

FIRE PREVENTION & PROCEDURES IN THE EVENT OF THE ABOVE

At **Sawston Nursery** we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind, we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- National outbreaks of infection/health pandemics
- Any other incident that may affect the care of the children in the nursery.

If any of these incident's impact on the ability of the nursery to operate, we will contact parents via phone/email/Facebook/ Tapestry, at the earliest opportunity, e.g., before the start of the nursery day.

Flood

There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however, we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. Our central heating systems are checked and serviced annually by a registered gas engineer and they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the nursery manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the same procedure as the fire evacuation procedure. In this instance children will be kept safe and parents will be notified in the same way as the fire procedure (see Fire Safety Policy).

Should the nursery be assessed as unsafe through flooding, fire or any other incident we will follow our operational plan and provide *care in another location/*parents with alternative arrangements in sister nurseries/*options for childcare facilities in the local area.

This Emergency Plan includes provision for:

- Evacuating the nursery building in the event of a fire/ weather incident or loss of utilities or gas leak.

Fire Prevention

- It is a requirement that all children are signed in and out of the Nursery by their parent/carer using the 'Daily Signing-in Sheet' located in each room.
- All staff must sign in and out of the premises using the 'Staff Signing-in Sheet' located next to the Noticeboard in Reception.
- All visitors/contractors are to sign in and out of the premises using the Visitors Book located in Reception.
- The staff induction process will include the member's duties in the event of a fire, details of the location of fire exits, alarm points, extinguishers and their use. All staff are encouraged to re-read these procedures and the Fire Notices every three months.
- It is the responsibility of the rooms at the end of each working day and to ensure the working areas are clutter free and that all fire doors are kept shut.
- The Room Leaders are responsible for ensuring that the evacuation routes from each exit to the assembly point are kept clear at all times, moving toys/equipment from the designated path as and when necessary.
- The glass windows on the doors must be kept clear from artwork, it is the Room Leaders responsibility to adhere to this.
- The Room Leaders are responsible for ensuring that displays are kept at least 6 inches from any heat source, for example: radiator, light fitting.
- Fire practices are to be carried out approximately twice a term at the discretion of the Nursery Manager/Deputy Nursery Manager and staff are not informed when these will be.
- Evacuation times are recorded and any feedback from staff/visitors are taken into account to help evaluate our fire drills to improve on safety.

- Regular fire practices ensure that children and staff are familiar with the means of escape in case of a fire or other need - for example: bomb threat, gas leak etc. The parents are informed that we have had a fire practice in case a child becomes distressed or talks about it once they are at home. The reasons for carrying out fire practices are explained to the children.
- The Fire Alarm System is tested weekly from each alarm point in turn and tests are recorded.
- Fire equipment is serviced annually.
- A Fire Risk Assessment is to be reviewed annually by the Health and Safety Officer.
- All other risk assessments will be reviewed annually, and when other items arise to be added or adjusted.
- All electrical appliances are checked before use, and a regular inspection is carried out on all electrical appliances within the nursery by a qualified electrician, and 'PAT' labels placed on the relevant items.

How adults and children are warned if there is a fire?

- Adults and Children in the nursery are warned about a fire by a continuous fire alarm bell.

Procedures in the event of a fire

What staff/ visitors should do if they discover a fire?

- Anyone at the nursery who discovers a fire should find a fire call point, break the glass and shout out a warning to those around them.
- Only staff at the nursery that have attended 'Fire Safety Training' should consider using a fire extinguisher if they come across a fire. No other employee is allowed to use a fire extinguisher.
- Each Room Leader is responsible, together with her/his staff, for the calm and safe evacuation of children and adults from their room, using the nearest, safe

exit. A head count is to be taken as the children and adults leave their room (with the use of their signing in/out sheet). The group is to make their way as calmly, quickly and directly as possible to the assembly point - the front of the nursery car park (an assembly point notice is in place). The children are to be contained in this area until it has been established that all adults and children are present and accounted for. Should a disabled child or adult be present, the Room Leader is to designate a member of staff to assist that person to leave the building appropriately.

- The kitchen staff are to give help to the Buttercup/Bluebell Room staff as necessary, in evacuating the babies from their room. They will also bring their First Aid Kit.

The Reception Staff, Deputy Nursery Manager or Nursery Manager will bring to the assembly point in case of need:

- The daily register
- Staff signing in sheet
- Visitors signing in book
- First Aid Kit
- Telephone

Evacuation from the garden area due to a fire in the nursery

Follow the previous instructions and leave with the children via the nearest exit out of the garden.

The duties of identified staff who have specific responsibilities if there is a fire:

Management

- Takes the register outside.
- Takes the phone outside to call the Fire Brigade.

Reception Staff

- Takes the visitors' book outside.

The Fire Marshall

- The Fire Marshall (management/ team members), if it is safe to do so, walks through the building to make sure that it is evacuated before going to the field.

