



6.2 Fire Safety, Emergency Evacuation/Lockdown and Closure Policy and Procedures

Fire Safety

Ecclesall Kids Club will ensure that the premises from which it operates are covered by an up to date Fire Safety Certificate and seek assurance from its landlords that the buildings comply with Fire Regulations. The Fire Lead for the setting is the Play Manager supported by the Deputy Play Manager and the Play Supervisors on duty

The Fire Supervisors will

- Ensure Fire doors and Fire Exits are clearly marked and available for use at all times and easily opened from the inside.
- Ensure Fire doors are kept closed at all times, but not locked.
- Ensure all staff are familiar with the action to take in the event of a fire
- Ensure all staff know the Location of Fire Safety equipment, fire Alarms, Fire Exits and Assembly Points
- Ensure Fire Blankets are available if necessary
- Ensure the extinguishers are checked and in good order, clarify any queries with the landlord.
- Ensure all staff and children are made aware of the Fire Safety Procedures, location of fire exits and the assembly points
- Log and carry out regular fire drills, at least one each term
- Ensure any staff who are expected to use Fire Safety Equipment are trained in its use.

Fire Prevention

The Club will take all steps possible to prevent Fires occurring and the staff team are responsible for

- Ensuring the No Smoking Policy is observed at all times
- Ensuring no Power Points are overloaded with adapters
- Regularly checking electrical equipment is working as expected and there are no loose or trailing wires
- Unplugging all equipment before leaving the premises.
- Storing any flammable materials safely.

Fire Drill Procedure

There will be at least one fire drill per term. The Fire Safety Officer will ensure that all staff are aware and understand the Fire Drill. The Fire drill should take place at different times and days. Different areas of the play settings should be designated as being on fire to check the different exit routes are used to leave the Club. The Fire Drill will be recorded, including date, time, duration, staff involved, and any difficulties logged and dealt with.



In the event of a fire

A member of staff will raise the alarm and the Play-manager or Deputy Play-manager will call the emergency services.

- The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Fire Safety Officer and the register will be collected, providing that it is safe to do so.
- The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
- The register will be taken via magic booking and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed.
- If the register is not available the manager will use the emergency contacts list (which is available via magic booking using an internet connection) to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the duty manager will assume responsibility or nominate a replacement member of staff.

Responsibilities of the Fire Safety Officer

The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-stepchecklist.pdf. The risk assessment should cover:

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis. The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises

Emergency Evacuation - procedures

Ecclesall Kids Club will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice. This decision will not have been taken lightly and may well have been determined by an external body such as the local



authority. Should this situation arise, we will make every effort to minimise the inconvenience, to staff, children and parents, and will aim to re-open as soon as is practicable.

Possible reasons for emergency shutdown of the Club include, but are not limited to:

- Serious weather conditions
- Heating system failure, burst water pipes, or loss of power supply
- Fire or bomb scare/explosion
- Death, or serious accident or illness, of a member of staff or child
- Assault on a staff member or child
- Directive by government agency (eg health authority, environment agency, security services, etc) Should we need to evacuate the premises whilst the Club is in session, we will follow our Emergency Evacuation procedure.

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Club, the following steps will be taken:

- If appropriate the Play manager or Deputy play Manager in case of both their absence the highest member of leadership team will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register (Magic Booking tablet and paper register including emergency contact details) providing that this does not put anyone at risk.
- Before leaving the building, the nominated person will close all accessible doors and windows, if it is safe to do so.
- The register will be taken (via the Magic Booking tablet) and all children and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The Play manager or Deputy play Manager in case of both their absence the highest member of leadership team will contact parents to collect their children. If the register is not available, the lead will use the emergency contacts list which is available via Magic Booking.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the Club will follow its **Uncollected Child** procedure.

If the Club has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.

Ofsted's address is Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD Telephone: 0300 123 1231



Emergency Lockdown Procedure

Here at Ecclesall Kids Club we recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. An emergency lockdown may take place where there is a perceived risk of threat to the club, its staff, children, visitors or property. Where possible, the club will act to ensure the safety of all personnel in the setting in the following situations:

- If unauthorized person(s) considered dangerous, are on school grounds.
- In Instances included 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 environment of the setting where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable **signal of 3 whistle blows followed by 1 long whistle blow?**. Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them. We will also use a pre agreed keyword/phrase via the walkie talkies.

In the instance an emergency lockdown is required we will follow the **CLOSE** Procedure.
Close all windows and doors.

Lock up.

Out of sight and minimise movement.

Stay silent and avoid drawing any 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:

1. On hearing the lock down signal the Play Manager and/or Deputy will call for assistance using 999.
2. Staff will close the dining room windows, lock the front dining room door and the tech corridor door to outside.
3. Three (3) long whistle blows will signal lockdown procedures to take effect immediately.



In the setting:

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to guide all children into the hall from wherever they may be. Staff to secure all windows and doors. Instruct children to move into the rear left of the room and keep them calm. If anyone is outside, call them in. Collect medical box, register & mobile phone.
2. Do a head count immediately & call register.
3. Supervise, ensuring everyone remains out of sight and are sitting quietly.
4. No one should be allowed out of the room or safe area during a lockdown procedure.
5. Remain in lockdown until the all-clear has been given by the police

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site in which the club operates may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the club leadership team with regarding the timing of communication to parents.

Communicating with parents:

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

1. Are reassured that the club understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
2. Do not need to contact the club. Calling the club could tie up telephone lines that are needed for contacting emergency providers
3. Do not come to the club. They could interfere with emergency provider's access to the club and may even put themselves and others in danger
4. Wait for the club to contact them about when it is safe for them to come and collect their children, and where this will be from.

Parents will be told

“ the club is in a full lockdown situation. During this period the entrances will be un-manned, external doors locked and nobody allowed in or out, We will communicate again as soon as we have more information for you, please help us keep safe by waiting for us to contact you”

This policy was adopted by: Ecclesall Kids Club	Date: 31/1/17
Reviewed: 11/11/20	Signed: <i>EKC Committee</i>