

## **Emergency Procedures**

There are a number of situations where an emergency evacuation of an area might be necessary. As well as fire routines, they include a situation where it is necessary to get everyone inside a building urgently.

The following procedures will be practiced at least half termly (and with new children and staff) and will be recorded in accordance with our health and safety policy.

The Senior Playworker will identify any disabled staff and children who may need additional assistance in the case of an emergency. Personal emergency evacuation plans (PEEP) will be developed in consultation with children and their parents/carers and Playwork staff/other adults who may not be able to manage their escape into or out of the building unaided.

Parents/carers or other named contacts will be contacted as soon as practicably possible.

### **Fire or Other Emergency Evacuation Procedure**

In the case of a fire, or other emergency evacuation, the following will apply:

- Operate the alarm (fire alarm point, gong, bell or whistle) and call the relevant Fire and Rescue Service.
- Playworkers gather children and escort them via the nearest fire exit to the designated assembly point by the gate near the car park if the danger is at the back of the building, if danger in front of building assemble by the bicycle stand.
- Close all doors and windows in the vicinity of the fire to prevent spread.
- The first Playworker to leave the building should carry the register.
- The member of staff who is nominated to be the last to leave the building should check toilets and cloakrooms and should then take all reasonable steps to check that the building is clear.
- On reaching the assembly point a roll call should be taken immediately to identify whether everyone is accounted for.
- During this procedure no person or child should return into the building for any reason.
- The first fire-fighting team to arrive should be informed of any missing persons and their last known whereabouts. They should also be informed of the last known location of the fire.
- Pending the arrival of the Fire Brigade, staff may carry out such fire fighting as can be done without danger to themselves whilst maintaining suitable supervision of all the children.
- When deemed safe and appropriate, the children will be escorted from the assembly point to Maes y Felin school, or Holywell High school to await further instruction/collection by parents/carers/emergency contacts.
- Once the situation has been resolved, an incident form must be completed immediately after the event explaining exactly what happened. This form should be filed in accordance with the health and safety legislation where necessary (Contact Health and Safety Executive or visit [www.hse.gov.uk](http://www.hse.gov.uk)).
- Care Inspectorate Wales will be informed on the same day.
- All members of staff will review the reasons for it happening, and the Club identifies and implements any necessary measures to prevent it from happening again.
- The Club's insurance company will also be notified

**Reverse Emergency Procedure**

**To be used to quickly restrict access to the Club (or part of) through physical measures in response to a threat, either external or internal.**

In the case of a reverse emergency, the following will apply:

- Operate the alarm/signal using an appropriate method: e.g. verbally, dedicated signal.
- Assemble the children and count them.
- Escort the children inside closest accessible entrance.
- The member of staff who is nominated to be the last to re-enter the building should check that the vacated area is clear.
- Ensure all access points are secure and locked where necessary, to prevent any unauthorised access to the Club, or unauthorised exit from the Club.
- Take a roll call to ensure that everyone is accounted for.
- Contact relevant emergency services and await assistance if necessary. They should be informed of any missing persons and their last known whereabouts if applicable.
- Liaise with emergency services about contacting parents/carers.
- Once the situation has been resolved, an incident form must be completed immediately after the event explaining exactly what happened and should be filed in accordance with the health and safety legislation where necessary (Contact Health and Safety Executive or visit [www.hse.gov.uk](http://www.hse.gov.uk)).
- Care Inspectorate Wales will be informed on the same day.
- All members of staff will review the reasons for it happening and the Club identifies and implements any necessary measures to prevent it from happening again.
- The Club’s insurance company will also be notified.

**Fire or Other Emergency Evacuation Procedure Log**

<b>Date</b> (dd/mm/yyyy)	<b>Time<sup>1</sup></b>	<b>Comments</b>	<b>Signed</b> (Senior Playworker)

**Reverse Emergency Procedure Log**

<b>Date</b> (dd/mm/yyyy)	<b>Time<sup>2</sup></b>	<b>Comments</b>	<b>Signed</b> (Senior Playworker)

<sup>1</sup> It is useful to practise drills at different times of the day, when attendance and situation / activity may vary

<sup>2</sup> It is useful to practise drills at different times of the day, when attendance and situation / activity may vary

## Gweithdrefnau Argyfwng

Y mae nifer o sefyllfaoedd lle y gallai fod yn angenrheidiol gwacáu ardal. Yn ychwanegol at reolweithiau tân, maent yn cynnwys sefyllfa lle mae'n rhaid cael pawb i mewn i adeilad ar frys.

Rhoddir y gweithdrefnau canlynol ar waith o leiaf bob hanner tymor (a phan geir plant neu staff newydd), ac fe'u cofnodir yn unol â'n polisi iechyd a diogelwch.

Bydd yr Uwch Weithiwr Chwarae'n dod o hyd i unrhyw staff neu blant anabl, a allent fod angen cymorth ychwanegol yn achos argyfwng. Datblygir cynlluniau gweithredu brys personol mewn ymgynghoriad â phlant a'u rhieni/gofalwyr a'r staff Gwaith Chwarae neu oedolion eraill na fyddent â modd i ddianc i mewn nac allan o'r adeilad heb gymorth.

Cysylltir â rhieni/gofalwyr neu bobl gyswllt eraill a enwir cyn gynted ag a fo'n ymarferol bosibl.

### Gweithdrefn Dân neu Wacâd Brys Arall

Mewn achos o dân, neu wacâd brys arall, bydd y canlynol yn gymwys.