Room Leaders

- Room Leader are responsible for evacuating their rooms.

Identification of key escape routes

- Key escape routes are signposted by standard 'fire exit' signs.
- Emergency lighting is available throughout the building.
- Torches are available in rooms and reception in the event that the electricity is cut in winter months.

Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, contractors and visitors.

Visitors to the nursery are usually with a member of staff so they are advised about what to do by their host.

Any machine / appliance power supplies that need to be stopped or isolated if there is a fire.

The cook is asked to switch off the ovens in the kitchen in a real evacuation as these may become a further fire risk.

Contingency plans for when life safety systems are out of order (fire alarm system).

Should the fire alarm fail, the Head or Deputy Head of the nursery in her absence, walks around the nursery with the calling out: "There is a fire. Evacuate the building immediately!"

How the fire and rescue service and any other necessary service will be called and who will be responsible for doing this.

The Reception Staff telephone the Fire Brigade or asks someone to use his/her room mobile phone, to call the Fire Brigade.

Procedures for meeting the fire and rescue service on their arrival and notifying them of the location of the remaining people and special risks (e.g., the location of highly flammable material).

Burglary

The management of the nursery follow a lock up procedure which ensures all doors and windows are closed and locked before vacating the premises. Alarm systems are used and in operation during all hours the nursery is closed.

The manager or most senior member of staff on site will always check the premises as they arrive in the morning. Should they discover that the nursery has been broken into they will follow the procedure below:

- In an emergency dial 999 or non-emergency dial 101 with as many details as possible, i.e., name and location, details of what you have found and emphasise this is a nursery and children will be arriving soon
- Contain the area to ensure no-one enters until the police arrive.
- Where it is safe to do so, the staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice. This may include temporary short-term closure and/or following the relocation procedure under the flood section wherever necessary to ensure the safety of the children
- The manager on duty will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.
- A manager will be available at all times during this time to speak to parents, reassure children and direct enquires
- Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery
- Arrangements will be made to ensure the nursery is made safe and secure again.

Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care, including taking reasonable steps to ensure that children do not leave the premises unsupervised and to prevent unauthorised persons entering the premises and at risk of abduction. Staff are vigilant at all times and report any persons lingering on nursery property immediately. All doors and gates to the nursery are locked and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. We also have visual reminders about closing the door behind them to prevent

tailgating (another person accessing entry behind them). Visitors and general security are covered in more detail in the supervision of visitor's policy.

Children will only be released into the care of a designated adult; see the arrivals and departures policy for more details. Parents are requested to inform the nursery of any potential custody proceedings or family concerns as soon as they arise so the nursery is able to support the child. The nursery will not take sides in relation to any custody arrangements and will remain neutral for the child. If an absent parent arrives to collect their child, the nursery will not restrict access **unless** a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

- The staff member will notify management immediately and the manager will take control, dialling 999 and requesting the police, instructions from the emergency response team will be followed
- The parent(s) will be contacted
- All other children will be kept safe and secure, reassured and calmed where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may have impacted on this abduction.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was abducted, time identified, notification to police and findings
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure
- Ofsted will be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

Bomb threat/terrorism attack

If a bomb threat is received at the nursery, the person taking the call will record all details given over the phone as soon as possible and raise the alarm/contact emergency

services as soon as the phone call has ended. The management will follow the fire evacuation procedure and guidance from the emergency services to ensure the safety of all on the premises. The person who took the call will provide as much detail to the emergency services as possible. Ofsted will be notified. With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.

Any other significant incidents

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene, where applicable. The fire evacuation procedure will be followed for any other incident that requires an emergency evacuation. Other incidents e.g., no water supply, will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.

The setting will remain open as long as we have sufficient staff to care for the children. Depending on the nature of the pandemic we will follow all advice and implement measures to ensure that risks to vulnerable children and staff are minimised. This may include excluding infected children/staff/parents or family members from the setting for a set period of time, to prevent the spread of infection. This decision will be done in consultation with parents, staff, legal advice and our insurance provider. Each case will be reviewed on an individual basis.

The nursery manager will notify Ofsted in the event of a critical incident.

If there is an incident outside of the nursery building and it is safer to stay inside the building will put into place the lockdown procedure. Emergency advice would be taken.

National outbreaks of infection/Health Pandemics

In the event of a national outbreak of a health pandemic, we will follow Government health advice and guidance, legal advice and advice from our insurance provider.

If the staff and children need to be moved off site, they will be walked down to John Huntingdon's Building - during their working hours (Mon-Fri 9am to 5pm Contact:01223 492492 / 830599 Email us: office@johnhuntingdon.org.uk).

Parents would be contacted using all means available to us - from contact details found within the register.

**Sawston Childcare Limited
Critical Incident**



This policy was adopted on	Signed on behalf of the nursery	Date for review
December 2021		December 2022