Completed/ Amended</b>
Risk of harm to a child by a visitor to the service	<ul style="list-style-type: none"> <li>• Procedure for monitoring Visitors</li> <li>• Procedure for door security</li> </ul>	Yes  Yes	Medium	Room Leader	Daily  At Regular intervals during each session
Risk of harm to a child by a staff member, volunteer/student	<ul style="list-style-type: none"> <li>• Procedure for safe selection and recruiting of staff</li> <li>• Procedure for placement of volunteers/students</li> <li>• Code of behaviour for staff and volunteers</li> <li>• Policy/Procedure for complaints</li> <li>• Policy on managing behaviour</li> </ul>	Yes  Yes  Yes  Yes	Medium	Manager  Manager  Manager  Manager	Upon recruitment or placement of new staff  April 2022  April 2022  June 2022  June 2022
Risk of harm to a child by a staff member/volunteer/student/stranger/peer during outings	<ul style="list-style-type: none"> <li>• Procedure for outings</li> </ul>	Yes	Low	Manager	On all outings without exception

Risk of harm identified	Harm Mitigation Procedure/Policy	In Place	Risk of occurrence with Procedure/Policy in Place	Person Responsible	Date Completed/Amended
Risk of harm to a child through the unauthorised use of photography	<ul style="list-style-type: none"> <li>• Parental permission document for the taking of and use of photographs</li> <li>• Policy on the use of personal digital devices by staff and children</li> <li>• Policy on use of photographs of children</li> <li>• Outings procedure</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Low</p>	<p>Manager/Room Leader</p>	<p>Upon Registration of each child</p> <p>April 2022</p> <p>April 2022</p> <p>On all outings</p>
Risk of harm to a child through social media/internet use	<ul style="list-style-type: none"> <li>• Policy on the use of personal digital devices by staff and children.</li> <li>• Policy on use of service digital devices by staff and children</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Low</p>	<p>Manager/Room Leader</p>	<p>April 2022</p> <p>June 2022</p>

<b>Risk of harm identified</b>	<b>Harm Mitigation Procedure/Policy</b>	<b>In Place</b>	<b>Risk of occurrence with Procedure/Policy in Place</b>	<b>Person Responsible</b>	<b>Date Completed/ Amended</b>
Risk of harm to a child through bullying by a peer or older child	<ul style="list-style-type: none"> <li>• Policy on bullying</li> <li>• Policy on managing behaviour</li> </ul>	Yes  Yes	Medium	Manager	June 2022
Risk of harm to a child after unauthorised exit from the service	<ul style="list-style-type: none"> <li>• Procedure for door security</li> <li>• Policy on staff to child ratio</li> </ul>	Yes  Yes	Low	Manager/Room Leader	Daily  April 2022
Risk of harm to a child during Chaperone transportation to after-school from the child's school	<ul style="list-style-type: none"> <li>• Procedure for Chaperones</li> <li>• Drop off and collection policy</li> </ul>	Yes  Yes	Low	Chaperone/ Manager	Daily 2022  June 2022
Risk of harm to a child during a bathroom break	<ul style="list-style-type: none"> <li>• Policy on bathroom breaks</li> </ul>	No	Low	Manager	By September 2022
Risk of harm to a child by an unauthorised Intruder	<ul style="list-style-type: none"> <li>• Critical Incident Plan</li> <li>• Emergency Preparedness Plan for Unauthorised Access/Intruder</li> <li>• Door Security Procedure</li> <li>• Drop off and collection Policy</li> </ul>	Yes  Yes  Yes  Yes	Medium	Manager  Manager  Room Leader/Manager  Chaperone/Room Leader	June 2022  June 2022  April 2022  June 2022

**Personal Protective Equipment Policy:**

During episodes of Public Health crisis or large instances of illness, the wearing of PPE will be as advised by the HSE or other authority. Staff at Múin will be asked as part of their job to clean the classrooms, bathrooms and equipment on a daily basis. Plastic aprons to cover staff attire will be provided and gloves will also be provided. Masks are also available. A register of PPE equipment will be kept and supplies will be monitored and replenished as needed.

**Policy on Safe Storage of Cleaning products and equipment:**

All cleaning products and equipment will be kept out of the reach of children. Only staff will have access to these products. A daily cleaning schedule is in place and a written record is kept.

**No Smoking:**

In line with legislation, we operate a No Smoking Policy throughout the building due to the general risks to health associated with smoking and the fire risk posed by cigarettes not being properly extinguished.

