

Sample Fire Safety Policy

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required

Sample Policy Statement

Named Service 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 fire outbreak, staff are trained to implement the evacuation procedures according to the Fire Safety in Preschools Guidelines 1999. All staff are familiar with 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 Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018, the Fire Services Act 1981 (articles 18 and 19) 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 or any subsequent legislation devised specifically for School Aged Childcare Services. In addition, the Fire Services Department at your local authority may have specific guidance in relation to fire safety for your service. The Fire Authority for your area can be contacted for clarification on any fire safety issue. This policy is compliant with Articles 18 and 19 of the Fire Services Act 1981.

Rationale

School Aged Childcare Settings are required by law to produce and put into practice a Fire Register and an Emergency Evacuation Plan. Every person working with school aged 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 authorised 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 (location where evacuation procedure is displayed).** Our evacuation procedure is clear for everyone who enters our service to see.

Sample Policy Procedure

In the absence of specific legislation on fire safety for School Aged Childcare Services, the guidelines for a fire safety programme as presented in Fire Safety in Pre-schools (1999) should be 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 of 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 _____.**
- 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 centre 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 Named Service.**
- 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.

- 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 _____.

An assembly point location has been identified. The location is _____.

Person Responsible: _____

Date implemented: _____

Signed by: _____ **On behalf of Management**
(Manager, Owner, Chairperson)

Review Date: _____

Templates for the fire register are available in the Fire Safety in Preschools (1999) which is available from the download library of Early Childhood Ireland's website.

Child Friendly Evacuation Procedure

This section should be tailored to suit the age and stage of development of the children in your service. Graphics and different colours can be added. It is also important to update it with the particulars of your service's 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 afterschool leader 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 leaders 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.