



Fire Safety Policy

Rationale and Policy Considerations

Club Spraoi places the highest priority on the health, safety and protection of all children, staff and families using our service. We will ensure that our staff have training in fire safety and that all children are educated appropriately on the dangers of fire and what to do in the event of a fire within the service.

The purpose of this policy is to meet the legislative and regulatory requirements that are in place to ensure that the service is fully prepared for in terms of fire safety.

Legislation and regulatory requirements

Under the, Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018, Regulation 10 requires a Fire Safety Policy. This means a policy specifying:

- The frequency and timing of fire drills to be carried out in the service; and
- The way in which the record in writing referred to in Regulation 26 Fire Safety Measures is to be maintained.

There are further requirements under:

- Regulation 23 Safeguarding Health, Safety and Welfare of the Child sets out what is required for implementation with regard to the stated policy requirements.
- Regulation 26 Fire Safety Measures sets out the fire safety records that must be retained by an early years service, how long they must be kept for and who can have access to these records.

This policy is also developed in accordance with articles 18 and 19 of the Fire Services Act 1981.

Policy Statement

At Club Spraoi we do everything necessary to ensure that all reasonable measures for fire prevention and fire safety are taken.

We have a nominated Fire Safety Officer (Fiona Murphy). Our Fire Safety Officer is appropriately trained. All staff members are trained in fire prevention and fire safety procedures and practices. Each individual staff member understands their role and responsibilities in relation to the fire safety measures in the service.

All of the children who are old enough are educated about fire, fire safety and the evacuation procedures and are supported to regularly practice how to evacuate calmly and safely from the building.

Appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and fire extinguishers) are in place and we ensure that they are properly maintained and in proper working order.

Records are kept of monitoring and maintenance of all fire detection and control equipment. Records are also kept of all fire drills as well as all monitoring and reviews carried out.

Fire exits are clearly identifiable. All fire doors are kept free from obstruction and are easily opened from the inside.

We have clear written procedures attached to this policy for all aspects of fire safety including:

- Fire prevention
- Training and informing staff members
- Educating and preparing the children on fire safety and safe evacuation
- Raising the alarm if necessary and contacting emergency services
- Emergency evacuation
- Notifying parents of any accidents or incidents
- Monitoring, reviewing and recording all activities relating to fire prevention and fire safety

Procedures & Practices

Fire Prevention

Fire prevention measures help to reduce or eliminate the risk of fires occurring. Club Spraoi takes the following measures to reduce the risk if fire:

- preventing the accumulation of waste materials;
- ensuring that electrical and gas appliances are in safe working condition;
- ensuring that upholstered seating is in good condition;
- ensuring that open-fires or portable heating appliances are not used, and that all heat emitting surfaces are suitably protected by a fixed safety guard or are thermostatically controlled to ensure safe surface temperatures;
- ensuring that waste receptacles such as dustbins should be made from non-combustible materials
- ensuring that cooking equipment is safely used (deep-fat frying is never used)
- ensuring that flammable liquids or gases are not stored inside the building.

Staff Training

Staff receive instruction and training on fire prevention and fire safety procedures. This training will enable them to respond effectively in ensuring the safety of children and others on the premises in the event of a fire occurring. The instruction and training includes the following:

- undertaking the fire prevention measures indicated above
- undertaking the emergency procedures and evacuation drills
- using fire-fighting equipment in a safe manner
- being aware of the fire detection and alarm facilities
- being familiar with the fire protection equipment
- ensuring the availability of escape routes

Details of all staff training is recorded in the fire safety register for the premises

Fire safety equipment

- Apex Fire is responsible for updating and monitoring the fire prevention and fire safety equipment in the building and making sure it is in working order (e.g. fire extinguishers and fire blankets).
- The service's Fire Safety Officer ensures that records are kept of the monitoring and maintenance carried out. The service's Fire Safety Officer also determines by visual inspection that the equipment is in place and is ready to use if required.