Staff, parents and visitors will not be permitted to smoke in any area of the after-school building. This will extend to the outdoor play area.

**Preventing unauthorised access to the after school:**

All entrances into the building have a lock on the door inside that staff are to lock after every entrance and exit throughout the day, unless children are in the enclosed, gated outside area and require access to the classroom. In this case children are continually supervised and the gated area is locked at all times. If for any reasons an unauthorised person attempts to enter the building, the Manager (if on site) or a staff member will speak to the person calmly and ask them to leave. If that person is deemed to be a threat or refuses to leave the gardai will immediately be called and the **Emergency Action Plan** for 'Unauthorised/Access Intruder' will be implemented.

**Bathroom Breaks:**

We will have scheduled bathroom breaks throughout the day for the children. They will be when the children come into the service and wish to change into their own clothes, before snack time and before we go outside. If any child needs to go to the toilet outside of these

times they are permitted to do so. The classroom door will remain open when this occurs so that staff can hear if the child needs assistance in the bathroom.

### **Outings:**

All outings are pre planned and permissions are sought as appropriate (see attached form). Staff will be equipped with the school phone (containing all child guardian contact members), a first aid kit, sign in sheet/log. A head count will be performed before leaving, upon arrival, during the outing and upon return to the after school. Children will walk in pairs with a member of staff ahead and a member of staff behind. Outings will be within a short distance walk and will not encounter any major junctions or crossings. It is anticipated that outings will be very rare.

### **Incidents and Accidents: Reporting and Investigation**

Any accident/incident that occurs in Múin after school will be dealt with immediately and an incident report form will be filled in by the staff member that deals with the situation. The manager (if available) will also sign and date the form and it will be shown to the parent. The parent will be asked to sign and date it and receive a copy.

After **any** incident/accident a review will take place and the incident will be investigated. The manager will discuss the matter with staff and if the incident can be prevented in the future, we will take the necessary steps to remedy the safety issue and update our safety policy and child safe-guarding policy accordingly.

**Photos:** Photos may only be taken by staff on the school phone. Parental permissions on the use of photographs will be obtained upon registration. Photographs will only be used for school purposes.

### **First aid procedures:**

All staff will be first aid trained and the Manager Sylvia Fahy is a certified first aid responder. We will also have a first aid box on site which will have a register included with all products dated and noted. This register will be checked every month by staff and supplies replenished as necessary.

- If a child or staff requires first aid, we will first ensure the scene is safe
- Assess the injured child/staff and treat if possible following First Response procedures as per training
- If the medical event is severe, we will immediately call 999 and stay with the injured child/staff.
- A designated staff member will remain on the phone with the emergency services and follow instructions
- Other children will be removed from the immediate area and kept calm

- The child/staff members emergency contact/parent or guardian will be called
- Staff will continue to follow/repeat first response procedures until help arrives
- In all cases, staff will complete an Early Childhood Ireland incident report form and notify the parent/guardian of the child that first aid had to be administered. The form will be signed by a staff member, the manager and the parent/guardian. A copy will be kept on record and a copy given to the parent.
- In critical incident cases the manager will file a Notification of Incident form to Tusla

If a **Critical Incident** is deemed to have taken place, we will follow the relevant **Emergency Preparedness Plan for Medical Emergency**

### **Fire Procedures:**

Múin has a fire safety policy separate to this safety statement which outlines the procedures and equipment in place.

### **Fire Safety Statement**

Múin After School Blarney is committed to the safety and welfare of all the children in its care and that of its employees and visitors. This statement outlines Múin After School's approach to being fully compliant with all relevant Fire Regulations and to follow the recommendations in the Department of Environments 'Fire Safety in Pre-school's' booklet.

- Múin After School service has all relevant fire safety equipment and smoke alarms which are inspected/maintained annually by a professional fire safety company. These inspections are recorded in writing specifying the number, type of pieces of equipment inspected or maintained.
- During staff induction a member of management will explain to new staff how fire drills are carried out/ show the staff member the location of the fire exits/ direct the staff member to the fire drill procedures (on view by Fire Exit No.1 in classroom 1 and ensure familiarity with Fire-fighting equipment.
- Fire Drill procedures are on view in the room in a prominent place.
- A child friendly fire drill is on display and children will be familiarised with this.
- Fire drills are carried out with staff and children every month. A staff member will purposely set off the fire alarm in the setting

and then carry out a Fire Drill (staff will document this by writing the date, time, number of staff, number of children and the length it took to exit the building).

