

## SECTION 3

### General Welfare Requirement: Suitable premises, environment and equipment

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

## Health and Safety

### 3.6 Critical Incident

#### Policy Statement

We make every effort to keep the premises open, however in the event of the building being effected by a critical incident i.e. closure of the premises due to adverse weather conditions, heating failure, flood or closure of nearby road or severe traffic jam the following procedure will be followed.

#### EYFS key themes and commitments



#### Critical Incident Procedure

In the event of a critical incident i.e. closure of the premises due to adverse weather conditions, heating failure, flood or closure of nearby road or severe traffic jam the following procedure will be followed;

- The safety and well being of the children will be of paramount importance.
- In the event that we need to evacuate the building current fire procedures will be activated and children will be removed to South Hill Centre through the adjoining car park.
- After emergency services have been contacted all efforts will then be made to contact parents/carers or emergency contact numbers.
- Staff will stay with the children for as long as necessary. No child would ever be left without a member of Young Discoverers staff with them.
- In the event of a critical incident if your child cannot be collected and staff members need to return to their homes the police or local authority social care team (01438 737500) will be informed and the child's family details given.
- If Pre-School needs to close all efforts will be made to inform parents before opening times. Staff will attempt to ring parents and put notices on the exterior doors.

- It is impossible for Young Discoverers to plan for every emergency which may arise, however, every effort will be made for the safety and convenience of families.
- In the event of a critical incident Ofsted and any other relevant agencies will be contacted. Staff will be informed as soon as possible.

### Legal framework

- Regulatory Reform (Fire Safety) Order 2005  
[www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

This policy was adopted by

Young Discoverers

On

10<sup>th</sup> July 2013 (date)

Signed

Name of signatory

Mrs Karen Keene

Role of signatory

Manager