



Fire Safety Policy

Version 1:

Board Approval: February 2017

Reviewed: September 2020

Reviewed: February 2025

Responsibility of:

Policy Statement

Finglas 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 fire outbreak, staff are trained to implement the evacuation procedures according to the Fire Safety in Preschools Guidelines 1999.

Rationale

This Fire Safety policy sets out all procedures undertaken by Finglas Childcare in the area of fire prevention and fire safety. All staff are familiar with location of any firefighting equipment and trained in the use of such equipment.

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.

Scope of Policy

This Fire Safety Policy relates to staff, children, parents and visitors to our service. This policy will be kept in the Policies folder at reception of each EYS, it will be summarised in the Parents Policy Handbook that every parent receives on enrolling their child.

Policy and Procedure

Apex Fire Ltd maintains the fire fighting equipment yearly and updates the Fire Register after maintenance. All staff partake in monthly fire drills, smoke alarm checks and these are documented by the senior early years practitioner or creche supervisor. Every person working with children is 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 comply with the most recent European safety standard. These records are available for inspection to a parent/guardian, an employee or an authorised person and retained for a period of five years after its creation.

Fire exit routes and procedures to be followed in the event of fire are displayed in a conspicuous position in each premises. These must be adhered to by all staff with no exceptions.

- 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 register along with the training they have received. Copies of training certificates will be retained.
- All fire appliances including fire extinguishers and fire blankets and their location will be listed along with their most recent service date.
- A Record of Fire Door Inspection will be maintained quarterly to ensure that all Fire Doors are working correctly.

A Fire Safety Warden will be appointed to each location and receive appropriate training.

Management will ensure that the annual maintenance is carried out by a competent service provider

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- A quarterly sounder test will be carried out on all alarms.
- 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.

Fire Drill Procedure

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 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.
- 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 registered provider. All staff will receive training in Fire Safety and evacuation procedures. All staff will be familiar with the location of any firefighting equipment and trained in the use of such equipment. Staff will support children understand the procedures to follow when they hear the fire alarm.

Fire Safety Policy

Name of location _____

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

Fire Safety Policy

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