- A written record is kept of all fire drills carried out and training undertaken.
- The premises' fire certificate is on display in the main reception area for parents/guardians to see.
- Fire Assembly points are clearly labelled and are the point of assembly in an event of a fire.

### **Fire Fighting Facilities**

Fire Extinguishers are located throughout the building:

- In the entrance reception area by the front door x 2: One Foam, one Co2.
- In Classroom One x2; One Foam, One Co2
- In Classroom Two x2: One Foam, One Co2
- All staff members are expected to familiarise themselves with the use of a fire extinguisher, the different types and the fire blanket. This will be assured during staff induction
- Carbon Dioxide CO2 – suitable for use on flammable liquid and safe for use on electrical fires.
- Foam AFFF – safe for extinguishing wood, paper, textiles and flammable liquid fires. We also have smoke alarms in both classrooms and in the reception area of the building.

All equipment is checked annually by a qualified professional to ensure it is working correctly and up to date. A certificate is then issued to the setting to acknowledge that the assessment of all fire equipment has taken place.

### **Fire Alarms**

Fire alarms are situated at the following points:

- At front door
- In each classroom

The fire alarms are checked annually, and a certificate is awarded to the service

### **Smoke Alarms**

- There is a smoke alarm in each room and in the hallway

### **Staff awareness of Fire exit and equipment**

All staff within Múin after school will have training and knowledge of how to use the fire equipment and know where the fire exits are located.

Múin manager will also remind staff where the fire exits, and fire equipment are located after each drill each month. Staff will be reminded to complete the fire drill register once the drill is completed.

## **Fire Safety Procedure**

### **On hearing the Fire Alarm or Discovering a fire**

- Advise the staff and children that the fire alarm has sounded/Activate the fire alarm
- Get the class register.
- Ask students to follow to the nearest Fire Exit in an orderly fashion and not to stop to pick up personal belongings under any circumstances.

Children with additional needs will be assisted by their one-to-one support staff, in accordance with their training.

- If there is smoke drop to the knees and crawl to the nearest exit, pulling up clothing up to cover nose and mouth
- If clothing catches fire STOP, DROP and ROLL until fire is extinguished
- The last staff member to leave must check the toilets and classroom quickly to ensure every child has left the building
- Using the daily sign in sheet all students will be accounted for at the assembly point once they have gathered safely.

If necessary, follow the Critical Incident **Emergency Preparedness Plan for Fire**

### **Assembly Point**

Main Gate in outdoor area. There is a large sign indicating where to stand.

**Escape Routes** From: After School room 1

**Route:** Through Fire Exit No.1 located in the room, out to the assembly point in the outdoor play area.

From: After school room 2

**Route:** Through Fire Exit No.2 located in the room, out to assembly point in the outdoor play area.

From: Toilets

**Route:** Out of front door, which is directly beside the toilets onto the footpath, through the gate and to the assembly point in the outdoor play area

- Our Fire Safety Policy is available to all parents/guardians upon registration. It is available to all visitors and other people who may be affected by the work of the service and any relevant stakeholders. It is available to and will be communicated to children in a manner accessible to them.
- Escape routes and fire safety procedure is also on display in Classroom 1.

This safety statement will be given to all staff and parents/guardians. This policy will be updated every year or if it needs to be updated sooner after an incident/accident. This policy is due for review in June 2023.

### **Emergencies:**

Muin Education have put measures in place to keep both staff and children safe within our care, but we are aware that at times certain circumstances may be out of our control. We hope that our staff training will help our staff deal with any event that may occur within our premises. Staff will remain calm, shield other children from danger/harm/upset, act quickly and appropriately and always know when to call for help. After an emergency the manager will discuss the incident with staff and offer support to the staff if needed. If required, professional help will be procured to help staff reconcile with critical incidents.

