



## Fire Safety Policy

### Policy Statement

**Riverside Childcare Ltd** places the highest priority on the health, safety and protection of all children, staff and families using our service. All reasonable measures are undertaken to guard against the outbreak of fire. In the case of a fire outbreak, staff are trained to implement the evacuation procedures according to the Fire Safety in Preschools Guidelines 1999. All staff are familiar with the location of any firefighting equipment and trained in the use of such equipment. This policy is available to parents, staff and all relevant stakeholders.

### Principle

This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Fire Services Act 1981 and 2003, the Health, Safety and Welfare at Work Act 2005, the Building Control Act 1990 and the Fire Safety in Pre-Schools Guidelines 1999.

### Rationale

Early Childhood Settings are required by law to produce and put into practice a Fire Register and an Emergency Evacuation Plan. Every person working with children should be equipped with the knowledge and skills to respond effectively where there is concern in relation to fire hazards within the building. Adults must supervise children at all times during the day. All equipment, fixtures and fittings must comply with the most recent European safety standard. All settings will have procedures detailing the frequency and timing of fire drills to be carried out in the service and will maintain a written record of any fire drill that takes place in the premises as well as a record of firefighting equipment and smoke alarms in the premises. These records will be available for inspection to a parent/guardian, an employee or an authorized person and retained for a period of five years after its creation. Procedures to be followed in the event of fire shall be displayed in a prominent position in the premises. **Our evacuation procedure is displayed beside the main entrance door and beside the fire door to the garden.** Our evacuation procedure is clear for everyone who enters our service to see.

### **Policy Procedure**

The guidelines for a fire safety programme as presented in Fire Safety in Pre-schools (1999) are adhered to:

- preventing outbreaks of fire (see Section 2.3)
- instruction and training of staff on fire prevention and fire safety procedures (Section 2.4)
- emergency procedures and evacuation drills (Section 2.5)
- maintenance of fire protection equipment (Section 2.6)
- maintenance of building services (Section 2.7)
- providing appropriate furnishings and fittings (Section 2.8)
- availability of escape routes (Section 2.9)
- keeping fire safety records (Section 2.10).
- Fire drills will be carried out **monthly** while changing the time and day to ensure all children experience a fire drill.
- All fire drill practices will be recorded in the **Fire Register**.



## Fire Register

- Staff assigned specific responsibilities will be listed in the fire register along with the training they have received. Copies of training certificates will be retained.
- All fire appliances including fire extinguishers, fire reels and fire blankets and their location will be listed along with their most recent service date.
- Evacuation procedures will be drawn up for each room with due consideration to the age range/mobility of the children. A **Record of Means of Escape Route Inspection** will be completed daily to ensure all emergency escape routes are free from obstructions and open freely.
- A **Record of Fire Door Inspection** will be maintained monthly to ensure that all Fire Doors are working correctly and are not blocked. Fire doors must be closed at all times (unless they are doors which automatically close when the alarm is sounded) to prevent the spread of the fire and/or toxic smoke.
- A **Fire Detection & Alarm System General Register** will be used to record any incidents or activation in relation to the fire detection system. A weekly/monthly sounder test will be carried out on all alarms.
- A **Record of Emergency Lighting Equipment Inspection** will be used to record dates of service and ensure that all lighting is maintained in line with the required standards.
- Firefighting equipment including fire extinguishers, smoke detectors and fire blankets are supplied and serviced each year. The Fire Safety Warden will ensure that the annual maintenance is carried out by a competent service provider. The service provider we use to service our fire equipment is **Fire Direct**.
- On completion of the work, a Certificate of Servicing/Testing should be issued by the service provider to the Fire Safety Manager and a copy should be kept with this register for inspection by an authorized person of the local fire authority.
- A record is retained in the fire register of the number, type and maintenance of firefighting equipment and smoke alarms.
- A record of all fire drills is also retained in the fire register.

## Fire Drill

Fire evacuation drills will be carried out to simulate fire conditions. No advance warning should be given, other than to specific staff or an alarm monitoring center for the purposes of safety and the avoidance of a false call being made to the Fire Service.

- The alarm will be set off manually or staff will raise the alarm. All fire drills are practiced by setting off the fire alarm.
- Fire drills are conducted monthly in Riverside Childcare.
- The staff and children will make their way to the assembly point location.
- Staff will bring the child attendance record (drop off/collections book)
- The fire officer will collect the staff/ guest sign in book.
- The fire officer will check each room to ensure no person is left in the building.
- At the assembly point all children and staff will be accounted for using the Attendance Records.
- A record of the fire drill will be maintained including the date, person/section taking part, the evacuation time, any details of deficiencies and actions to be taken.



## Training

- A staff member will be appointed **Fire Warden** and will receive training from a suitably qualified person every year.
- All staff will receive training in Fire Safety and evacuation procedures and will sign a declaration that they are aware of and trained in the procedures to be followed in case of fire in the service.
- All staff will be familiar with the location of any fire fighting equipment and trained in the use of such equipment.
- Staff will support children to understand the procedures to follow when they hear the fire alarm.



## Evacuation Procedures (Procedure in the event of an outbreak of fire):

### **Raising the Alarm**

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm calls point.

### **Calling the Fire Brigade**

- All outbreaks of fire or any suspected fire, however small, must be reported immediately to the Fire Brigade by the quickest means available. This task will be the responsibility of the Named Person.

*When calling the Fire Brigade give clear information including:*

- *Name of the building*
- *Address of the building*
- *Eircode*
- *Directions to the building*
- *Type of fire situation (if available), for example, fire location, fire size, materials involved, persons missing.*

### **On hearing the fire alarm**

*The evacuation procedure will be initiated once the fire alarm has been sounded. Everyone will exit the building as fast as possible but in an orderly manner. Staff in each room are aware of the children in their care.*

### **Assembly Point**

- An area outside the premises is designated as an assembly point. It is clearly marked and easily identified. The fire assembly point used by Riverside Childcare is **at the football pitch**.
- The assembly point must be far enough away from the premises to afford protection from the heat and smoke in a fire situation.
- The assembly point must be in a position that does not put children and staff at risk from emergency vehicles responding to the incident
- Specific arrangements must be made for children with additional needs to ensure that they are assisted during evacuation
- No running is to be permitted to avoid panic
- On staircases, everyone must descend in single file. Overtaking of individuals must not be permitted
- Lifts must not be used
- Anyone who is not in a room when the fire alarm sounds must go immediately to the assembly point
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the person in charge

### **Roll Call**

- **Attendance registers and visitors' book** should be held at a central point and must be brought to the assembly point when the alarm sounds



- One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises
- When everyone has assembled at the assembly point, a roll or count must be made immediately to ascertain that no one has remained in the premises
- Any visitors or contractors in the premises at that time must be included
- The count at the assembly point must be checked using the **drop off/collections registers and visitors' book** to verify that everyone is out of the building
- The person in charge of each room must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of any persons missing

### **Meeting the Fire Brigade**

- The nominated person who carried out the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so, vital information can be relayed to the Fire Officer, which will dictate the necessary actions to be carried out by the Fire Brigade.
- You should provide the following information to the Fire Brigade: the location of the fire; materials involved; details of missing persons; location of nearest fire hydrants; location of all access doors to the building; location of any special risks, Keys for access into any locked areas.
- The Fire Brigade should be notified about any missing persons when they arrive at the scene.

### **Notifying Parents and Guardians**

- The agreed notification procedure should be initiated so that parents and guardians are notified.

### **Child Friendly Version**

- An example of a child friendly version of the evacuation procedure can be found on the following page.

A Fire Warden has been appointed. Our fire officer is **Michael Dunster**.

An assembly point location has been identified. The location is **at the football pitch**.

**Person Responsible:** Michael Dunster

**Date implemented:** 02/05/22

**Signed by:** Michael Dunster On behalf of Management (Manager, Owner)

**Review Date:** 02/05/23



## Child Friendly Evacuation Procedure



### If a fire starts in your school service

- If you hear a fire alarm, remember the fire drill practice.
- Stay calm, don't run and do everything that your teacher says.
  - If you're going down stairs, walk in a straight line.
  - Don't use lifts – they stop working when fire starts.
- Leave all of your bags and toys inside – these will get in people's way.
- When you reach the Assembly Point outside, stay with your friends and listen carefully to your teachers and the fire brigade.
- Make sure to listen carefully for your name during roll call – SHOUT that you are 'present' so that your leaders can hear you.
- Stay quiet and calm outside and wait for your leader to tell you that it is safe to go inside again.

