



ALTERNATIVE ACCOMMODATION, EMERGENCY EVACUATION, FIRE AND CLOSURE POLICY

Alternative Accommodation:

Fusion Pre-School Southdown are aware that in extremely rare circumstances St Johns Church may require the use of the Hall or other agreed rented space(s) for a short period of time when Fusion Pre-School Southdown would normally have their full use.

In such circumstances St Johns must contact Fusion Pre-School Southdown, as soon as possible in order to put a contingency in place and find alternative solution, and a Contingency Plan/Risk Assessment will then be drawn up and will state the advised procedures for that day.

The Leader will:

- Notify Parents accordingly if drop off or collection is affected.
- Notify Staff.
- Notify the children.
- Complete the Contingency Plan.
- The Contingency Plan will include all contingency procedures and arrangements.

Emergency Evacuation and Closure:

Fusion Pre-School Southdown will make every effort to remain open, but in exceptional circumstances we may need to close at short notice.

The following are possible reasons for emergency closure:

- Serious weather conditions (including snow and heat)
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness

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 following steps will be taken:

- If appropriate the emergency services will be contacted.
- 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 (including emergency contact details) providing that this does not put anyone at risk. Online versions are accessible.
- Before leaving the building, the nominated staff member 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.
- Fusion Pre-School Southdown will contact parents to collect their children. The Leader and Deputy Leader's phones have all emergency contacts numbers.
- All children will be supervised until they are safely collected.
- We have a Lockdown Procedure, but this is not for the public domain for Safeguarding purposes.
- All sessions are chargeable unless there is an emergency closure due to insufficient staffing which impacts our adult to child ratio and we feel comprises Safeguarding and Health and Safety.

FIRE SAFETY POLICY AND PROCEDURE

Fusion Pre-School Southdown understands the importance of fire safety. To this end:

- Staff are aware of the location of all fire exits; the fire assembly points and where fire safety equipment is stored. Management staff are trained in Fire Safety.
- Children are introduced to the fire safety procedures during their settling in period and through regular termly fire drills or whenever the Leader deems necessary.
- All children are shown the location of fire exits and the fire assembly points.
- Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside.
- Fire doors are kept closed at all times, but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested by St Johns Church in accordance with manufacturer's guidance and Fusion Pre-School Southdown have access to these records, when required.
- All fire drills are recorded in the Fire Drill Log.

Fire prevention: Fusion Pre-School Southdown will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that Fusion Pre-School Southdown's **Health and Safety Policy** is always adhered to.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- No smoking environment.

In the event of a fire/fire drill:

- A member of staff will raise the alarm/ call the emergency services.
- Staff will lead the children out of the building as quickly and calmly as possibly using the closest safe exit and make their way to the assembly point in the Church's car park. If children/staff are in different areas of the building, they will naturally use different escape routes to make their way safely to the designated meeting points. Internal mobile phones are used to communicate if groups are at different fire assembly points.
- The register and staff signing in/out will be taken out when we exit the building. 2 members of staff will count the children out of the building. If the register is not available, the Leader will use the emergency register (which is kept off site) and will contact parents using the emergency contacts list (which is kept off the premises) or via the Emergency Contact details on the Leader's/Deputy's mobile phone. The register will be taken, and all children and staff accounted for.
- Staff are to spread themselves out along lines of children to ensure all children remain safe and calm whilst making their way to the designated meeting points.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The Designated Person will ensure that children's medication is collected at the time of evacuation if possible.
- As the last person to leave the halls the Designated Person will check the office and both toilets and all areas used by Fusion Pre-School Southdown.
- The person in charge will take with them the register, medical file, first aid bag and 'walkodiles'.
- The Leader/Fire Safety Officer will perform a final sweep of the building closing doors/windows behind them **IF SAFE TO DO SO** to prevent the spread of fire. All areas that have been occupied by Fusion Pre-School Southdown on that day must be checked for remaining persons.
- The emergency services must be contacted. It is the Leader/Fire Safety Officer's responsibility to do this. **UNDER NO CIRCUMSTANCES MUST ANYONE RETURN TO THE BUILDING.**
- On arrival the emergency services will be informed of any missing children or members of staff.
- If the Fire Safety Officer (Leader) is not present at the time of the incident, the Deputy Leader will assume responsibility or nominate a replacement member of staff who is trained.
- If it is a Fire Drill, after the 'All Clear' has been given by the Leader/Fire Safety Officer, Fusion Pre-School Southdown can re-enter the building. On returning to the building the Fire Safety Officer will record the outcome of the fire drill in the Fire Drill Record.
- In the event of a real fire, it will be the decision of the Management Team as to whether Fusion Pre-School Southdown will wait to return to the premises or if children should be collected from the site.

Fusion Pre-School Southdown’s Designated Fire Safety Officer is **Rebecca Wilkins** who is responsible for carrying out visual fire safety risk assessments and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

- Identifying potential fire risks
- Identifying people at risk
- The Fire Safety Officer should liaise with the Landlord and local Fire and Rescue Service for further advice if needed.

When space that we use may be unavailable due to voting or various other reasons, such as building work., our Landlords are responsible for providing appropriate alternative accommodation. This will be communicated to parents.

If Fusion Pre-School Southdown has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.

Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD – 0300 123 1231

Adopted on:	Last reviewed on:	Reviewed on:	Next review Date:
20.07.22	09.04.2023	04.01.2024	April 2025
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.64-3.65]</i>			
Signed and approved:	Fusion Pre-School Southdown		