



We demonstrate tolerance and respect through child-led play

Fire, Health and Safety Policy and Lockdown Policy

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Fire, Health and Safety and Lockdown Policy

1 Scope & Purpose

- 1.1 To acknowledge that the health and safety of all children, parents, staff, volunteers and visitors is of paramount importance.
- 1.2 To ensure the safe evacuation of children and staff in the event of a fire adhering to guidelines as outlined in the Statutory Framework for the EYFS:
‘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. 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 fire doors must be free of obstruction and easily opened from the inside’.
- 1.4 To ensure that fire, health and safety procedures are robust and understood by all staff, volunteers and visitors to the setting.
- 1.5 To ensure that fire safety equipment is regularly checked and is adequate for use.
- 1.6 To recognize our obligations under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its employees.
- 1.7 To ensure that children, parents and staff are aware of all risk assessments and any health and safety issues in order to enable children to thrive in a healthy and safe environment.
- 1.8 To ensure the health and safety of the children and adults at playgroup in the event of playgroup receiving a threat either from an intruder outside the building or an intruder who enters the building and exhibits threatening behaviour.

2 Fire Safety Procedures

- 2.1 Fire doors are clearly marked, never obstructed and easily opened from inside.
- 2.2 Smoke detectors/alarms and firefighting appliances conform to BSEN standards, and are fitted in appropriate areas of the building.
- 2.3 Advice and guidance will be sought from the local authority Fire Safety Officer and any recommendations / requirements will be adhered to.
- 2.4 The Fire safety officers will be the designated staff member (or in her absence the Managers) who are responsible for fire safety.
- 2.5 Servicing of fire safety equipment is done by Swindon Borough Council and recorded in the maintenance log. The Fire safety officer will make regular checks of the fire safety equipment in the playgroup, logging any faults and reporting to Swindon Borough Council.
- 2.6 The Fire Safety officer will ensure that fire drills are held regularly (covering all children), and record the outcome of the fire drill. Records of drills are stored securely and identify actions to improve evacuation.
- 2.7 The fire alarm system will be tested regularly and records kept.
- 2.8 All visitors will be recorded when they arrive and leave so the head count following evacuation is accurate.



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- 2.9 All staff will be informed about the fire evacuation procedure, including how to raise the alarm, as part of their induction.
- 2.10 The Management Team will ensure that all staff are aware of the fire evacuation procedures should the alarm be raised.
- 2.11 When evacuating the building a member of the Management team (Michelle Barrow or Helen Dearlove) will collect the register, information on parents/carers including contact numbers and a mobile phone.
- 2.12 The Room Leaders and Managers will ensure the fire exits are clear and fire doors are not locked whilst the setting is operating.
- 2.13 We will display fire safety procedures within each room and around the Playgroup and Children's Centre.
- 2.14 ***Please see documents attached in Appendix, which show our fire safety procedures, these documents are located around the playgroup.***

3 Health and Safety Procedures

- 3.1 The member or members of staff responsible for health and safety are indicated on the staff list displayed on the notice board.
- 3.2 We ensure that they are competent to carry out this role and undertake appropriate training and regular updates.
- 3.3 We ensure the appropriate health and safety information poster is displayed in the setting.
- 3.4 We ensure that appropriate risk assessments are in place to cover all aspects of playgroup where risks are involved. This includes:
 - Checking for hazards and identifying potential risks indoors and outside in our environment and in relation to our resources,
 - Assessing all activities that we undertake with the children either in or outside of the setting which might bear additional risk to the children or adults.
 - Identifying areas where additional plans are needed to mitigate or manage risk outlined in a plan which specifies the action required, the timescales for completion, the staff responsible and any funding required.
- 3.5 We maintain lists of health and safety issues and ensure that checks are completed regularly as outlined below:
 - Daily checks of the indoor and outdoor environment, in the mornings and at the end of the day,
 - Daily checks of the kitchen, including fridge temperatures along with the safety of any stored food and drink and cleanliness of the area,
 - The toilets are checked regularly throughout the day to ensure they are safe and clean.
- 3.6 We have public liability insurance and employer's liability insurance. The certificate of insurance is displayed in the corridor into Willow Room and by the main admin office.
- 3.7 Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.
- 3.8 The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances. Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.



