


CHIDDINGSTONE NURSERY SCHOOL CIO

Chiddingstone Castle
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Critical Incident, Emergency Evacuation and Fire Safety Policy

Written by	Jill McCoy
Ratified on behalf of Nursery Trustees	September 2021
Date for Review	September 2022
Signed – Chair of Nursery Trustees	
Signed – Nursery Leader	

This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance and procedures.

This policy has been impact assessed by Jill McCoy in order to ensure that it does not have an adverse effect on race, gender, or disability equality.

Policy Statement

Emergency is an event which arises internally or externally which may adversely affect the safety of persons in a building or its precincts and requires immediate response by the occupants. Emergencies can arise from several courses including fire, bomb threat, structural faults, earthquake, chemical spills, and a cut off to the mains water supply, leakage of fuel, civil disorder, and extreme vandalism.

A critical incident can be a physical incident or psychology trauma which has severe immediate impact and long-term effects on the individuals involved.

At Chiddingstone Nursery CIO we understand we need to plan for all eventualities to ensure the health, safety, and welfare of all the children we care for. This policy and procedure is in place to ensure the nursery can operate effectively in the case of critical incident or emergency.

EYFS Section 3.56 *Providers must take reasonable steps to ensure the safety of the children, staff and others on the premises in the case of a fire or any other emergency and must have an emergency evacuation procedure. Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, and fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and the fire doors must be free of obstruction and easily opened from the inside.*

Critical Incident Procedure

- We hold a list of all children's next of kin in the register, we keep it updated and will ensure that this information, relating to the children present, is taken on any outing.
- Establish and record essential details of any incident-what has happened, to whom, when, where, details of any injuries, witnesses who are at the scene, immediate support available and ensure the rest of the group is safe. The facts will be clarified as quickly as possible, to ensure that accurate information is given to parents.
- Follow any procedures required by the registering authority and notify the relevant authorities-Police, Ofsted, and any other early year's authorities. Regular checks are made to ensure all necessary phone numbers are at hand, correct and up to date.
- Care needs to be exercised to protect both children and adults actively involved in the incident.
- Not release or confirm any information regarding the identity of those involved in an incident to the media until the authorities have confirmed identity and parents have been informed. Media contact will be dealt with by both the health and Safety Officer/Leader/Deputy or Committee Chair.
- Contact children's parents to inform them of the situation outlined below.
- Aim to offer support to all who use Chiddingstone Nursery CIO and will enlist guidance from the Local Authority regarding to counselling/support systems that are available.

Preventative and Precautionary Measures

Whilst no amount of planning can totally prevent accidents and problems occurring, it is hoped that some can be prevented, and the effects of others minimised by taking sensible cautionary measures

- All staff, volunteer, visitors, and children should be familiar with routines for emergency evacuation and other emergencies that may be risk assessed.
- All staff should be familiar with security procedures, that all professional visitors are asked for identification and that parent or other visitors are not left unsupervised. All visitors must enter by main door and visitors must sign in the visitor's book and leave contact details for track and trace. Visitors will adhere to Covid preventive measures.
- All staff organise trips and outings follow guidelines and write a risk assessment. Trips and outings at present include specific Covid19 risk assessments.
- All staff sign in and out of premises.
- All staff are aware of children's medical needs or health problems.
- All staff are aware they should assess associated risks to children before carrying out a curriculum or other activity.
- All staff are aware that they are responsible for assessing risk to themselves before undertaking activity.
- All staff are aware of Covid risk assessments, preventative measures and addendums to policies and procedures

Fire Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The nursery leader carries out an annual fire risk assessment which is informed by the Castle's fire risk assessment. This is written as there is more than five staff. This follows the guidance as set out in the *Fire Safety Risk Assessment - Educational Premises* document.
- Chiddingstone Nursery is in rented premises it is provided with a copy of the Castle's fire safety risk assessment that also applies to our building and this is reviewed regularly.
- Fire exits are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer and detectors/alarms checked termly.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises.
 - explained to new members of staff, volunteers and parents, as part of the induction process and
 - practised for one week per term both morning and afternoon sessions, to ensure all children, staff and visitors are aware of fire evacuation.
- Records are kept of fire drills and the servicing of fire safety equipment.
- The heating boiler is annually serviced as a high-risk fire hazard and recorded in risk assessment folder.

Emergency Evacuation Procedure

Chiddingstone nursery emergency evacuation procedure will cover procedures for practice drills including:

- Ensuring the children are familiar with the sound of the specific fire alarm following regular fire drills. The bell is only used in the case of emergency evacuation procedure.
- The children, staff and parents know where the fire exits are.
- The children are led from the building using social distancing to the assembly point at the front of the castle with a member of staff at the front of the line with mobile phone, another member at the back of the line who collects the register and checks children are all evacuated and the third member of staff assisting by holding open entrance door if leaving from the front of the premises, or if outside in the courtyard assists to centralise the children to evacuation line before exiting through security gate and supporting the final check/head count prior to leaving the nursery using social distancing.
- Staff and children assemble in front of the castle waiting 1 metre apart.
- The nursery leader or deputy of the day/session will be responsible for accounting for the children by taking the register at the meeting point which has information which includes children and staff attending and emergency contact numbers, the outing bag with children's medication, visitors and siblings are recorded in the visitor's book that is taken out at time of exit.
- With regular fire drills the time of evacuation will shorten, the time taken is monitored and included in the recording of drills in the risk assessment file. Also, where appropriate, this will be included in the nursery diary to evaluate how long it takes to get the children out safely.
- The nursery leader or deputy will call the emergency services in the event of a real fire. The post code is visible on the nursery office phone and nursery mobile.
- There is an emergency contact list of parents to be contacted in the front of the register.
- The nursery mobile has parents, staff and committee members telephone numbers in its contacts.
- The contact details of the castle are available on nursery mobile to inform of evacuation.

The fire drills are recorded in the risk assessment file and in the daily diary the information will include:

- Date and time of the drill.
- Number of children and adults evacuated.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.
- Date action to be completed.

Other Incidents

- All incidents will be managed by the nursery leader/deputy or seniors on duty and all staff will co-operate with the emergency services on the scene. Any other incidents that require evacuation will follow the fire plan. Other incidents e.g., no water supply will be dealt with on an individual basis taking account the effect on the safety, health and welfare of the children and staff of the nursery.

- In the incident of a lock down situation the staff will remain with the children within the nursery until advised it is safe to exit, keeping mobile contact. RUN, HIDE, TELL.

Parent/Carer Notification

- We will notify parent's (Critical/Major incident) as sensitively as possible as soon as we are aware of an event that will result in the nursery being closed, giving as much notice as possible. In the event of a critical/major incident we will keep a record of any calls received from parents, to help reduce the distress of receiving additional calls. We will give an indication of when the nursery is likely to re-open if we are able to do so.

Collection of Children

- If Chiddingstone Nursery is closed because of Critical Incident/Emergency, parents/carers will be contacted by a member of staff requesting the collection of their child/children immediately. In the event that the building has been evacuated, we will contact parents as soon as it is safe for us to do so.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
www.legislation.gov.uk

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6