- Seinir y larwm (pwynt larwm dân, gong, cloch neu chwiban) a ffonwch y Gwasanaeth Tân ac Achub perthnasol.
- Y Gweithwyr Chwarae i gasglu'r plant ynghyd a'u hebrwng drwy'r allanfa dân agosaf i'r pwynt ymgynnull a ddynodwyd [rhowch enw'r lle].
- Caewch bob drws a ffenestr yn ardal y tân i'w rwystro rhag lledu.
- Y Gweithiwr Chwarae cyntaf i adael yr adeilad ddylai gario'r gofrestr.
- Dylai'r aelod o'r staff a enwebwyd i fod yr olaf i adael yr adeilad wirio'r toiledau a'r ystafelloedd cotiau ac yna gymryd pob cam rhesymol i wneud yn siŵr fod yr adeilad yn wag o bobl.
- Ar gyrraedd y pwynt ymgynnull dylid galw enwau'r rhai ar y gofrestr yn syth i sicrhau y gwyddys lle mae pawb.
- Ni ddylai'r un person na phlentyn ddychwelyd i'r adeilad, am unrhyw reswm, yn ystod y weithdrefn hon.
- Dylid hysbysu'r tîm cyntaf o ymladdwyr tân i gyrraedd o unrhyw bersonau coll a lle y gwyddys iddynt fod ddiwethaf. Dylid hefyd eu hysbysu o leoliad gwybyddus diwethaf y tân.
- Wrth aros i'r Frigâd Dân gyrraedd, gall staff ymladd y tân gymaint ag y gellid, heb beryglu eu hunain, wrth gadw goruchwyliaeth gymwys dros yr holl blant.
- Pan ystyrir ei bod yn ddiogel ac yn briodol, hebryngir y plant o'r pwynt ymgynnull i [enwch fan cyfarfod addas arall yma] i ddisgwyl cyfarwyddyd/gael eu casglu gan rieni/gofalwyr/pobl gyswllt brys.
- Unwaith y bydd y sefyllfa wedi ei datrys rhaid llenwi ffurflen ddigwyddiad yn syth wedi'r digwyddiad yn egluro yn union beth a ddigwyddodd, a'i ffeilio'n unol â'r ddeddfwriaeth iechyd a diogelwch lle bo'r angen.(Cysylltwch ag Awdurdod Gweithredol Iechyd a Diogelwch neu ewch i [www.hse.gov.uk](http://www.hse.gov.uk)).
- Hysbysir Arolygiaeth Gofal Cymru ar yr un diwrnod.
- Bydd pob aelod o'r staff yn adolygu'r rheswm dros y digwyddiad a bydd y Clwb yn nodi ac yn rhoi ar waith unrhyw fesurau angenrheidiol i'w rwystro rhag digwydd eto.
- Hysbysir cwmni yswiriant y Clwb yn ogystal.

### Gweithdrefn Argyfwng Tuag yn Ôl

Mewn achos o argyfwng tuag yn ôl, rhoddir y canlynol ar waith:

- Gweithredu'r larwm/signal.
- Cynnull a chyfrif y plant.
- Hebrwng y plant i mewn drwy'r fynedfa hygyrch agosaf.
- Dylai'r aelod o'r staff a enwebir i fod yr olaf i fynd yn ôl i mewn i'r adeilad wirio bod yr ardal a wacawyd yn glir.
- Sicrhau bod pob pwynt mynediad yn ddiogel ac ar glo, yn ôl yr angen, er mwyn arbed unrhyw fynediad diawdurdod i'r Clwb, neu adawiad diawdurdod oddi yno.
- Galw enwau i sicrhau y gwyddys lle mae pawb.
- Cysylltu â'r gwasanaethau argyfwng perthnasol a disgwyl am gymorth, os bydd rhaid. Os yw'n gymwys, dylid eu hysbysu o unrhyw bersonau sydd ar goll, a lle y gwelwyd hwy ddiwethaf.

- Trafod â'r gwasanaethau argyfwng parthed cysylltu â rhieni/gofalwyr.
- Unwaith y datrysir y sefyllfa, rhaid llenwi ffurflen ddigwyddiad yn syth wedi'r digwyddiad yn egluro yn union beth a ddigwyddodd, ac yna ei ffeilio yn unol â'r ddeddfwriaeth iechyd a diogelwch lle bo angen. (Cysylltwch ag Awdurdod Gweithredol Iechyd a Diogelwch neu ewch i'r wefan [www.hse.gov.uk](http://www.hse.gov.uk)).
- Dylid hysbysu Arolygiaeth Gofal Cymru ar yr un diwrnod.
- Bydd pob aelod o'r staff yn adolygu'r rhesymau pam y digwyddodd, a bydd y Clwb yn nodi ac yn rhoi ar waith unrhyw fesurau angenrheidiol rhag iddo ddigwydd eto.
- Hysbysir yn ogystal gwmni yswiriant y Clwb.

**Log Gweithdrefn Gwacáu Brys Tân neu Arall**

<b>Dyddiad (dd/mm/bbbb)</b>	<b>Amser<sup>3</sup></b>	<b>Sylwadau</b>	<b>Llofnodwyd (Uwch Weithiwr Chwarae)</b>

**Log Gweithdrefn Argyfwng Tuag yn Ôl**

<b>Dyddiadau (dd/mm/bbbb)</b>	<b>Amser<sup>4</sup></b>	<b>Sylwadau</b>	<b>Llofnodwyd (Uwch Weithiwr Chwarae)</b>

<sup>3</sup> Mae'n ddefnyddiol i ymarfer driliau ar wahanol amserau o'r dydd, pan fydd amrywiadau efallai yn y rhai sy'n bresennol a'r sefyllfa / gweithgaredd..

<sup>4</sup> Mae'n ddefnyddiol i ymarfer driliau ar wahanol amserau o'r dydd, pan fydd amrywiadau efallai yn y rhai sy'n bresennol a'r sefyllfa / gweithgaredd.