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- 3.9 Health and safety issues are explained to the parents of new children so that they understand the part that they play in the daily life of the playgroup.
- 3.10 As necessary, health and safety training is included in the training plans of staff.
- 3.11 Health and safety is discussed, where necessary, at staff meetings.
- 3.12 Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment:
- 3.13 When adults need to reach up to store equipment, they are provided with safe equipment to do so.
- 3.14 All warning signs are clear and in appropriate languages.
- 3.15 Adults do not remain in an unlocked building on their own.
- 3.16 The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
- 3.17 We have a no smoking policy.
- 3.18 Children are made aware of health and safety issues through discussions, planned activities and routines.
- 3.19 We ensure children's safety by ensuring that:
 - Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau have unsupervised access to the children, including helping them with toileting. All staff must have enhanced DBS prior to being left alone with children. Staff are not left with the children until the DBS is carried out.
 - Children are supervised by adults at all times.
 - Whenever children are on the premises, at least two adults are present.
- 3.20 We ensure the security of the children and adults on site as outlined below:
 - Children are signed in and out by a member of staff or their parent carer at the start and end of every session
 - The times of the children's arrivals and departures, if different from the normal session start and end times, are recorded.
 - The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
 - Systems prevent unauthorised access to our premises.
 - Our systems prevent children from leaving our premises unnoticed.
 - The personal possessions of staff and volunteers are securely stored during playgroup sessions.
- 3.21 We ensure general safety within the building by ensuring that:
 - Low-level windows are made from materials that prevent accidental breakage or are made safe.
 - Windows above the ground floor are secured so that children cannot climb through them.
 - We take precautions to prevent children's fingers from being trapped in doors. We use large blocks to keep open the doors to the garden. Door stops are also used where needed.
 - All floor surfaces are checked daily to ensure that they are clean and not uneven or damaged.
 - Children do not have unsupervised access to the kitchen.
 - All surfaces are clean and non-porous.
 - There are separate facilities for hand washing and washing up.
 - Cleaning materials and other dangerous materials are stored out of children's reach.
 - All electrical/gas equipment conform to safety requirements and are checked regularly.
 - The plant room (with access to the boiler, electrical boards and meters) is below the building and locked at all times to ensure that it is not accessible to the children.



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- Fires, heaters, electrical sockets, wires and leads are stored appropriately and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalding. This is checked and recorded as part of the regular checks on a monthly basis.
- Lighting and ventilation are adequate in all areas including storage areas.
- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

3.22 We ensure good levels of hygiene by ensuring that:

- Our daily routines encourage the children to learn about personal hygiene.
- The playgroup is cleaned on a daily basis before children enter the building.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings ensuring relevant items are sterilised on a regular basis or more frequently as required.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- Tables are cleaned between activities and before and after snack or meal times.
- Toilets are checked regularly throughout the day.
- Protective clothing and PPE is worn as appropriate.
- Plates, cups and utensils are sterilised on a regular basis.

3.23 We ensure the safety of activities for children as outlined below:

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the playgroup.
- The layout of the play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play. It is changed frequently.
- Physical play is appropriately supervised.
- Children are taught to handle and store toys safely.
- Children who are sleeping are checked regularly and are not left unsupervised.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- We assume that adults understand that the equipment at playgroup is designed and intended for children's use. Adults should act in a supporting capacity to ensure their own safety.
- If Adults do use the equipment, they do so at their own risk.

3.24 Animals visiting the playgroup are free from disease, safe to be with children and do not pose a health risk. Company's visiting the setting will have public liability insurance.

3.25 We ensure that at least one member of staff with a current First Aid Training Certificate (relevant to young children and infants) is on the premises or on an outing at any one time. The first aid qualification should be in paediatric first aid/first aid for child carers.