## Emergency Telephone Numbers

- **Fire Brigade:** 999 or 112
- **Ambulance:** 999 or 112
- **Local Garda Station Blarney** – 021-4516290
- **Hospital (Cork University Hospital (CUH)):** 021 4920500
- **Doctor:** Each child's family doctor kept on file
- **First Aid:** all staff members are First Aid qualified
- **First Aid Responder Certified:** Sylvia Fahy
- **Child Protection Officer/Relevant Person** Sylvia Fahy
- **Fire Safety Officer:** Sylvia Fahy

### ***Critical Incident Management Team (CIMT)***

- Team Leader- Service Manager – Sylvia Fahy [Ph; 0863207284](tel:0863207284)
- Service Director – Kate Gaffney/ Also the Designated Liaison Person [Ph; 0868550828](tel:0868550828)
- Service Business Mentor – Service Business Mentor – Veronica Murphy [Ph; 0872395026](tel:0872395026)
- Cork City Childcare Contact - Orla Fitzpatrick [Ph; 0861429490](tel:0861429490)
- Local Garda Community Liaison [Ph; 0214516290](tel:0214516290)
- Service Solicitor – Eleanora Taylor [Ph; 0214384630](tel:0214384630)

## Muin Afterschool Outings Parental Permission Form

I \_\_\_\_\_ (parent/guardian) give Muin staff consent to bring my child on outings with Muin Afer School.

I \_\_\_\_\_ (parent/guardian) DO NOT give Muin staff consent to bring my child on outings with Muin After School.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Managers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***\*This agreement will stay in place while your child is attending the service.***

# Critical Incident Action Plan

## ***Definition of a Critical Incident***

A critical incident is any incident or sequence of events which overwhelms the normal coping mechanisms of the service

## ***Critical Incident Management Team (CIMT)***

- Team Leader- Service Manager – Sylvia Fahy [Ph; 0863207284](tel:0863207284)
- Service Director – Kate Gaffney/ Also the Designated Liaison Person [Ph; 0868550828](tel:0868550828)
- Service Business Mentor – Veronica Murphy [Ph; 0872395026](tel:0872395026)
- Cork City Childcare Contact - Orla Fitzpatrick [Ph; 0861429490](tel:0861429490)
- Local Garda Community Liaison [Ph; 0214516290](tel:0214516290)
- Service Solicitor – Eleanora Taylor [Ph; 0214384630](tel:0214384630)

## ***Critical Incident Procedure***

When an incident occurs, staff will immediately alert the service manager or if unavailable the Service Provider/Designated Liaison Person (DLP). It is the responsibility of the manager to determine whether the incident is deemed to be critical. The manager or DLP will lead the emergency response and be guided by the Critical Incident Action Plan

## ***Immediate Response***

1. Identify the nature of the incident
2. Contact emergency services
3. Delegate immediate first aid to trained staff
4. Identify children and staff members most closely involved and at risk
5. Ensure safety and welfare of children and staff/segregate children
6. Notify the critical incident team leader if not on site
7. Liaise with emergency services
8. Contact and inform parents and family members

## **Managing Stress Following a Critical Incident**

Exposure to exceptional workplace incidents can cause upset and distress and have residual effects.

It is important therefore that staff involved in a critical incident are kept informed and given the opportunity to recuperate following an incident. This may involve covering staff for routine duties.

### **A) Managing staff post incident** The manager will utilise the following strategies:

- Hold a meeting for those involved as soon as possible
- Summarise the incident and clarify any uncertainties
- Invite questions and discuss issues of concern
- Show care and support for the individual
- Draw up a plan of action, taking into account the needs of staff
- Make short-term arrangements for work responsibilities
- Ensure that staff are happy to leave the facility and are escorted home if necessary;
- Seek expert advice on debriefing

### **B) Secondary Response**

1. Identify children and staff members most closely involved
2. Assess the need for support and counselling for those directly and indirectly involved.
3. Provide staff, parents and wider community with factual information (as appropriate)
4. Restore the facility to regular routine, program delivery as soon as practicable.

### **C) Follow-up Response**

1. Arrange memorial event (as appropriate)
2. Maintain contact with any injured and affected parties to provide support and monitor progress.
3. Monitor staff and children for signs of delayed stress or grief and the onset of post-traumatic stress and access specialised supports if necessary.
4. Evaluate critical incident response and procedure
5. Remain cognisant and sensitive to anniversaries.
6. Manage any possible longer-term issues e.g., inquests, legal proceedings

After a critical incident, a meeting of the CIMT will be held to evaluate the critical incident report, the effectiveness of the management plan and to make necessary changes. This evaluation process will incorporate feedback gathered from staff, parents and local community representatives and an evaluation report will be made available to the management team.