Educating and preparing the children on fire safety and safe evacuation

- Fire drill practices take place monthly to ensure that all children and staff are familiar with fire procedures, should a fire take place. Days of fire drills are changed so that every child attending the service is involved in the practice.
- Staff discuss with the children the reasons for the fire drills before and after each drill.
- Records of the fire drills are kept detailing the day, time, duration and difficulties encountered in evacuating children and staff from the premises. Difficulties during fire drills are dealt with immediately.
- Fire drill instructions indicating exit routes and the fire assembly point outside the building is clearly displayed in each room.
- Staff attend regular fire safety training
- Smoke detectors, fire extinguishers and fire blankets are available as recommended by the Fire Safety Officer and serviced annually. Written records are kept of the monthly checks of the fire-fighting equipment.

Fire Drill

- The alarm will be set off manually or the smoke detectors will raise the alarm
- The staff and children will make their way to the assembly point location.
- 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

Procedure in the event of fire

In the event of a fire, the evacuation plan is broken down as follows:

- Raising the alarm
- Calling the fire brigade
- A clear evacuation procedure
- An assembly point and roll call procedure
- Fighting the fire (if safe to do so)
- Assisting the fire brigade.

These procedures are displayed in a prominent place, on the wall at the entrance to the classroom and in a child friendly format for the safe evacuation of the children availing of the service.

Raising the alarm

All staff are aware of how to raise the alarm. Alarm sounders are be different and distinct from any other signal used in the building.

Evacuation procedure

- All children will leave the building through the designated exit doors, being urged by staff to walk and to remain calm.
- The staff and children will make their way to the assembly point location
- 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 fire brigade will be called by the Fire Safety Officer

Assembly point and roll call procedure

- **The Designated Assembly Area at Brooklodge NS is the basketball court closest to the main road.** The location of the assembly area is clearly stated in the procedures.

- A roll call will be taken at the assembly point to ensure all occupants are accounted for.

Calling the Fire Brigade

The Fire Brigade will be called immediately in the event of fire, however small. This will be the responsibility of the Fire Safety Officer. When calling the Fire Brigade, the Fire Safety Officer will give the following information:

- 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.

A procedure for fighting the fire

It may be possible, by the use of fire-fighting equipment such as a fire extinguisher or fire blanket (where it is safe to do so), to control or extinguish a very small fire incident, but any such intervention should not delay evacuation or calling the fire brigade.

Recording of all activities relating to fire prevention and fire safety

The keeping of fire safety records is an important element of the fire safety programme and for this purpose, a fire safety register for the service is maintained. The register contains a complete record of all fire safety matters on the premises, it is kept up to date and available for inspection if required. The register contains the following information:

- the name of the person responsible for the fire safety programme;
- the name of the person responsible for calling the fire brigade;
- the number of children being catered for
- a plan of each floor of the school
- details of staff training
- details of evacuation/fire drills
- details of fire-fighting and other fire protection equipment
- details of inspections, testing and maintenance of building services.

Firefighting Equipment:

This policy must state that staff are familiar with the location of firefighting equipment and are trained in the use of this equipment. Details relating to the number, type, location and maintenance record of fire-fighting and other fire protection equipment should be recorded in the fire safety register for the premises

Communication

This Policy will be made available to parents, school aged children, staff, school management and any other relevant stakeholders. All parents/guardians are informed of the Policy on Fire Safety on enrolment.

A summary of this policy is included in the Parents'/Guardians' Handbook. This policy will also be included in staff induction and annual staff training.

A copy of all policies will be available during all hours of operation to all staff and to parents/guardians in the Policy Folder located at the entrance to the classroom.

Parents/guardians may receive a copy of the full policy at any time upon request.

Parents/guardians and staff will receive written notification of any updates.

Contact Information

If you need more information about this policy, contact:

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This policy was adopted by Club Spraoui on: 1st May 2019

Signed by: Priscilla McCann (Owner)

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