



CHOLSEY PRE-SCHOOL POLICIES

Policy Name – Emergency and Closure
Policy Number – CPS208

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Policy Statement

A clear and concise emergency evacuation and closure policy that is understood by all is key to maintaining the safety of the Pre-School. How to deal with an emergency situation is included in training and inductions for all staff and visitors to ensure efficient, calm management of a situation.

Register of Attendance and Visitors

On entry to Pre-School a register of attendance is maintained to record the children and staff present in the classroom. The numbers of children during each session is re-counted (to confirm) and communicated to all staff. The register is held at the rear emergency exit door and is available during an emergency evacuation.

All visitors to preschool are advised of the emergency evacuation procedure and are included on the register.

Fire Safety

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. All staff are familiar with the current legal requirements and where necessary seek the advice of a competent person, such as the Primary School's Fire Officer. Fire safety training is organised by the primary school and at least two full time members of staff are fire safety trained.

The basis of fire safety is risk assessment. Cholsey Primary School are the owners of the Pre-School room and therefore we are included in the Fire Safety measures of the School. We also conduct our own daily risk assessments.

- The School's fire safety risk assessment covers our classroom and we contribute to regular reviews. (Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).)
- Fire doors are clearly marked, never obstructed and easily opened from the classroom.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as



specified by the manufacturer. Appliances are checked annually as part of the school's checks.

- Our emergency evacuation procedures are approved by the School's Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practiced regularly at least once every term
- Records of fire drills are maintained and kept
- A record of servicing of fire safety equipment is kept in the School office.

Fire Evacuation Procedure

In line with Cholsey Primary School Fire Evacuation procedure, Cholsey Pre-School shall:

1. In the event of a fire raise, the alarm immediately
2. The emergency services must be summoned immediately for a fire or suspected fire.
3. Evacuate the building immediately through the nearest and safest fire exits. All fire exits are clearly marked.
4. Children should assemble in registration groups with their teacher at the safest allocated assembly area.
 - a. The primary assembly area is in the school playground, however if this is not safely accessible the secondary assembly area at the Cholsey church shall be used.
5. Class teachers/Pre-School supervisor to take roll call and report anyone not accounted for.
6. Injuries should be reported to a first aider and the necessary action taken.
7. Do not re-enter the building until the all clear is given by the emergency services.
8. If possible, the supervisor will collect the Pre-School register and mobile phone, which contains all emergency contact details to contact parents. Emergency contacts are also held off-site by the Pre-School committee.



Other Emergency Situations

Bomb Threat

In the event of a bomb threat the procedure, “Procedures for Handling Bomb Threats” and checklist on the UK Government website shall be followed,

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

Checklist -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/552301/Bomb_Threats_Form_5474.pdf

This procedure and checklist shall be made aware to all staff and a latest version, (hard copy) be kept with all other Pre-School policies.

Threat to a child or staff member

The following policies shall be followed in the event of a threat to a child or member of staff.

CPS108 – Safety and Security on the premises

CPS110 – Intruder on the premises

Serious Injury or Death to/of a child or staff member

In the unlikely event of a serious injury or death to a child or staff member the emergency services shall be contacted immediately, including but not limited to ambulance and police. All unaffected children and staff shall be moved to a safe place and the Emergency/short notice closure process shall be implemented as soon as safely possible. The Pre-School policies will also need to be immediately implemented:

CPS102 - Safeguarding & Child Protection

CPS103 - Confidentiality and Client Access

CPS104 - Information Sharing

CPS108 - Safety and Security on Premises

CPS207 – Managing and Reporting HSE



Reporting a suspected issue, including fire, gas leak or electrical fault

As part of the daily risk assessment checks, visual and non visual signs of issues that could close preschool are sought.

If, a member of staff suspects signs of a building fault (electrical, gas leak, flooding, loss of heating) they shall report the fault immediately to the School office staff who will contact the relevant bodies on behalf of Pre-school. (Due to the lease agreement between the Primary School and Pre-School, Pre-School are not responsible for the building/room and therefore the Primary School procedure in reporting faults shall be implemented).