## Emergency Preparedness

**Emergency Contacts - This contact list is posted in a prominent Place within the service.**

Fire/Rescue – 999 or 112

Emergency Services – 999 or 112

Local Gardai Station Blarney 021 4516290

Medical Centre Blarney – 021 4385348

Out of Hours SouthDoc - 1850 335999

Electric Company – ESB 1800 372999

Irish Water – 1800 278278

Gas Networks Ireland – 1800 205050

### Specific Critical Incidents covered

Missing Child

Inclement Weather

Utility Disruption

Fire Emergency

Unauthorised Access/Intruder

Pandemic

Short Term Safety Measures : **Safety in Place, Lockdown, Evacuation**

**The Following Plans identify the services required and resources needed in each case to ensure that the service is able to respond effectively in the event of a critical incident.**

### Emergency - Missing or Abducted Child

<b>Risks</b>	<ul style="list-style-type: none"><li>• Injury, trauma, non-recovery or death of a child</li><li>• Staff trauma</li></ul>
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<p style="text-align: center;"><b>Preparedness</b></p>	<ul style="list-style-type: none"> <li>• Door alarms</li> <li>• CCTV Monitoring</li> <li>• Up to date Contact Details for parents</li> <li>• Log in of all visitors</li> <li>• Procedure for outings</li> <li>• Procedure for Child Collection</li> </ul>
<p style="text-align: center;"><b>Response</b></p> <p style="text-align: center;"><b>We are located at</b>  <b>Blarney Montessori School</b>  <b>Cluain Ard</b>  <b>Monacnappa</b>  <b>Blarney</b>  <b>We are located at the top of the</b>  <b>housing estate on the left</b></p>	<ul style="list-style-type: none"> <li>• Confirm child has not been collected/confer with all staff</li> <li>• Inform Manager</li> <li>• Account for all other children</li> <li>• Keep other children calm</li> <li>• Search building and immediate surrounds including under tables, inside toilet cubicles, inside cupboards, inside and under play equipment.</li> <li>• If child is not found inform Director</li> <li>• Call emergency services</li> <li>• Follow <b>Lockdown</b> Procedure if a suspected abduction has taken place</li> <li>• Gather information on when the child was last seen and where</li> <li>• Give Gardai : photograph and description of child and what the child was wearing, time of noticing absence and if abduction is suspected; description of any suspicious vehicle or persons noticed nearby.</li> <li>• Director to notify the child's parents</li> <li>• Act under instruction of Gardai</li> <li>• Refer media enquiries to DLP</li> <li>• Director with continue to liaise with parents, gardai and media</li> </ul>
<p style="text-align: center;"><b>Recovery</b></p>	<ul style="list-style-type: none"> <li>• Establish wellbeing of child when/if found</li> <li>• Arrange medical review for child</li> <li>• Seek support from counsellors where required</li> <li>• Conduct in depth review of incident to establish cause, review systems</li> <li>• Devise and implement new systems as necessary</li> <li>• Review Emergency Preparedness Plan</li> </ul>

## Emergency – Extreme Cold, Snow, Rain or Ice

<b>Risks</b>	<ul style="list-style-type: none"> <li>• Building temperature too cold for staff and children</li> <li>• Damage to pipes</li> <li>• Damage to piped systems</li> <li>• Vehicle accident – icy/waterlogged roads</li> <li>• Slips and falls</li> <li>• Wet feet/clothing-risk of illness</li> </ul>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Monitoring of weather forecasting</li> <li>• Maintenance checks on building when unoccupied in cold weather</li> <li>• Salt and Grit obtained before Winter</li> <li>• First aid equipment on site</li> <li>• Alternative/complimentary heat source on site</li> <li>• Spare sets of clothes/indoor slippers for children</li> <li>• Appropriate anti slip flooring and additional mats</li> <li>• Group Texting in place (parents and staff)</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Respond to official orange and red weather warnings as advised</li> <li>• Check all utilities</li> <li>• Check the building including access</li> <li>• Contact maintenance to Grit and Salt pathways and entrances</li> <li>• Assess safety risks</li> <li>• Assess need to shut down service</li> <li>• Communicate with parents</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Full inspection of service, grounds utilities</li> <li>• Repairs as necessary</li> <li>• Inform parents of re-opening arrangements</li> <li>• Review Emergency Preparedness Plan</li> </ul>

