

Safety and suitability of premises

Emergency evacuation and lockdown policy

Policy Statement

We ensure our premises present no risk of fire by providing the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary, we seek the advice of a competent person, such as a Fire Officer, or Fire Safety Consultant. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

- Fire safety risk assessments are carried out by a 'competent person'.
- The supervisor and Health & Safety officer have received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* (HMG 2006) document.
- Where we rent our premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - Clearly displayed in the premises
 - Explained to new members of staff, volunteers and parents
 - Practiced regularly, at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

The evacuation procedure will be suitable for our setting. It must cover procedures for practise drills including:

- Ensuring children are familiar with the sound of the fire alarm.
- Ensuring the children staff and parents know where the fire exits are.

- Ensuring children are led from the building to the assembly point.
- Ensuring they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Lockdown

Wroughton Preschool recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations.

A lockdown may take place where there is a perceived risk of threat to the preschool, its staff, children, visitors or property.

Where possible, the preschool will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous, are on preschool grounds
- in instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environs of the preschool where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable signal of a continuous whistle – this is clearly distinguishable from the fire alarm which is 3 short whistles Lockdown procedures will be practised once a term so that staff and children are familiar with them.

Practice & Procedure

Follow the **CLOSE** Procedure

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware that you may be in lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

On hearing the lock down signal the Supervisor or Deputy Supervisor will call for assistance - **999**

Staff will lock all doors, windows and draw blinds on all windows.

One long whistle will signal lockdown procedures to take effect immediately

Upon hearing the Lockdown signal these steps will be followed;

1. Staff to secure all windows and doors, if anyone is outside, call them in.
2. Close all blinds
3. Instruct children to sit on floor and keep them calm
4. Collect medical box, register and phone
5. Do a head count immediately and register
6. Supervise, ensuring everyone remains out of sight and are sitting quietly
7. No one should be allowed to leave the room during a lockdown procedure
8. Notify parents when lockdown is confirmed. Request parents not to collect their child until told safe to do so and not to phone unless essential.
9. Remain in lockdown until the all-clear has been given and normal situation resumes – single, short ,repeated rings will signal the 'all clear'.

Go In, Stay In, Tune In

Local Industrial accidents e.g. building on fire with hazardous fumes may also necessitate sheltering inside the preschool building. All doors and windows should be kept shut and appliances such as extractor fans to be switched off. The emergency services and/or local authority will give the 'all clear'. Information may also be broadcasted on local radio or television.

Evacuate

Some examples of circumstances when it may be appropriate to evacuate a building include fire, bomb threats, gas or chemical leaks, explosions or substantial damage to the building - The Fire Safety and Emergency Evacuation policy and procedures should be followed in these circumstances.

Internal Threat Response

1. Person in charge will ensure the security of all personnel in the vicinity near the threatening situation. This may require removing the rest of the staff/children outside or to another room and locking in to prevent entry.
2. Staff member or supervisor will sound the alarm and inform the emergency services
3. Do a head count immediately. Ensure all children remain out of sight and sit quietly.
4. Remain in lockdown until the 'all clear' message is given.

At no time will staff attempt to physically remove an unwanted visitor.

Staff will follow the directives of Police as instructed or requested.

After the danger has passed and it is safe for us to leave the safe place we will –

- Gather the children into the book corner whilst the Supervisor calls parents/carers to inform them of what has happened.
- **Ofsted and Early Years** will be informed of the incident **within 24 hours** of it happening.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
www.opsi.gov.uk/si/si2005/200051541.htm

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6

Authorisation & Review

This policy was adopted at a meeting of

Wroughton Preschool

Held on

Date to be reviewed

Yearly at AGM

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)

Chairperson
