

## **HAPPY HEDGEHOGS LTD**

### **Health and Safety, suitability of premises, environment and equipment**

#### **6.7 Lockdown Policy**

##### **Policy statement**

The safety of children, staff members and visitors on the premises is paramount and Happy Hedgehogs takes their duty to protect the wellbeing and welfare of these people very seriously.

Our main priority is to prevent an emergency occurring in the setting, however, this may be beyond our control and therefore we need to be prepared in the event of having to lock the premises down.

In order to keep our setting and any personnel safe we will act promptly in the following situations:

- If an emergency occurs within the outside environment where there is a potential risk from spills or poisonous fumes.
- In the event of an unauthorised person(s) who are unknown or considered dangerous on the nursery grounds.
- In a situation that could be caused by a domestic breakdown where other parties are attempting child abduction.
- In the event where staff/volunteers and visitors become a threat to the wellbeing of others within the nursery.

In the event of a lockdown, a long sharp whistle blow will be made by the manager/deputy.

Lockdown procedures will be practised on a regular basis so that all staff and children are familiar with the procedure.

## **Procedures**

*Happy Hedgehogs will follow the CLOSE procedure*

*Close all windows*

*Lock up*

*Out of sight and minimise movement*

*Stay silent and avoid drawing any attention*

*Endure. Be aware that you may be locked down for some time.*

*Within the nursery, all staff will follow these procedures:*

- Make sure all windows and doors are shut.
- Collect register and phones.
- All children and staff are to make their way to Pre School room upstairs (due to high windows and lockable door).
- Contact police asap.
- Use upstairs Pre School medical box if needed.
- Conduct an immediate headcount.
- Encourage everyone to be as quiet as possible.
- Keep everyone together.
- Remain in lockdown until given authorisation that it is safe from the relevant authorities.

## **Legal framework**

- *Health and safety at work act (1974)*
- *Management of health and safety at work regulations (1999)*
- *National counter terrorism security office (2015)*

## **Further guidance**

- Emergency planning and response (DfE 2015).

This policy was adopted at a meeting of

Happy Hedgehogs LTD

Held on

July 2020

Date to be reviewed

July 2021

Name of signatory

Carly Turner

Role of signatory

Director