3.26 Our First Aid kits:



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- comply with the Health and Safety (First Aid) Regulations 1981,
- are regularly checked by a designated member of staff and re-stocked as required,
- are easily accessible to adults in the kitchen in both rooms,
- are kept out of reach of children.

3.27 At the time of admission to the playgroup, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

3.28 We keep records of accidents or incidents at playgroup and ensure that they are:

- shared with parents or carers at collection or earlier as appropriate,
- stored safely,
- accessible so that all staff and volunteers know where sheets are kept and how to complete them,
- accidents are reviewed termly to identify any potential or actual hazards as well as any children who seem to be involved in more accidents or incidents. Termly checks are seen and signed by the Manager.

3.29 We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report any injury requiring GP or hospital treatment to a child, parent, volunteer or visitor or dangerous occurrence to the local office of the Health and Safety Executive and OFSTED.

3.30 Playgroup has an Administration of Medicines and the Sick Child Policy which covers all aspects of managing infectious diseases and children who are unwell in the setting. HPA and OFSTED are notified of any infectious diseases which a qualified medical person considers notifiable. A list of notifiable diseases is kept with the named policy and the relevant Health Protection Agency (HPA) poster displayed.

3.31 In accordance with the Statutory Framework, we keep records of:

- Adults authorised to collect children from playgroup.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.
- The allergies, dietary requirements and illnesses of individual children.
- The times of attendance of children, staff, volunteers and visitors.
- All accidents and incidents.

3.32 This policy should be read in line with Croft Playgroups other policies which contribute the safety and well-being of the children and adults in the setting.

3.33 The following documentation in relation to fire, health and safety are also in place:

- Risk Assessments including additional associated cleaning and safety measures
- Fire Safety procedures, records and certificates
- Prior parental consent to administer medicine
- Record of the administration of medicines
- Prior parental consent for emergency treatment
- Record of visitors
- Operational procedures for outings and Outings Policy

4 Lockdown procedure overview

4.1 On very rare occasions it may be necessary to seal off the playgroup so that it is not able to be



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entered from the outside. This will ensure that children, staff, committee members and visitors are safe in situations where there is a hazard in the playgroup grounds or outside the playgroup in the near vicinity.

- 4.2 A lockdown is implemented when there are serious security risks to the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised individuals intent on causing harm/damage.
- 4.3 Walkie talkies should be plugged in and switched to channel 1 in both rooms and in the manager's office at all times;
- 4.4 Whilst children are in the setting (between 8am and 6pm) walkie talkies should be kept with the room leader or passed to another member of the room if the room leader leaves the room for a break or to go to the toilet;
- 4.5 If the Manager leaves their office they will take the walkie talkie with them or hand to a member of the admin team.
- 4.6 Threat levels are designed to give a broad indication of the likelihood of a terrorist attack:
 - LOW** means an attack is unlikely.
 - MODERATE** means an attack is possible but not likely.
 - SUBSTANTIAL** means an attack is a strong possibility.
 - SEVERE** means an attack is highly likely.
 - CRITICAL** means an attack is expected imminently.
- 4.7 Members of the public should always remain alert to the danger of terrorism and **report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.**
For non-emergency calls to the police, call 101.
- 4.8 NaCTSO (National Counter Terrorism Security Office) ****Guidance****
In January 2016, NaCTSO provided the following advice to leaders of educational establishments for reviewing protective security:
'Bomb threats: Procedures for handling bomb threats
Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.
Be alert, but not alarmed! On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.'

5 Procedure in the event of Lockdown

- 5.1 Staff will be notified lock down procedures are to immediately take place on hearing a whistle and 'ATTENTION LOCKDOWN' from rooms and outdoor area.
- 5.2 These signals will activate a process of children being ushered into the building if in the outdoor area as quickly as possible and the locking of the playgroups offices, connecting doors and all outside doors where it is possible to remain safe.
- 5.3 At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked, screened where possible (e.g. by lowering blinds) and children are positioned away from possible sightlines from external windows/doors.
- 5.4 Lights will be turned off.
- 5.5 Children or staff not in a room for any reason will proceed to the nearest occupied room and remain there e.g. children and staff may end up opposite room to their base room.
- 5.6 Where the danger from an intruder is within the building, staff should work as quickly as possible to move the children to the farthest area and to make every effort to secure it. The preservation



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of the life of the children and adults should be the priority.