## Emergency – Utility Disruption Electricity/Heating

<p style="text-align: center;"><b>Risks</b></p>	<p style="text-align: center;"><b>Non-Compliance with registration and operating Regulations</b></p> <ul style="list-style-type: none"> <li>• Too Cold – No Heating</li> <li>• No Lighting – Visibility Issue</li> <li>• Door Alarm not working – Security Issue</li> <li>• CCTV Not working – Security Issue</li> </ul>
<p style="text-align: center;"><b>Preparedness</b></p>	<ul style="list-style-type: none"> <li>• Torches (visibility)</li> <li>• Indoor locks (security)</li> <li>• Up to date contact list for all parents/guardians/carers</li> </ul>
<p style="text-align: center;"><b>Response</b></p>	<ul style="list-style-type: none"> <li>• Contact manager and Service Provider</li> <li>• Contact appropriate maintenance personnel</li> <li>• Assess safety risks</li> <li>• Assess need to shut down service</li> <li>• Communicate with parents re timely collection of children</li> </ul>
<p style="text-align: center;"><b>Recovery</b></p>	<ul style="list-style-type: none"> <li>• Inspect Repairs</li> <li>• Obtain Invoice/Certificate of Service</li> <li>• Test relevant utility for performance</li> <li>• Liaise with parents in regard to restoration of service</li> <li>• Review Emergency Preparedness Plan</li> </ul>

**Emergency – Utility Disruption Water**

<b>Risks</b>	<ul style="list-style-type: none"> <li>• <b>Non-Compliance with Statutory registration and operating Regulations - Closure</b></li> <li>• No Drinking Water</li> <li>• Hygiene – No Hand Hygiene</li> <li>• Sanitation – No toilet Flushing</li> </ul>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Up to date contact list for all parents/guardians/carers</li> <li>• Bottled Water</li> <li>• Sanitising Wipes and Gel</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Contact manager and Service Provider</li> <li>• Contact appropriate maintenance personnel</li> <li>• Assess safety risks</li> <li>• Assess need to shut down service</li> <li>• Communicate with parents re timely collection of children</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Inspect Repairs</li> <li>• Obtain Invoice/Certificate of Service</li> <li>• Test relevant utility for performance</li> <li>• Liaise with parents in regard to restoration of service</li> <li>• Review Emergency Preparedness Plan</li> </ul>

### **Emergency – Unauthorised Access/Intruder**

	<ul style="list-style-type: none"> <li>• Harm to children or staff</li> </ul>
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<p style="text-align: center;"><b>Risks</b></p>	<ul style="list-style-type: none"> <li>• Abduction of child</li> <li>• Theft</li> <li>• Data Leak</li> <li>• Trauma for staff or child</li> </ul>
<p style="text-align: center;"><b>Preparedness</b></p>	<ul style="list-style-type: none"> <li>• Mobile Phone with all staff at all times. <i>Phones are set up for emergency call access without having to speak or dial 999</i></li> <li>• Two Separate rooms with lockable doors. Designated Safety in Place room - Staff Room</li> <li>• Up to date contact list of parents/guardians/carers</li> </ul>
<p style="text-align: center;"><b>Response</b></p> <p style="text-align: center;">The Service is located at  <b>Blarney Montessori School</b>  <b>Cluain Ard</b>  <b>Monacnappa</b>  <b>Blarney</b>  <b>We are located at the top of the housing estate on the left</b></p>	<ul style="list-style-type: none"> <li>• Assess situation for safety;</li> <li>• If un-armed, ask unauthorised person to leave</li> <li>• <b>If armed or deemed to be a threat call 999 immediately</b></li> <li>• Count children and ensure their wellbeing</li> <li>• Follow <i>Evacuation Procedure</i> if safe to do so. If it is not safe or possible to evacuate, follow <i>Lockdown</i> procedure</li> <li>• Gather <b>mobile phone, attendance roll, first aid box, emergency medications for children with medical conditions</b> and retreat to the designated Shelter in Place room. Lock the door, create a barricade with furniture.</li> <li>• Reassure children and keep them calm</li> <li>• Inform Manager</li> <li>• Inform parents of the emergency with a group message</li> </ul>
<p style="text-align: center;"><b>Recovery</b></p>	<ul style="list-style-type: none"> <li>• Convene CIMT meeting</li> <li>• Assign media enquiries to the Director</li> <li>• Arrange medical review for staff involved</li> <li>• Continue to Liaise with parents/guardians</li> <li>• Signpost and/or arrange professional support for parents/guardians and children.</li> </ul>

