

TRUST POLICY

Nursery Handbook – Accident, Fire, Security and Contingency Policy



Approval		
Director approval	Date approved:	13 th March 2026
Ratification		
Trust Management Committee	Date approved:	22 nd July 2026
	Review Date	22 nd July 2029

Version	Date	Author	Status	Comment
1.0	February 2026	Tracey Gregory Lorraine Brunton Samantha Scott	LIVE	New trust wide policy
2.0				

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1. Introduction

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks

3.91 pg. 41 EYFS Statutory Requirements 2025

2. Policy Statement

University Sussex Hospital NHS Foundation Trust nurseries believe the safety of all those that use our service is paramount. We have robust systems in place to ensure that all those accessing our premises are kept safe.

We regularly review our policies and procedures to ensure that any future risks are minimised.

3. Accidents and Incidents

Sussex House and Wendy House nurseries undertake both long term and daily risk assessment to keep children safe whilst in our care. Though great care is taken to prevent an injury to children and staff, it is accepted that the likelihood of an accident occurring will happen on occasion. This policy sets out the procedures put in place to manage accidents and injuries within and out of our premises.

- The Nurseries provides a safe environment for your child. There are fully equipped first aid boxes throughout the building, and all staff has knowledge of first aid and its application.
- Every reasonable precaution is taken to ensure that accidents do not occur, but occasional mishaps do happen. Children can acquire such injuries as scratches and bumps. Unfortunately, bites can also occur as children learn to socialise with each other and extend their sharing skills.
- When dealing with children's cuts and bodily fluids staff use gloves and relevant first aid materials. The cleaning materials used of the area affected are disinfectant wipes and detergent sprays. Materials such as gloves and wipes are disposed of in a yellow/orange clinical bag and then placed in the yellow bin within the sluice or bathroom areas in the nursery building. These bags are collected once or twice per day by the House-keeping Staff.
- Parents and carers are informed of any accident or incident and will be asked to sign a record of this on an Accident or Incident form sheet.
- Should a child arrive with an existing mark or injury than the parent or carer will be required to complete an Incident on Arrival Form. The Nursery Manager, Deputy or senior staff member will advise if further treatment is needed. A child will be refused to attend nursery if a pre-existing injury requires medical advice or treatment.

- The Accident or Incident Document will indicate the time, place, nature and treatment along with witness signatures of the staff who dealt with it.
- Frequent Incidents or Accidents that have occurred, involving recipient or caused by an individual will be recorded on a Chronology of Significant Events form. This will be regularly reviewed by the Key Person or Room Leader and the Nursery Manager and will be discussed with the Parents/carer of those individuals.
- Should a pattern of frequent Accident/ Incidents occur from an individual or a playroom the Nursery Manager will arrange a meeting with staff and parents and gain advice from other outside professionals i.e. Local Education Authority Early Years Advisor or Early Help Hubs
- In the event the main care or the emergency contact listed on the admission form cannot be contacted a senior member of staff will take your child to the nearest Accident and Emergency department (where possible an additional member of staff will accompany them). Remaining staff member will endeavour to contact parent, carer or additional emergency contact.
- On admission to the nursery a consent form is required to be completed by the parent or carer for emergency treatment permission for the child.

4. Fire Procedures

All University Hospitals Sussex NHS FT must undertake annual Fire Safety & Evacuation Training.

The Nursery Manager has overall responsibility for the fire drill procedures during the operational hours of the nursery and nursery staff assists in the implementations of such procedures.

University Hospitals Sussex NHS FT have weekly fire alarm testing on a Monday at both RSCH and PRH. The Nursery Manager or Deputy Manager will advise staff and visitors of this alarm testing and when it is appropriate to evacuate.

The nurseries regularly have fire evacuation drills per term, and this is recorded. Additional planned drills may occur if there is a large intake of children or a new member / student. Drills are always planned for different days and times to ensure evacuations are under different circumstances and all children and staff participate in the rehearsals.

If you notice a fire or smoke, raise the alarm by breaking the nearest alarm glass.