- 5.7 Staff should use the walkie talkies to notify the Manager that they have entered lock down and if there are children not accounted for. The Manager or admin should make efforts to call the police immediately.
- 5.6 Staff to use the walkie talkies to communicate between rooms to ensure all staff and children are accounted for. **NO ONE SHOULD MOVE ABOUT THE PLAYGROUP.**
- 5.7 Staff to support children in keeping calm and quiet but should be careful not to use language which will frighten the children. A simple explanation is best: "We're coming inside to be safe."
- 5.8 Staff to remain in lockdown positions until informed by management in person that there is an all clear.
- 5.10 As soon as possible after the lockdown staff and children return to their base rooms and take the register. They should notify the manager immediately of any children not accounted for.
- 5.11 In the event that the neighbouring primary school is notified of the need to lockdown, they will inform playgroup as part of their procedure. Playgroup will inform school in the same way.

6 Staff Roles

- 6.1 Administration staff ensure that their office(s) are locked and police called if necessary.
- 6.2 Staff remain within the locked areas unless circumstances allow the opportunity to safely lock the front doors or deactivate automatic opening.
- 6.3 Staff close door(s) and windows. Nearest adult to check exit doors and outdoor classroom doors are locked.
- 6.4 Room leaders/Manager to ensure they have walkie talkies.
- 6.5 **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN.**
- 6.6 Staff will discuss lockdown procedure at every staff meeting.
- 6.7 Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

7 Communication with parents

- 7.1 If necessary parents will be notified as soon as it is practical to do so via the playgroup's established communication network, e.g. Class Dojo/email/telephone/website.
- 7.2 **Suggested wording for message to parents:**
*"Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.
In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us."*
- 7.3 Depending on the type and severity of the incident, parents may be asked NOT to collect their children from playgroup as it may put them and their child at risk.
- 7.4 Children will not be released to parents during a lock down.
- 7.5 Parents will be asked not to call playgroup as this may tie up emergency lines.
- 7.6 If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place children can be picked up from administration staff or emergency services.



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- 7.7 A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with them children the importance of following procedures in these very rare circumstances.

This policy was adopted by Croft Playgroup

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Jason Adams

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

Date policy to be reviewed: November 2026 or earlier if required



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Appendix 1 – Fire safety testing log

Fire Drill Testing Log

Date	Area checked	Any faults/incidents identified?	Actions taken



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Appendix 2 – Fire Safety Action documents and guidelines

Fire Action

All Staff

Please ensure that you are familiar with the following emergency action in the event of a fire or other emergency necessitating an evacuation of the building. It is important that each staff member is familiar with the possible routes to take and the location of the front or back of the building assembly point.

Our Staff & Duties

Fire Marshalls: Jenny Dowman, Jayne Hughes & Mel Truman (in their absence Helen Dearlove and/or Michelle Barrow) to collect the Fire bag.

Managers: Helen Dearlove or Michelle Barrow to check the whole building, collect registers and visitors book (if not already collected) and are the last to leave and call the Fire Brigade.

Room Leaders: Jayne Hughes or Melanie Truman (in their absence Helen Dearlove or Michelle Barrow). Check the rooms, call the register once outside the building and at the assembly point.

Office Staff: Collect the telephones, children's contact details registers and visitors book (if not already collected) and check any toilets on their exit if it is safe to do so.

Other staff: Evacuate the area. One member of staff to be at the front, middle and back of the evacuation line and remaining staff in the middle of the line. Staff MUST be consistently aware of how many children are in during the session.

Thank you.



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Fire Action

On Discovering a Fire

Operate the nearest fire alarm call point (red box next to each fire exit). Fire Marshalls to collect the Fire Safety bag located in the corridor near Willow Room. Attendance registers and visitor's books should also be collected and taken to the Assembly point.

DO NOT ATTEMPT TO PUT THE FIRE OUT YOURSELF.

Wait for further instruction from the Fire Marshall (who will be wearing a yellow tabard).

Sweep the building to ensure everyone leaves the building by the nearest exit closing doors behind you. Fire Marshall to check rooms and toilets to ensure everybody leaves.

Fire Marshalls must indicate the exit route to be used and everyone must be directed to a predetermined assembly point.

Use the Fire Door in the room which leads to the assembly point (Far right corner of the grassed area of the garden next to the corner cottage). Before making your way gather children at the fenced area and a staff member at the front of the line should do a quick head count. A member of staff must be at the beginning, middle and end of the evacuation line. Manager must sweep the building.

Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.

All occupants of the building are to make their way safely to the first assembly point. Staff will lead the children. If it is not possible to get to the First evacuation point, then please use the gate located in the garden and proceed to the second assembly point located at the bike sheds opposite Croft Primary School.

No running is to be permitted. Running can lead to panic.

Immediately after everybody has assembled at the assembly point, a roll call or count must be made to check that no-one is still inside. Any visitors or contractors on the premises at that time must be included.

The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.

Fire Marshalls must report to the nominated person in charge of the evacuation to verify that everyone in their charge is accounted for or to inform him/her of the number of people missing.

No one must be allowed to re-enter the building until told to do so by the fire service in attendance or, in the case of a fire evacuation drill the senior person in charge.

Dial 999 for the Fire Brigade

Fire Action

On Hearing the Fire Alarm



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Fire Marshalls to collect the Fire Safety bag located in the corridor near Willow Room. Attendance registers and visitor's books should also be collected and taken to the Assembly point.

Leave the building by the nearest exit closing doors behind you.

DO NOT ATTEMPT TO PUT THE FIRE OUT YOURSELF.

Make your way safely to the assembly point. Staff will lead the children to the far right corner of the grassed area of the garden next to the corner cottage. If it is not possible to get to the First evacuation point, then please use the gate located in the garden and proceed to the bike sheds opposite Croft Primary School.

Before making your way gather children at the fenced area and a staff member at the front of the line should do a quick head count.

No running is to be permitted. Running can lead to panic.

Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.

