Faenol Playgroup CIC

Policy Reference Number: 21

Health and Safety (Environment)

and

Emergency Evacuation Policy and Procedure

It is the policy of Faenol Playgroup CIC to place the safety of anyone who uses our provision as the highest priority, and that the safety of children in our care is paramount.
We do this by:

- Operating a system of regular and written risk assessments of the premises, equipment and activities and recording actions taken as a result
- Ensuring entrances and exits of our premises are secure and children are always supervised
- Recognising that health and safety is the responsibility of each individual
- Appointing a staff member as safety officer/coordinator who is responsible for bringing the safety policy to the attention of everyone, and for monitoring all aspects of safety. This includes maintaining compliance with the Regulatory Reform (Fire Safety) Order 2005, including six monthly - as a minimum - drills and logs)
- Ensuring that Fire Safety recommendations are implemented
- Asking that all concerns are brought to the attention of the manager
- Carrying out a safety check on premises, both indoor and outdoor every day, and recording the results
- Using, maintaining and storing any specialist equipment according to relevant legislation and manufacturer's instructions
- Making available at all times the means for reporting and recording any accident or incident,
- Regularly monitoring and reviewing the accident and incident logs and reports of findings and actions taken
- Informing parents, staff, students and visitors of safety procedures (this includes children as appropriate to their age and stage of development)
- Maintaining a register of both adults and children as they arrive and leave, which is kept accessible in case of emergency
- Maintaining (or exceeding) the regulatory adult: child ratios at all times
- Ensuring that at least one member of staff has a current first aid qualification in paediatric
- First Aider is present during operational hours

- Maintaining food safety and hygiene measures in line with legislation
- Maintaining first aid equipment that is available and accessible for staff during operational hours
- Monitoring children who are sleeping on the premises
- Maintaining a minimum presence of two adults on the premises, when at least one child is present
- Taking account of health and safety arrangements as each child is admitted and as each member of staff is recruited
- Operating an effective admissions and collection policy, including a lost or missing child policy
- Operating a rigorous staff recruitment policy
- Operating an effective emergency evacuation policy and procedure
- Maintaining an effective outings policy
- Operating an effective safeguarding and child protection policy and procedure
- Implementing an effective outdoor play policy and procedure
- Operating an effective confidentiality policy and procedure
- Operating an effective use of electronic equipment policy and procedure.

Fire and emergency evacuation procedure:

The persons responsible for fire safety in Faenol Playgroup CIC are: Rhian Jones & Catherine Lloyd

Emergency/fire evacuation drills are carried out termly and recorded. Regular reviews take place to ensure action is taken to improve the process.

On discovering a fire:

- Give the alarm by operating a fire alarm manual call point and making make people aware using verbal warnings.
- Staff to collect registers and lead children outside via the fire exits, taking positions to assist the children according to their age and stage of development – and go to the muster point in Ysgol Y Faenol's playground.
- Designated person will check the premises – only if it is safe to do so such as toilets and side rooms
- See Ysgol Y Faenol Emergency Plan (see attached) for further information re; procedures which will be followed
- No-one must re-enter the building unless the Fire Officer says it is safe to do so

After the emergency:

- A review meeting is held to discuss any matters for future action
- CIW is informed of the emergency within 14 days.

Lockdown/Emergency Evacuation/Closure Procedure

Faenol Playgroup CIC will make every effort to keep the playgroup open, but in very exceptional circumstances, the playgroup may need to be closed at very short notice due to an unexpected event. Such incidents could include:

- Serious weather conditions (combined with heating system failure)
- Burst water pipes
- Discovery of dangerous structural damage
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Serious assault on a staff member or child by a member of the public
- Serious accident or illness
- Chemical contamination

In such circumstances, the manager and staff will ensure that all steps are taken to keep both the children and themselves safe. Should an incident occur that necessitates the lockdown/emergency evacuation/closure of the playgroup, the following steps will be taken:

- In the need of Lockdown the procedures as outlined in Ysgol Y Faenol's Lockdown Procedures (see attached) will be followed.

- If the need for evacuation becomes apparent the manager will alert staff and children as soon as the and if appropriate the emergency services will be called at the earliest possible opportunity. All children will immediately be escorted out of 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. The Designated Staff member will check the entire premises and will collect the register (including emergency contact details) in order to contact parents to collect their children if necessary, providing that this does not put anyone at risk. On exiting the building, the designated person will close all accessible doors and windows. The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the manager should access the emergency contacts list that is kept off site.

Steps will then be taken to inform parents/carers and the Responsible Individual and to take the necessary actions in relation to the cause of the lockdown/emergency evacuation/closure. All children will be supervised until they are safely collected. If after every attempt, parent/carers cannot be contacted, the playgroup will follow its Uncollected Child procedure. A child will never be left alone on the playgroup premises. If the registration is affected it is necessary to inform CIW of a closure.

This **Health and Safety (Environment) and Emergency Evacuation Policy and Procedure**

was passed for use in Faenol Playgroup CIC

On: 5/11/19

By: Signed: Position:

Date of planned review: October 2020