The Pre-School manager and staff shall act in accordance with the observed issue and activate an emergency evacuation or conduct a risk assessment to establish if Pre-School should be closed or moved to a different site until the issue has been resolved.

Emergency/Short Notice Closure

Cholsey Pre-School aims to be open 8.45am – 3.30pm, weekdays during term times without disruption. Where disruption is unavoidable, all staff/committee members/parents and carers will be kept informed and Cholsey Pre-School will reopen at the earliest opportunity.

In the unlikely event that Cholsey Pre-School has to close at times other than scheduled in the normal opening hours and dates this policy will be applied

An emergency/short notice closure will be implemented in the following circumstances:

- When illness levels within the staff body mean it is impossible to maintain correct ratios of suitable adults to children
- Fire
- Gas Leak
- No Electricity
- Flooding



- When the building is unusable due to required maintenance work, if any scheduled work needs to be carried out, we will endeavour to ensure this is carried out during times of closure. This will be negotiated with Cholsey Primary School and Maintenance workers
- Breakdown of the heating system
- Bad Weather
- No hot or cold water
- When an outbreak of illness at Cholsey Pre-School requires closure in line with Health Protection Agency and Ofsted guidelines
- Serious injury or death at Pre-School
- When the building is unusable through accidental or malicious damage.
- When an emergency occurs during the Pre-School session, which requires Cholsey Pre-School to close early

In the event of any of the above happening the Manager and Senior member of staff will make contact with the families of the Children/Families affected for that session, as soon as is safe and practical via telephone. Messages via Emails, Website and Facebook will also be sent out to inform all parents/carers to make sure everyone is reached.

Closure before session has started

If we know the Pre-School will not be open for a given session in advance the Manager/Senior Staff Member will contact the Parents/Carers of our families to inform of the closure. Parents/Carers will also be given information about how they can find out when Cholsey Pre-School will reopen and any other pertinent information according to the circumstances of the closure. This may include asking them to nominate a preferred contact number or email address, and in some cases holding a special meeting.

The Chairperson and Manager will be responsible for informing any relevant authorities and the School of the unexpected closure depending on the circumstances of the closure.



Closure whilst session is still running

In the event of a closure during sessions, parents/carers will be informed by telephone that they are required to collect their child as soon as possible.

If the closure is due to an emergency, which requires the building to be evacuated, the children will be safely evacuated and the current Primary school emergency evacuation procedure will be implemented. If the Pre-School needs to be evacuated for a length of time we will follow Primary School's procedure and evacuate to either the Church or Laurence Hall.

If closure is due to sickness, the children and staff who are unaffected will remain on the premises until all the children are collected. If too few staff are well enough to stay on the premises, members of the committee will be contacted and asked to stay on until the children have been collected.

Re-Opening

When Pre-School is considered to be safe and is permitted to reopen, a risk assessment shall be completed by staff, to highlight any remaining issues or concerns and ensure that reopening is safe. If the emergency services have had to be called to the premises then only after their approval will Pre-School be deemed to be safe to re-open, a risk assessment shall also be completed by all staff.

Communication of Closure/Reopening

At the time of an incident, if safe to do so, the supervisor will collect the Pre-School register and mobile phone which contains all emergency contact details in order to contact parents. Nominated members of the committee make up the "Communication Tree". This framework is used to ensure an efficient method for contacting the nominated emergency contacts for preschool children and staff in the case of an emergency or closure. The nominated committee members are given access to the details of, and are responsible for contacting the emergency contacts for the Pre-School children and staff to advise of any closure/reopening. Only the nominated committee members have access to this listing.



Maintaining Records of all Emergency Situations and Drills

Reporting of all emergency situations and emergency drills carried out shall be in accordance with the Cholsey Pre-School Policy – CPS207 - Managing and Reporting HSE

Cholsey primary school also keeps a record of all emergency evacuation drills.

Legal Framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)
- Regulatory Reform (Fire Safety) Order 2005

Further Guidance

- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor
- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6