



Policy and Procedure Fire Safety

Fire Safety

Principle

The following legislation governs fire safety. The Fire Services Act 1981, the Childcare (preschool Services) Regulations 1996- Section 27, the Safety Health and Welfare at Work Act, 2005.

Statement of Intent

We will ensure that they comply with all the relevant legislation. We will also ensure we follow the "Guide to Fire Safety in the Premises used for Centre Services" from the Department of the Environment. This is to ensure the safety, health and welfare of the children, staff and parents who are in the Centre.

This policy will be placed on our noticeboard and on our website.

Policy & Procedure

The Centre will ensure that:

- Fire Safety Policy and Procedure Fire drills are held at least once a month at a variety of times to ensure all children are familiar with the procedure, see Fire Drill Policy and Procedure below.
- They are organized by the health and safety officer or manager of each facility.
- Fire extinguishers and blankets will be stored appropriately, ready for use and in good working order
- All firefighting equipment will be serviced, and a record maintained of the service dates.
- Each room has a fire drill evacuation procedure posted on a wall.
- Staff will be trained on how to use fire fighting equipment. A record of this training will be recorded.
- All members of staff and children are not alerted beforehand so that the practice can be as realistic as possible.
- When the alarm sounds, the children line up with their leader and are lead out of the building through the emergency exit.
- All children are made aware of where all fire exits, and fire-fighting equipment are located. A head count will take place as they leave the building.



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- Once outside the building the children are led to the fire assembly area where the register is called. A record of all fire drills will be maintained recording the time taken to evacuate the building, the number of children and staff who participated and any difficulties arose while participating in the drill will be recorded.
- Fire extinguishers are in relevant places. All staff and children will be familiarized with the location of fire safety equipment and the reason why drills are necessary. In the event of a FIRE the following procedure will be followed.
- The smoke detectors will be checked regularly to ensure they are working. A record will be maintained of the dates on which the detectors are checked.
- Materials contained in bedding and internal furnishings within the Centre will be of EU standard (i.e. kite symbol or CE compliant) in relation to fire retardant properties and will be non-toxic
- Heat emitting surfaces will be protected by a fixed guard and/or thermostatically controlled to ensure safe temperatures.

General

Employees should follow procedure for operating the fire alarm as outlined in the Health and Safety Statement. All employees should be aware of:

- All escape routes from the premises.
- Method of operation of fire doors.
- The importance of keeping fire doors closed.
- How to isolate power supplies where appropriate.
- The importance of general fire precautions and good housekeeping.
- Health and Safety Officers Role and Responsibility

We have a designated and safety officer whom is responsible for the following:

1. Ensuring all firefighting equipment is checked monthly
2. Ensure all training is updated
3. Ensure all Health and Safety regulations and practice are adhered too
4. That all staff are adhering to the health and safety policies
5. Ensuring all children and staff are have completed a practice fire evacuation as per regulation requirements.
6. Ensuring that they are up to date with all relevant and new practises and procedures in all aspects of cleanliness.



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7. Ensuring that Precious Children is adhering to all regulations and standards at all times.
8. Responsible to ensure all documentations are to standard at all times
9. Continuously developing best practices and activities that is encouraging and learning for all staff and children.



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Fire Drill

IF YOU DISCOVER A FIRE OR ONE IS REPORTED TO YOU.

Raise Alarm Leader blows whistle (never used for anything else) 3 blasts to alert staff and children of a fire in building. - Some facilities may use fire panel to alert please note which.

In the event of a real fire sound the fire alarm button at your near location.

Do not stop to collect personal belongings.

Close doors, and windows if possible, on route.

The main thing to remember is to stay calm and not to panic

Then each room leader collects the child register and staff roster.

Evacuate Building With staff member at front and staff member at rear, children and staff **walk to designated fire assembly point**

Front on the green at the Assembly point,

Back at the far wall at the Assembly point,

Leader checks all children and staff are present against register.

Call Fire Brigade the appointed person goes to call the Fire Brigade from the nearest phone.

The leader stays with the children.

Putting out Fire if it is safe to do so without risk to oneself, a member of staff, not needed for the children, may fight the fire with appropriate extinguishers until the Fire Brigade arrives.



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Parents will be contacted to take the children home following de-briefing from the Leader to reassure the children.

REMEMBER – DO NOT RE – ENTER THE BUILDING UNTIL THE FIRE OFFICERS SAY IT IS SAFE TO DO SO



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Fire Drill

IF YOU DISCOVER A FIRE OR ONE IS REPORTED TO YOU.

Raise Alarm

Do not stop to collect personal belongings.

The main thing to remember is to stay calm and not to panic

Evacuate Building With staff member, walk to designated fire assembly point:

- 1. Front on the green at the Assembly point, or**
- 2. Back at the far wall at the Assembly point,**

Stay there and listen to your group leaders.

REMEMBER – DO NOT RE – ENTER THE BUILDING UNTIL THE FIRE OFFICERS SAY IT IS SAFE TO DO SO



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4. that all staff are adhering to the health and safety policies
5. ensuring all children and staff are have completed a practice fire evacuation as per regulation requirements.
6. ensuring that they are up to date with all relevant and new practises and procedures in all aspects of cleanliness. Ensuring that Precious Children is adhering to all regulations and standards at all times.
7. responsible to ensure all documentations are to standard at all times
8. continuously developing best practices and activities that is encouraging and learning for all staff and children.



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