

Fire Safety Policy

Policy Statement

LITTLE STARS ON THE LANE places the highest priority on the health, safety and protection of all children, staff and families using **LITTLE STARS ON THE LANE**. 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 has been updated in line with current guidance the HSPC Infection Prevention and Control guidance for services providing childcare during the COVID-19 Pandemic, the DCYA's Return to Work Safely Protocol and Tusla's Children Services Regulations Guidance Document for Early Years Services: COVID-19

Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Child Care Act 1991 (Early Years Services) (Amendment) Regulations 2016 and the Tusla Quality and Regulatory Framework., 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.

This policy is available in written form on the premises to parents, staff and all relevant stakeholders and is circulated through the parent's whatsapp each September.

Rationale

Childcare 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 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 conspicuous position in the premises.

Fire Safety 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 including bedding (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. Fire drills will adhere to adult physical distancing guidelines and be carried out in such a way to limit interaction of play pods with each other.

- All fire drill practices will be recorded in the Fire Register.

Fire Register

- Staff of **LITTLE STARS ON THE LANE** who assigned specific responsibilities are listed in the register along with the training they have received. Copies of training certificates are available on request.
- All fire appliances including fire extinguishers, fire reels and fire blankets and their location are listed along with their most recent service date.
- Evacuation procedures have been drawn up for each room with due consideration to the age range/mobility of the children. A **Means of Escape Route Inspection** will be completed daily to ensure all emergency escape routes are free from obstructions and open freely.
- 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** is 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 serviced each year. The Fire Safety Warden ensures that the annual maintenance is carried out by a competent service provider.
- Records of service and testing are kept on record for all fire and smoke alarms.

Fire Drill

Fire evacuation drills are carried out to simulate fire conditions. When carrying out an unannounced fire drill **LITTLE STARS ON THE LANE** adheres to the following procedure:

- the carbon monoxide alarm will be set off to raise the alarm.
- The staff and children from each pod will make their way to the assembly point location separately and maintain physical distancing. The assembly point will be displayed and marked and staff will ensure physical distancing can be maintained.
- Staff will bring the child attendance record.
- 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

- **Sabine Cuffe and Kara Gargolinski Mc Alister** have been appointed **LITTLE STARS ON THE LANE's** Fire Wardens and receives training from a registered provider every year. The fire warden will liaise with the Lead Worker Representative to ensure fire safety procedures are consistent with Covid-19 risk management measures. We have two fire officers as one person is not on site all the time. If both Sabine and Kara are on site, Kara is the senior fire officer.
- All staff have received training in Fire Safety and Evacuation procedures and have signed a declaration that they are aware of and trained in the procedures to be followed in case of fire in the service. Updated training if required will be provided on physical distancing for evacuation procedures.
- All staff are familiar with the location of any firefighting 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

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 fire officers - Sabine Cuffe and Kara Gargolinski Mc Alister.
- When calling the Fire Brigade, the following information is given 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.

Assembly Point

- The assembly point for our preschool is on Theatre Lane.
- The assembly point is far enough away from the premises to afford protection from the heat and smoke in a fire situation.
- The assembly point is in a position that does not put children and staff at risk from emergency vehicles responding to the incident
- The assembly point will be marked so as to adhere to current physical distancing guidelines.
- Specific arrangements have been made for children with additional needs to ensure that they are assisted during evacuation
- No running is permitted to avoid panic
- On staircases, everyone must descend in single file. Overtaking of individuals is not 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 is 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 **Sabine Cuffe and/ or Kara Gargolinski Mc Alister**

Roll Call

- Attendance registers and visitors' book are held at a central point and will be brought to the assembly point when the alarm sounds
- **Sabine Cuffe and Kara Gargolinski Mc Alister** have been 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 will be made immediately to ascertain that no has remained in the premises
- Any visitors or contractors in the premises at that time will be included

- The count at the assembly point will be checked using the attendance records and visitors' book to verify that everyone is out of the building
- The person in charge of each room will report to **Sabine Cuffe or Kara Gargolinski McAlister, who are** 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 fire officer** who carried out the roll call will identify him/herself to the Fire Brigade on their arrival and pass on any information regarding the location of the fire, anyone remaining in the building.
- They will 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 will be notified about any missing persons when they arrive at the scene.

Notifying Parents and Guardians

- Parents/Guardians will be notified as soon as practical should a fire occur in **LITTLE STARS ON THE LANE**.

A Fire Warden has been appointed.

Our fire officers are: Sabine Cuffe and Kara Gargolinski Mc Alister.

An assembly point location has been identified. The location is Theatre Lane

Person Responsible: Ciara Watson

Date implemented: 20/08/2021

Signed by: Ciara Watson On behalf of Management

Review Date: 07/01/2022

Please see an example of our child friendly policy:

We are very careful to keep you really safe in our Afterschool.

We hold fire drills every month to make sure that every one of us knows exactly what to do if there ever was a fire in the building.

We sound the alarm and you must line up at the door, we will calmly walk together to the assembly point on Theatre Lane.

When we get there our team will check everyone is present by doing a roll call. It's really important to listen carefully and speak clearly when your name is called.

If there was a real fire, our leader will call the fire brigade once we know you are all out and safe. They will come to put out the fire, while we stay outside so you cannot be harmed in any way. Our leader will call your parents, who will bring you home.



So remember, when you hear the bell, listen carefully to your leader and follow our fire plan. We'll do lots of practice in our fire drills!

