

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.



### **11.1 Invacuation and Lockdown**

#### **Policy statement**

We ensure the highest possible standard of safety precautions are in place. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Designated Safeguarding Leads

**(Amy Jowett, Gill Moss and Lee Davison)**

or we research up to date guidelines. A Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our Invacuation drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required. The owner and Landlord are responsible for safety precautions. We believe that all children and staff should be able to participate in all activities within nursery without the threat of harm. In an emergency, all staff members will endeavour to take all reasonable actions to ensure both their safety, the safety of the children in our care and the safety of any visitors to the nursery.

The term 'Invacuation' means the process of making staff members aware of an emergency, moving pupils, visitors and staff members to the most sheltered areas within the building if deemed safe to do so. This is undertaken if being outside would increase the risk of harm to people, e.g. Toxic fumes in the air, a loose dog on the premises, protecting people from any threat of harm. All factors will be taken into consideration by the person in charge. When necessary, advice will be sought from the emergency services. If there is a bomb threat, the person in charge will decide which procedure to use dependant on which poses the least risk. The person(s) in charge will contact parents or carers to advise them of when it is safe to collect their child. They will be asked not to come to or ring the nursery as it may result in putting themselves or others in danger. We will do all we can to reassure parents or carers that we are doing everything possible to keep their child safe and well.

#### **National Emergency Alerts System:**

The governments 'national emergency alerts system' was launched in 2023. The owner/director and Manager ensures that at least one device that is compatible with receiving alerts is on the premises at all times. It will always be switched on and will be with a member of staff at all times. If an alert is received the person in charge will notify everyone as soon as possible. They will check the current alerts online to

ensure it is genuine and necessary. The relevant procedure will be undertaken dependant on the level of danger

## **Procedures**

### *safety risk assessment*

- The basis of safety is risk assessment, carried out by a 'competent person'.
- The owner and manager have received training in safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government Guidance Safety Risk Assessment - Educational Premises (HMG 2006).
  - Our safety risk assessment focuses on the following for each area of the setting:
  - Fence height
  - Correctly functioning locks/padlocks/coded doors
  - Placement of staff
  - Means of escape.
  - Anything else identified.
- Where we rent premises, we will ensure that we have a copy of the safety risk assessment that applies to the building and that we contribute to regular reviews.

### *safety precautions taken*

- We ensure that fire doors are clearly marked, never obstructed, and easily opened from both the inside and outside
- We ensure that all doors and locks conform to BS EN standards, are fitted in appropriate high-risk areas of the building, and are checked as specified by the manufacturer.
- We have all emergency lighting checked annually by a qualified technician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are approved by the owner/director and are:
  - clearly displayed in the premises.
  - explained to all members of staff, volunteers, and parents; and
  - practised regularly.
- Records are kept of invacuation drills and of the servicing of any safety equipment.

### *Invacuation drills*

We hold Invacuation drills regularly and record the following information about each Invacuation drill in the Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to invacuate.

- Whether there were any problems that delayed invacuation.
- Any further action taken to improve the drill procedure.

**Legal framework**

- The management of health and safety at work regulations 1999
- The health and safety at work etc act 1974 (updated 2014)
- DfE (2022) ‘Health and safety: responsibilities and duties for schools’
- DfE (2019) ‘school and college security’(updated 2024)
- DfE (2022) ‘Emergency planning and response for education, childcare and children’s social care settings’ (updated 2023)

**Further guidance**

- Safety Risk Assessment - Educational Premises (HMG 2006) updated September 2023

This policy was adopted by	Jolly Tots Preschool Nursery	(provider)
on	1 <sup>st</sup> September 2025	(date)
Date to be reviewed	September 2026	(date)
Signed on behalf of the provider		
Name of signatory	Lee Davison	
Role of signatory (e.g., Chair, director or owner)	Manager	

## IN THE EVENT OF A SAFETY THREAT:

- One of the whistles must be blown loudly. These are situated with the register in each room. Registers are taken outside when going out to play.
- Adults must calmly instruct the children to leave the Outdoor Learning Area/ Playground through the nearest and safest entrance:  
    Playground - back door or through the OLA to the main door  
    OLA - main door or through the OLA to the back door

The staff in the baby room must carry each child upstairs and pass them over to the care of another member of staff, returning downstairs as many times as necessary until all the children have been evacuated. Any surplus members of staff from the office or kitchen must go straight to the baby room to help them evacuate. 1 x office staff member to assist Jewels staff if SEND child(ren) is in attendance. If there is an immediate threat, all children are to be taken into the ground floor of the building as quickly as possible, and staff are then to take them individually to a place of safety.

Do not collect any belongings.

Room Leaders are the last to go in. Playground/OLA must be checked to ensure no children or staff are left outside and all doors must be firmly closed and locked when all are in the building. All windows are to be locked, and any blinds pulled down.

Person in charge/deputy will check the premises, in particular the toilets  
**Then ring 999 to call the police.**

- The room leaders will check their registers and liaise with each other and the person in charge to confirm that all persons are present. Once it is established that all persons are present, the person in charge shares any information with room leaders and gives instructions of what to do next.
- Do not exit the building or unlock doors or windows until told to do so.

## **BOMB THREAT QUESTIONNAIRE CHECK SHEET**

Time:

Where?:

When?:

Why?:

What type of Bomb?:

What colour is the bomb?:

Is there a codeword?:

Words used:

Does the person sound:

Angry?

Upset?

Calm?

Accent?

Stammer?

Gender?

Any background noise?: