

Playcentre's Building Assistance Register



1. This Assistance Register will be maintained and continuously updated by the Centre member responsible for Health and Safety in conjunction with the Centre Administrator.
2. **This Register should be regularly updated (at least once a term)**
3. This Register should be readily accessible to the Building Warden and Fire Service.
4. This Register should be located and displayed next to the Centre's Sign in area

The following locations have been identified as areas where people who will require assistance to evacuate the building in an emergency will most likely be found:

Date	Likely LOCATION of anyone requiring assistance.	Assistance required	Person Assigned to Assist
EXAMPLES	Sleeping Room in cots	Remove sleeping infants/babies from the sleeping room	Parent on duty inside the building
	Toilets	Get children quickly away from the toilets and outside	Parent on duty inside the building
	Infants/toddlers in highchairs	Remove children from highchair and remove from the building	Parent on duty inside building

Centre members will ensure disabled members and visitors receive adequate assistance during an emergency:

Warden(s) at the time of an alarm, will appoint a suitable person to assist any person(s) with disabilities who are in the building as per the Building Assistance Register.

