

Policies and Procedures

How safe is your building? (1)



What documents do you have in place that contribute to the safety of you building?

Documents to have accessible and updated:

1. Risk assessments of all areas
2. Fire drill record and fire log book
3. Operation procedures for outings
4. Public liability insurance
5. Records for any vehicles and drivers.

TASK

- Check all documents are accessible and up to date. Do all staff know where to find them?
- Plan and implement a practice evacuation.
- Review associated Lockdown procedures Q card in the safeguarding section.
- Any areas for improvement identified should be captured in your development/action plan to ensure that changes are made and impact monitored.