- Stay as calm as possible and in an orderly manner escort the children to the assembly point:

A. In the Nursery Garden

B. If the fire is in the vicinity, then the Car Park (PRH) Far Garden (RSCH).

- If nursery staff are reasonably able to, they must close windows and doors in their area.
- Nursery staff are not to collect their own or the children's personal belongings.
- At assembly point a headcount will be made checking all children against the registers.
- Both nurseries have trained staffs that are 'Fire Wardens'.
- The Nursery Manager, Deputy Manager or Fire Wardens on duty will check all toilet areas and ensure that all the doors are closed.
- A member of staff on duty will phone for the emergency services 999 and if possible, the hospital switchboard.
- The member of staff will also collect the information box file from the office which holds all parents contact numbers, also the signing in registers.
- The staff and children from ALL ROOMS will collect at point A or point B depending on fire. If the Baby Room (Pebbles) (Sussex House Nursery) is unable to vacate to the garden they will exit by the fire exit door and will position themselves at the front of the Sussex House building.
- UHSussex nurseries 'Baby Rooms' have fire evacuation cots which transports 6 babies' and takes approximately 2 minutes to vacate.
- Fire evacuation procedure is practised at least once per term; however, this may be more frequent if there is new staff member, student or volunteer.
- Training is given to staff annually to create awareness of safety in the event of a fire.
- If any Parents, Carers or Visitors are present they will be advised to assemble in the appropriate assembly point with their child and requested not leave the area until it is deemed safe for them to do so.
- Before entering the building, the senior member of staff or Fire Warden will check with the Fire Services or UHSussex Fire Officer to confirm that it is safe to return to the nursery.
- During lunch breaks or outings staff must sign themselves and the children if applicable out of the registers and sign back in on their return. Visitors must sign the visitor's book on arrival and departure. Fire procedures and the location of fire equipment are discussed with students, volunteers and new staff on the first day of attendance.

- Smoke alarms have been fitted in each room of the nursery
- At no time will smoking be allowed in the nursery or nearby vicinity.
- The Nursery Manager and UHSussex Fire Safety Officer will make regular checks re: access and easy opening of fire exits and evacuation procedures. Fire equipment is checked regularly by Fire Officers.

5. Contingency Plan for Major Evacuation

This policy recognises the need to have a safe and effective method to facilitate a safe evacuation of the nurseries and the delivery of all the children to an identified holding area; Wendy House Nursery (PRH) at the Downsmere building, Sussex House Nursery (RSCH) is the Audrey Emerton Building. Please note the locations are for a short period of time until all collections have been completed.

- The Nursery Manager with Service Manager will liaise with UHSussex NHS FT Switchboard, Room Bookings and the Estates department to arrange a suitable 'holding room'.
- In the event of having to be evacuated for a sustained period it will be necessary to move the entire group of children to a safe location in the shortest possible time. It has been negotiated those named locations in the event of this type of incident, with suitability appropriate for the nursery children until collection.
- Once the usual evacuation drills have been completed at the nursery, the senior person in charge will make the decision in conjunction with other senior staff/emergency services whether re-entry to the building will be possible in a reasonable amount of time.
- A senior member of staff will ensure that the Parent Information Box File is removed from the Office with all the parents' contact details.
- Each playroom will be responsible for their registers which will also have the relevant contact details for the day.
- All appropriate information would also be given to parent or carer by the hospital reception staff or hospital switchboard.
- Due to the number of children that would require supervision assistance during a major evacuation, nursery staff may need the support from other UHSussex evacuated employees and will be used as "hand holders" under the direct supervision of the nursery staff. Under no circumstances would a child be left alone without a member of staff close by. In this emergency the ratio to children would be higher to ensure evacuation is quickly accomplished.

- The nursery children will walk or be carried calmly. For 'babies' it could be deemed appropriate to take by the evacuation cot or pushchairs.
- It is considered that the collection of the children may be delayed if parents/carers are in strategic positions or offsite; in which they will remain under the care of nursery staff until they can be collected.
- Parents or carers would be contacted either by the nursery management team or senior staff member of the situation and would be requested to come and collect their child. In extreme emergency the nursery staff would be present to care for the nursery children until they are collected.
- For further contingency planning if a temporary location is required the Service Manager with the assistance of the Nursery Manager will discuss with Ofsted in terms of the registration requirements.
- There is no nursery charge if the service must close.

6. Security Procedures

Security in the University Hospitals Sussex nurseries is high priority. Entrance to the nursery is only gained through a secured door into the nursery, upon ringing the doorbell or intercom system.

On collection and departure, it is requested that the parent or carer should sign in and out the child, providing details of times, contact details and a signature.