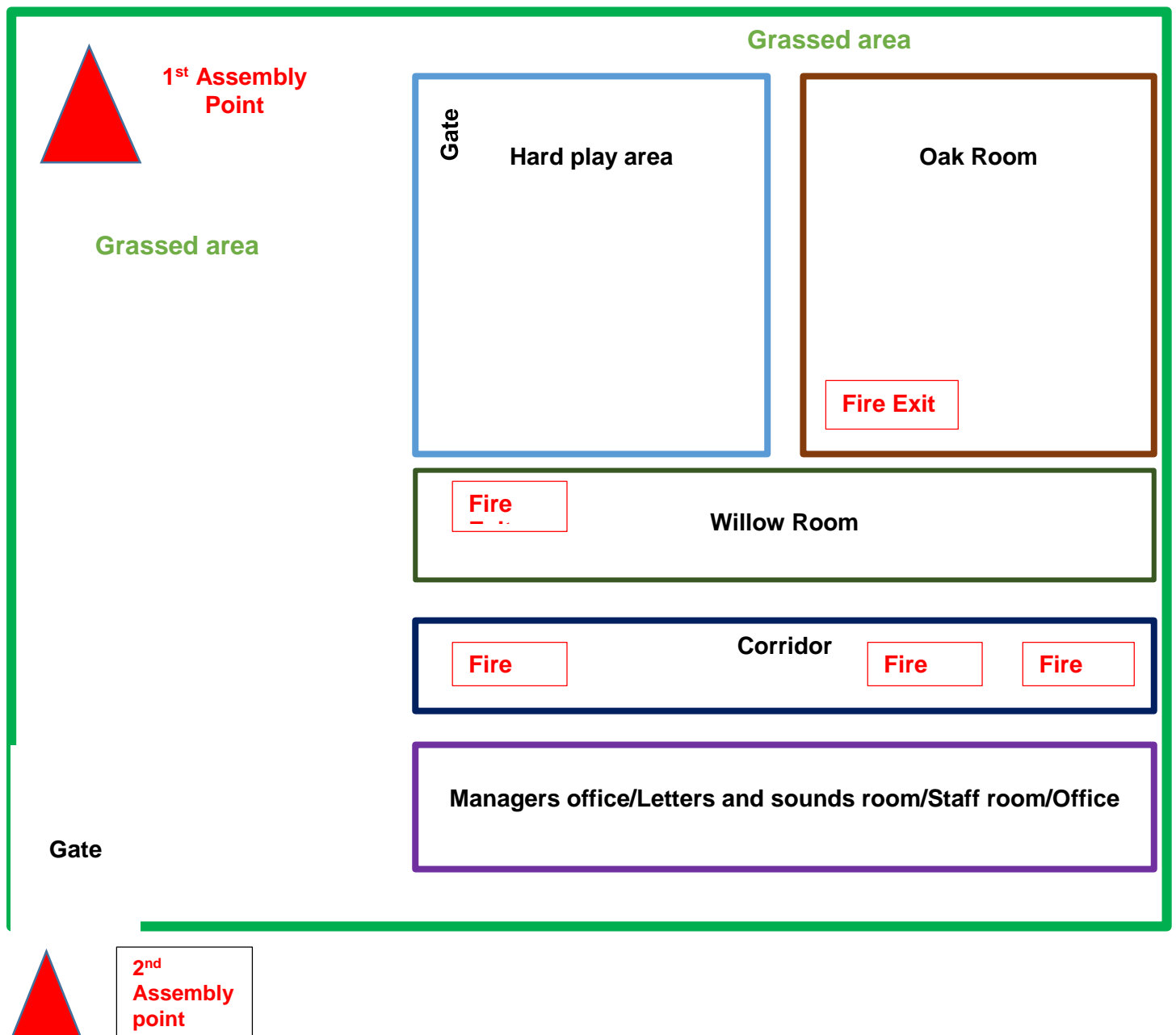
Wait for further instruction from the Fire Marshall (who will be wearing a yellow tabard).

No one must be allowed to re-enter the building until told to do so by the fire service in attendance or, in the case of a fire evacuation drill the senior person in charge.

Dial 999 for the Fire Brigade

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PLAN OF CROFT PLAYGROUP SHOWING ASSEMBLY POINTS



Bike sheds
opposite Croft
Playgroup



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Procedure in the event of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing a whistle and 'ATTENTION LOCKDOWN' from rooms and outdoor area.

Children should be ushered into the building as quickly as possible or remain in the room they are in if it is safe to do so.

Staff to lock of the playgroups offices, connecting doors and all outside doors where it is possible to remain safe.

Staff should ensure the windows and doors are closed/locked, screened where possible (e.g. by lowering blinds) and children are positioned away from possible sightlines from external windows/doors.

Turn lights off. The Manager or admin should make efforts to call the police immediately.

Children or staff not in the garden, Oak or Willow room should proceed to the nearest occupied room and remain there e.g. children and staff may end up opposite room to their base room.

Where the danger from an intruder is within the building, staff should work as quickly as possible to move the children to the farthest area and to make every effort to secure it. The preservation of the life of the children and adults should be the priority.

Staff should use the walkie talkies to notify the Manager that they have entered lock down and if there are children not accounted for. Walkie talkies should be turned to channel 1.

Staff to use the walkie talkies to communicate between rooms to ensure all staff and children are accounted for.

NO ONE SHOULD MOVE ABOUT THE PLAYGROUP.

Staff to support children in keeping calm and quiet.

Staff to remain in lockdown positions until informed by management in person that there is an all clear.

As soon as possible after the lockdown staff and children return to their base rooms and take the register. They should notify the manager immediately of any children not accounted for.