



## **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 Leads for the setting are Natalie Lunn and Denise Bluff who are the Health and safety leads.

Ecclesall Kids Club understands the importance of fire safety. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Regular fire drills are carried out at different times/ days across the week, to ensure both children and staff who do not attend regularly are able to participate and are aware of the fire escape routes and meeting points.
- Fire doors and Fire Exits are clearly marked, not obstructed at any time and easily opened from the inside.
- Ensure fire doors are kept closed at all times but never locked.
- Ensure Fire Blankets are available if necessary
- Ensure the landlord has fire extinguishers, fire alarms and smoke detectors are checked in accordance to the manufactures guidance.
- Carry out regular fire drills, at least one each term and record in the fire drill log
- The club displays notices explain the fire procedure.
- 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 by:

- Ensuring the clubs No Smoking Policy is observed at all times
- Ensuring no Power Points are not overloaded with adapters
- Regularly checking electrical equipment is working as expected and there are no frayed or trailing wires
- Checking fuses are replaced safely
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

## Fire Drill Procedure



### In the event of a fire:

- A member of staff will raise the alarm and 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 lead in each area, and the register will be collected, providing that it is safe to do so.
- The lead of each area 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 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 leads are 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](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 available.



## 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 practical.

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 (e.g., 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 Duty Manager 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 which is cellar enabled) 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 duty manager will contact parents to collect their children.
- 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



Email: [enquires@ofsted.gov.uk](mailto:enquires@ofsted.gov.uk)  
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 agreed keyword/phrase via the walkie talkies.

Lock down procedures will be practiced from time to time to ensure that staff and children are familiar with them.

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

**L**ock up.

**O**ut of sight and minimise movement.

**S**tay silent and avoid drawing any attention.

**E**ndure. 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 Duty manager will call for assistance using 999.
2. Staff will close the dining room windows, lock the front dining room door and other doors to outside.

### **In the setting:**

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



1. Staff to guide all children into a designated safe space. Staff to secure all windows/ blinds and doors. Instruct children where to sit in 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 space 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: 30/4/26	Signed: <i>EKC Committee</i>