<b>Recovery (continued)</b>	<ul style="list-style-type: none"><li>• Continue to Seek and provide support from counsellors where required for staff</li><li>• Conduct in depth review of incident to establish cause, review systems</li><li>• Devise and implement new systems as necessary</li><li>• Follow steps for <i>Managing Stress after a Critical Incident A), B), and C)</i></li><li>• File a Notifiable Incident form to TUSLA</li><li>• Review Emergency Preparedness Plan</li></ul>
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<p style="text-align: center;"><b>Risks</b></p>	<ul style="list-style-type: none"> <li>• Staff/Child Illness or Death</li> <li>• Cross Infection</li> <li>• Community Infection</li> <li>• Closure of Business</li> </ul>
<p style="text-align: center;"><b>Preparedness</b></p>	<ul style="list-style-type: none"> <li>• Infection Control Policy</li> <li>• Established relationship with Cork City Childcare to facilitate Child Care Services specific health updates</li> <li>• Established communication with all parents</li> <li>• Contact with HSE and Child Health Services to facilitate public health updates</li> <li>• Significant Illness/Incident reporting procedures with Tusla</li> <li>• Robust Cleaning and Sanitisation Rotas and Procedures for staff, children and equipment</li> <li>• Relief Staff bank</li> <li>• PPE supplies in service</li> <li>• Air Filtration units</li> </ul>
<p style="text-align: center;"><b>Response</b></p>	<ul style="list-style-type: none"> <li>• Convene a CIMT meeting and prepare a cohesive response for parents</li> <li>• Follow recommended guidelines from the HSE and Communicate with staff and Parents regularly</li> <li>• Define and communicate to staff and parents the criteria for exclusion from service</li> <li>• Outline the criteria for returning to the service. Communicate this to parents</li> <li>• Complete a return to service form for staff and children</li> <li>• Close Down service as per HSE guidelines and CIMT meeting conclusion</li> <li>• Facilitate relief staff</li> </ul>
<p style="text-align: center;"><b>Recovery</b></p>	<ul style="list-style-type: none"> <li>• Continue to follow HSE guidelines</li> <li>• Continue to follow infection control procedures until advised otherwise</li> <li>• Follow up with parents regarding children who have been affected</li> <li>• Remain sensitive to long term effect of illness on staff and children</li> <li>• Review Emergency Preparedness Plan</li> </ul>

**Emergency – Fire**

<p style="text-align: center;"><b>Risks</b></p>	<ul style="list-style-type: none"> <li>• Injury, trauma or death of staff or child</li> <li>• Damage to building</li> <li>• Utility Disruption</li> </ul>
<p style="text-align: center;"><b>Preparedness</b></p>	<ul style="list-style-type: none"> <li>• Fire Safety Policy</li> <li>• Fire Safety Procedure</li> <li>• Fire Fighting Equipment</li> <li>• Smoke Alarms</li> <li>• First Aid Training</li> <li>• First Aid equipment</li> <li>• Evacuation Plan</li> <li>• Fire Assembly Point</li> <li>• Fire Safety Drill Practice</li> </ul>
<p style="text-align: center;"><b>Response</b></p>	<ul style="list-style-type: none"> <li>• Activate Fire Alarm</li> <li>• Grab attendance roll <b>(if immediately available)</b></li> <li>• Grab and Go Bag <b>(if immediately available)</b></li> <li>• All staff and children Evacuate building calmly and quietly</li> <li>• Children with <u>additional needs</u> will be assisted by their one-to-one support staff, in accordance with their training.</li> <li>• Last member of staff will check the toilets and additional room for children</li> <li>• </li> <li>• If clothes catch fire, STOP, DROP and ROLL until fire is out</li> <li>• Gather at assembly point</li> <li>• Account for children and staff</li> <li>• Call 911 from outside of building</li> <li>• Do NOT re enter building until given the all clear by authorities</li> </ul>
<p style="text-align: center;"><b>Recovery</b></p>	<ul style="list-style-type: none"> <li>• Convene CIMT meeting</li> <li>• Assign media enquiries to the Director</li> <li>• Arrange medical review for staff involved</li> <li>• Continue to Liaise with parents/guardians</li> <li>• Signpost and/or arrange professional support for parents/guardians and children.</li> <li>• Continue to Seek and provide support from counsellors where required for staff</li> <li>• Conduct in depth review of incident to establish cause, review systems</li> </ul>

	<ul style="list-style-type: none"> <li>• Devise and implement new systems as necessary</li> <li>• Follow steps for <i>Managing Stress after a Critical Incident A), B), and C)</i></li> <li>• Review Emergency Preparedness Plan</li> <li>• File a Notifiable Incident form to TUSLA</li> </ul>
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### Emergency- Medical Incident