If a parent or carer is unable to collect the child, they are asked to give a full description of the person, who would be asked to provide ID and/or a password.

The nursery will not allow the child to leave the premises unless suitable proof is provided or contact is made to the parent or carer. (ref: UHSussex Nurseries Safeguarding and Child Protection Policy, Parental Responsibility Policy)

All strangers are challenged:

- The door will not be opened if a member of staff is unaware of the identity of the person.
- Staff will inform senior staff/management to approach stranger.
- ID will be required and reason for access.
- No person can access the premises to see a child without staff's prior knowledge from parent and carer or accompanied by the parent or carer.

- A member of staff will always accompany any adult on the premise that has not been policed checked such as visitors, students and trades people.
- If the nurseries are to use agency staff, they must be DBS checked. Agencies staffs are not left with children unsupervised and are not expected to do personal care unless they are regular attendees and familiar with the children.
- The children's garden has a high fence and a locked gate on the perimeter of the gardens to prevent entrance from outsiders. Sussex House Nursery has an additional gate with padlock which divides the smaller garden to the larger grassed area this is unlocked during operational hours to ensure a safe and efficient evacuation process.
- All parents, carers, visitors and trades persons are reminded not to allow anyone into the nursery. There are signs displayed in the entrance area.
- Parents, carers and visitors should always ask a member of staff to be let out of the premises so that the door remains locked.
- Nursery staffs have the right to always refuse access if unaware of the person and reason for accessing the premises.
- Nursery staff will adhere to the following procedures:
- Staff to always wear nursery uniform whilst on the premises or during outings except for staff training days and special events for example Christmas parties, celebrations and fundraising events.
- Where possible have I.D. badge available to display if asked.
- To challenge unknown persons at the front door: Name, I.D., purpose of visit.
- Any persons requesting to see a child must have prior permission from parent, carer or guardian.
- If unsure of prior consent contact the parent, carer or guardian. Insist they have to speak to management team
- Information regarding a child should not be given without prior consent from parent, carer or guardian.
- Any persons requesting to take a child must have prior permission from parent, carer or guardian
- In the event of no prior information about persons collecting has been given in than the parent, carer or guardian can notify the nursery and the use the password system.

- No child leaves the premises with any persons without prior consent.
- All incidents that cause suspicion or the use of the security procedure must be reported to management team.
- The main garden gate must be always locked. If a contractor or UHSussex Estates/Maintenance are in the garden all staff should be informed.
- Any suspicious person or persons seen near the nursery premises must be reported to management team
- Staff should ensure they sign in and out of staff registration book
- Staff should ensure that parents or carer sign the register on arrival and departure
- Children's register sheets should also have children's departure times
- Any visitors/ trades person that are on the premises longer than 10 minutes should sign the visitors register and all staff should be notified of their presence

7. Lockdown Incident

Security is the upmost priority in our nurseries, with procedures in place to keep children and staff safe whilst on the premises. A lockdown may take place where there is a perceived risk of threat to the children, the staff, visitors or property.

Reasons for a Partial or Full Lockdown to our nursery premises are:

- 1) Unauthorised Person on the grounds or near the premises (an intruder).
- 2) A person who is considered to be a danger to others; this could include a parent, staff member, volunteer or student.
- 3) A domestic incident where estranged parties may be attempting to abduct a child
- 4) A disturbance in the local community, with the potential to pose a risk to staff and children or potential risk from spills or poisonous fumes

Partial Lockdown

A Partial Lockdown could be due to a reported incident on the hospital site or within the local community, this could include a civil disturbance, or harmful substance and the nurseries will take the following steps:

- Nursery Management would communicate to staff that the setting is in Partial Lockdown
- Children and staff would need to come inside from the garden.
- A head count will be carried out immediately & Nursery Management will check registers
- Staff to Close and Lock all external doors and windows

- Toilets to be checked
- If any staff or children were away from the premises i.e. on a walk the nursery manager would advise a place of safety.
- In the event of air pollution, turn off any systems that circulate air through the building and attempt to seal up doors, windows and vents to all rooms to minimise possible ingress
- Everyone should remain indoors until the all-clear is given, although staff and children may be able to move around the setting freely
- Staff should await further instruction

Full Lockdown

A Full Lockdown will be required if there is a potential/ direct threat to children, staff, parents or visitors.

