

Fire and Lock Down Policy

Willows Day Care Brecon will meet basic fire safety standards in accordance with the Regulatory Reform Fire Safety Order (RRO 2005). A risk assessment is conducted to identify potential emergencies that are relevant to willows Day Care Brecon when preparing the emergency and evacuation procedure.

Willows Day Care Brecon will ensure that everyone working and visiting the building is protected from the danger of fire. To ensure this, Willows Day Care Brecon will:

- Undertake a fire risk assessment, recording and updating it regularly or when there is any change in the circumstances.
- Ensure that the staff receive detailed guidelines on fire safety regulations and that they implement them e.g., vacating the building in the case of a fire.
- Staff are regularly trained on fire matters
- Assign designated staff members in charge of evacuation
- Ensure that there is a sufficient amount of appropriate fire extinguishers in prominent and convenient locations and that they are positioned in accordance with the Fire Service's guidelines.
- Ensure that there are clear and detailed guidelines on how to act in the case of a fire on display in a prominent place in the building
- Ensure that a fire drill is held and recorded once a month
- Test the fire alarms weekly.
- Ensure that the electrical equipment is inspected regularly.
- Records to be maintained and kept

Procedure in the case of a fire:

- When the fire alarm sounds and it is not a drill You MUST react immediately.
- The staff to gather all the children to the fire door as shown on the plan.
- The register, children's emergency contact details, visitor's book and day care mobile phone are collected.
- Count the children as they leave the room.
- Walk the children out of the door and out of the building to the fire assembly point.
- Register the children and ensure they are comfortable.
- Fire crew are immediately informed of any missing children or adults
- Nobody should re-enter the building after the fire alarm sounds.
- Staff and children should only return to the building after the all clear has been given by the setting Leader/fire service.
- If it is not safe contact families are contacted to collect their children.

Lockdown

In situations where lockdown might be necessary the manager/Leader will assess the likelihood of immediate danger and put measures in place until the emergency services arrive. Police, Local Authority, and RI/RP will to be informed that there is a lock down, giving exact location, numbers

locked in, means of contact, and any other important information. Staff will comply with the advice of the Emergency Services at all times.

Procedure in the case of a lockdown:

- Stay calm.
- Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.
- Close curtains and blinds where possible.
- Turn off the lights and electrical devices.
- Stay away from windows and doors.
- Stay low and keep others calm.
- Do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

The priority of this procedure is to ensure that at no time the safety of the children in our care is to become compromised for any reason and in any way whatsoever.