<b>Risks</b>	<ul style="list-style-type: none"> <li>• Injury, trauma or death of staff or child</li> </ul>
<b>Preparedness</b>	<p>First Aid Procedure  First Aid Qualified staff  First Aid Responder Manager  Fully Equipped First Aid Supply Kit</p>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Ensure the scene is safe</li> <li>• Assess the injured child/staff and treat if possible following First Aid Response procedures as per training</li> <li>• If the medical event is severe, call 999 and stay with the injured child/staff.</li> <li>• Remain on the phone with the emergency services and follow instructions</li> <li>• Continue to talk to and reassure the patient</li> <li>• Remove other children from the immediate area and kept them calm</li> <li>• Contact patients guardian/family member</li> <li>• Continue to follow/repeat first response procedures until help arrives</li> <li>• Complete an Early Childhood Ireland incident report form and notify the parent/guardian of the child that first aid had to be administered. The form will be signed by a staff member, the manager and the parent/guardian. A copy will be kept on record and a copy given to the parent or patient.</li> </ul>



- Move children and staff to the pre-determined Shelter in Place area (staff Room)
- Children with additional needs will be assisted by their one-to-one support staff, in accordance with their training.
- Close and lock window and door
- In the event of a chemical leak or spill shut off all utilities
- In the event of a chemical leak or spill tape off cracks around the door, window and air vent.
- Conduct a head count/roll call to make sure everyone is accounted for. If a child is missing, inform emergency services via mobile phone.
- Contact Emergency services as applicable
- Maintain contact with emergency services
- Contact Manager/Director
- Keep children calm and ensure they are drinking water
- Follow official notifications regarding the hazard via a portable device and shelter in place until told to leave safely

## 2) Lock Down Procedure

### Designated Lock Down area – Staff Room

Lock down keeps children and staff in a designated safer space inside the building and prevents anyone unauthorised from entering or leaving the building when evacuation is not safe or possible. This may be used in situations that may result in harm to persons inside the building such as **intruder, active shooter, violence, trespass, hostage/attempted abduction** incident etc.

- Collect emergency bag, phone, list of contact details for each child and emergency contact numbers, bottled water, first aid kit, equipment and supplies for children requiring regular medication.
- Move children and staff to a pre-determined area (staff Room)
- Children with additional needs will be assisted by their one-to-one support staff, in accordance with their training.
- Lock the door, close the window
- Turn off lights
- Use barricades such as furniture
- Put phone on silent
- Keep children quiet and out of view i.e., hiding under table, behind cabinets
- Keep children calm until All Clear is announced

**During a Lockdown, there may be an opportunity to evacuate some children. The importance of staff and children remaining quiet is paramount. Quick and Silent Evacuation is the goal**

### Principals of Evacuation

Evacuation should be practised and recorded on a regular basis as per the Fire Safety Policy  
The priority of evacuation is TO MOVE STAFF AND CHILDREN TO A SAFE AREA.

School Age Care children are able to walk where directed. Children with additional needs will be assisted by their designated one-to-one staff member as appropriate.

The Evacuation route is the same as the Fire Evacuation Route. If it is unsafe to use these routes an alternative route can be used and authorised staff may use their own initiative whilst waiting for emergency services.

*Currently we have not procured an off-site evacuation building. We will amend this Critical Incident plan when we have one and inform all relevant persons of the update.*

### 3) Evacuation Procedure

**Immediate Designated Area – Assembly Point in outside play area**

**Secondary Evacuation Area** – To be used in instances where the threat is too extensive to remain at the assembly point, a secondary point has been designated that is further away from the service - **Green Area at bottom of Cluain Ard Estate**

**Evacuation Route**– Via **rear Fire Exits** or **Front Main Entrance**

Evacuation involves moving staff and children out of a building and relocating them to a safer area in a high-risk situation

- Assess the risk
- Call emergency services and ask for help, highlight the high-risk situation
- Conduct a head count/roll call
- Gather evacuation bag, attendance roll and child records if possible
- Staff should stick to pre-determined evacuation routes if possible, however staff should not hesitate to use an alternative route, including windows if the pre-determined routes appear unsafe.
- School age care children can walk un aided.  
Children with additional needs will be evacuated by their one-to-one support staff, in accordance with their training.
- Where possible evacuate all children and staff to the appropriate designated area away from the building as quickly as possible
- When the designated safe area has been reached, a second roll call should be performed.
- Staff will follow instructions of gardai and/or emergency services
- If advised, staff will contact parents/guardians to collect children
- Do not return to the service until informed by authorities that it is safe to do so