We recognise that it is difficult to fully plan for a Lockdown situation as circumstances can be different and actions may need to be adapted, however UHSussex Nurseries will take the following steps:

- The code word LOCKDOWN, LOCKDOWN will be used
- Children and staff should quickly and calmly come in from the garden
- A head count will be carried out immediately & Nursery Management will check registers
- Staff to Close and Lock all external doors and windows
- Lock all entry points if appropriate, i.e. doors leading to the garden, if appropriate other internal doors
- Internal doors should be locked unless the management team is planning a departmentalising evacuation
- Blinds and curtains to be closed
- Toilets to be checked
- Turn of lights and other electronic items
- Keep Children quiet and calm
- Staff to move children to non-visible areas like a cosy corner away from a window or door

Actions for Staff and Nursery Management

- Code Word LOCKDOWN should only be used in FULL Lockdown evacuation
- **MUST** call to **999 and state Emergency**
- If appropriate call Hospital Security ext 7474 or hospital switchboard
- A head count will be carried out immediately & Nursery Management will check registers
- Nursery Manager/Deputy / Senior Staff to communicate to Service Manager, Senior Trust Staff, Security through internal phones or mobile phones.
- Staff to ensure that children remain calm and quiet – play a game like ‘hide in seek’
- Staff not to move outside of their room unless advised to do so

- Babies to be possibly transferred to the Evacuation Cot for manageable transfer
- Nursery Manager/ Deputy/ Service Manager to communicate with any staff that are not on the premises at the time of the lockdown for example on a local walk on their nearest place of safety
- Nursery Manager/ Deputy/ Service Manager to liaise with parents to not access the premises
- Playrooms / secured areas to have First Aid boxes
- Children and staff should stay low, away from windows and doors
- Do not make non-essential calls on a mobile phone or landline
- Computers should only be accessible by the Senior Nursery Management Team for communication or accessing information.
- Nursery Management Team will adhere to any actions provided by the Police / Security Team

If the Fire alarm is activated, staff will remain and wait for instructions unless there is a fire and an evacuation procedure will carry out.

8. Adverse Weather Conditions

University Hospital Sussex nurseries recognise that on very rare occasions the service may have to make further operational plans especially in adverse weather such as snow. We will make every effort to keep the nurseries open in the event with as little disruption as possible. In cases of extreme weather conditions, the nurseries may not be able to operate to its usual opening times. A decision will be made by the Childcare Services Manager in conjunction with the Director of Human Resources, and this will consider the safety of the children, parents/carers and the staff.

We will endeavour to keep to OFSTED requirements for ratios, however in the exceptional circumstance this is breached the nursery manager will document this within the Ofsted File.

The nurseries will:

- Review the registers of attendance.
- Arrange for staffing that live closest to the nursery to open/close premises.
- If a member of staff is unable to attend their usual place of work they would be expected to attend the other nursery if closer to them.
- If ratios cannot be maintained or if we feel that safety and health or welfare of the children is compromised, then we will take the decision to close the nurseries. If this is the case, then the nursery manager or deputy will telephone parents as soon as possible.
- If adverse weather is forecasted during the day, then the Childcare Service manager will speak to the Director of Human Resources, and a decision will be made as to

whether to close the nurseries early and parents will be contacted to arrange early collection of their children.

- Nursery staffs are expected to get to work, regardless of how they normally travel, however ensuring that they do not put themselves at any unnecessary risk when trying to attend work.
- Staff who are unable to attend work or delayed by severe weather conditions must contact the manager as soon as possible. The manager and service manager alongside the HR services will decide on a case-by-case basis whether it is appropriate for employee to use annual leave / TOIL or leave work early regarding distance from home or mode of transport.
- Staff should telephone the nursery manager or deputy to discuss any travel difficulties that they may be experiencing or if they anticipate that they are going to be late for work.
- If staffs are absent due to adverse weather conditions than they need to keep in regular contact with the nursery manager throughout their absence to discuss actions in preparing to return to work. It is the expectation that staff return to work at the earliest point.
- Nursery managers and staff should refer to the Trust Policy.

9. Links to other Trust policies

UHSN005 - Nursery Handbook – Adverse Weather Policy
UHSN003 - Nursery Handbook – Health and Safety Policy
UHSN006 - Nursery Handbook – Admissions Policy