



Fire Safety, Emergency Evacuation and Lockdown Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Version Control

Version	Date	Author	Comments
1.0	30.11.2017	RM	<ul style="list-style-type: none"> • Introduction of version control and • Changed job titles in light of recent changes to organisation • Updated frequency of electrical equipment testing and clarified visual checks performed daily and thorough inspections annually
1.1	22.02.2018	RM	<ul style="list-style-type: none"> • Clarified wording around emergency evacuation procedure being undertaken half-termly and lockdown practiced half-termly
1.2	22.03.2018	LC / RM	<ul style="list-style-type: none"> • Clarified role of Responsible Person for Fire Safety • Clarified practice drill procedure • Updated how staff are involved in drills to reflect current practice • Updated lockdown procedure following internal H&S Review
1.3	20.09.2018	RM / LC	<ul style="list-style-type: none"> • Full annual policy review (incl. check against PLA templates)
1.4	24.04.2019	RM / NK	<ul style="list-style-type: none"> • Updated job titles
1.5	19.09.2019	LC/NK	<ul style="list-style-type: none"> • Updated to reflect change in emergency evacuation procedures (e.g. use of register, different location of mobile phone)

Reviews and Approvals

Policy adopted :	15 September 2009 by Windmill Under 5s Management Committee	
Date of last review:	17 September 2020	
Date of next review:	Autumn Term (September) 2021	
Signed & dated:		Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.

Safety and Suitability of Premises, Environment and Equipment

26. Fire Safety, Emergency Evacuation and Lockdown

Policy Statement

Windmills ensures that our premises present minimal risk of fire by ensuring the highest possible standard of fire precautions. The Responsible Person for Fire Safety, the Preschool Manager and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Safety Consultant. We record any fire safety issues in our Risk Assessment Folder, any actions taken or incidents that have occurred. We also record our emergency evacuation drills. We ensure our policy is in line with the procedures specific to our building and make reasonable adjustments as required.

Our Responsible Person for Fire Safety is: Angela Calam

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment. These must be carried out by a 'competent person'.
- As we rent our premises, we will ensure that we have a copy of the Landlord's fire safety risk assessment that applies to the building and that we comply accordingly and contribute to reviews.
- The Responsible Person has received training in fire safety sufficient to be reasonably competent to carry out the risk assessment, where significant changes have not occurred: this will follow the Government Guidance *Fire Safety Risk Assessment – Educational Premises Document (HMG 2006)*. In the event of significant changes a fire safety professional will be consulted.
- Our fire safety risk assessment focuses on the following for each area of the preschool:
 - Electrical plugs, wires and sockets
 - Electrical items
 - Gas boilers
 - Cookers
 - Matches

- Flammable materials – including furniture, furnishings, paper etc.
- Flammable chemicals
- Means of escape

Fire safety precautions taken

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conforming to BS EN standards are fitted as appropriate within (high risk areas) of the building and are periodically inspected, tested and maintained (checked) in accordance with the relevant BS EN standards, or as specified by the manufacturer.
- We have all portable electrical equipment checked every five years by a qualified electrician (PAT Tested). We carry out visual checks of electrical equipment daily and more thorough examinations and equipment testing annually. If equipment is found to be faulty, it will be taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and given with our policy documents to parents/carers; and
 - practised regularly at least once every six weeks;
 - records are kept of emergency evacuation drills and the servicing of fire safety equipment.
- As part of their Induction training, staff undertake an on-line fire safety course.

Emergency evacuation procedure

Practice emergency evacuation drills are undertaken every day for the first week of each half term.

The procedure for practice drills is as follows:

- The staff carry out practice emergency evacuation drills on a rota basis to ensure that they are all familiar with the procedure. In the event of a real emergency, the Responsible Person for Fire Safety would lead the evacuation procedure, or the Preschool Manager if the Responsible Person was not available.
- Children are made familiar with the evacuation procedure every day for the first week of each half term.
- They understand through practice that they are to line up quietly at the nearest fire exit upon the sound of a whistle.
- They do not collect their belongings. All children, staff and volunteers know where the fire exits are, and these are talked about during circle time.
- If it is safe to do so, the staff member leading the drill will take the Windmills mobile phone and the register clipboard, which includes a page printed with emergency contact details and emergency services numbers.

- One staff member will lead the children from the building to the assembly point on the tennis courts. The tennis court gate entry code is written on the emergency contact details stored on the register clipboard.
- A register will be taken by the staff member leading the drill of all children, staff, volunteers or visitors that day.
- How long it takes to get the children out safely is recorded.
- The staff member leading the drill will call the emergency services in the event of a real fire or other emergency.
- Parents/carers would be contacted using the emergency contact numbers.
- If it was not possible to retrieve the contact details, the Business Manager will be called and asked to contact parents. If the mobile phone was unable to be retrieved then one staff member will use the school telephone at the adjacent St John's School (Business Manager's number can be found on the Windmills website).
- Where a child or staff member is identified as having particular issues with evacuation, through physical impairment or special needs, a personal emergency evacuation plan will be produced using the guidance in the latest edition of the DCLG Guide to Evacuation of Disabled Persons.

We record the following information about each emergency evacuation drill in the emergency evacuation drill record book:

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

Lockdown

- Lockdown procedure will come into effect if there is a potentially serious risk or a perceived threat to children, staff, visitors or property.
- The staff carry out practice lockdown drills on a rota basis to ensure that they are all familiar with the procedure. In the event of a real lockdown, the Responsible Person for Fire Safety would lead the evacuation procedure, or the Preschool Manager if the Responsible Person was not available.
- Lockdown drills will be practiced every half term so that staff and children are familiar with the procedure, but this will be done in a fun and non-distressing way.
- The procedure is as follows:

- There will be no whistle or loud alert where those outside the building may be alerted to the procedure being set into motion. The staff member leading the drill will inform all the staff of the code word: 'cupboard'.
- On hearing the lockdown code word the staff member leading the drill will retrieve the preschool mobile phone and call 999 for assistance immediately.
- All those outside will be called in.
- Staff will ensure all external windows and doors are locked and will retrieve the register.
- Children will be taken into the foyer and asked to sit on the floor. A member of staff will cover up the small window on the door to stop anyone looking in.
- A head count will be immediately taken. Children and staff are to remain quiet and avoid drawing any attention to their whereabouts. Children are to be kept as calm as possible.
- No one is allowed out of the safe area until the all-clear is given by law enforcement.

Legal framework

- Regulatory Reform (Fire Safety) Order (2005) <http://www.opsi.gov.uk/si/si2005/20051541.htm>

Further guidance

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