



## **Fire Safety Policy and Procedure**

### **Policy Statement:**

*Little Acorns and Acorns After School 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 a fire outbreak, staff are trained to implement the evacuation procedures according to the Fire Safety in Preschools Guidelines 1999. All staff are familiar with the location of any firefighting equipment and trained in the use of such equipment. We will follow all relevant legislation. We will also ensure we follow the 'Guide to Fire Safety in the Premises used for Preschool Services' from the Department of the Environment. This is to ensure the safety, health and welfare of the children, staff and parents/guardians who are in the Service. Fire drill procedures are carried out in a child friendly format to ensure the safe evacuation of the children availing of the Service. In the interests of a child friendly approach children are taught the fundamentals of fire safety and drills are carried out in a manner that the children can understand. Staff will be aware that any children who may become upset during fire drills will offer reassurance.*

### **Principle:**

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.

***A child friendly version of this policy has been developed by the Service and is available to school age children in the Service. Children will be taught to evacuate in a child friendly manner and this procedure will be built into the curriculum.***

***Children will be taught about fire safety and staff will be cognisant of the children's age and stage of development in doing this***

### **Rationale:**

Early childhood 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.

### **Policy Procedure:**

#### **We will ensure that:**

Records of all fire drills held are retained by the Service.

Fire drills will be carried out at different times monthly. A written record will be kept on file and will be available for inspection.

- Records of fire drills will demonstrate that:
    - They are initiated by setting off the fire alarm.
    - all children attending the Service are included in the drill;
    - how many children and staff are present;
    - The fire drill is carried out at different times of the day and on different days of the week and includes all groups.
    - the date and time of the drill.
    - the length of the drill;
    - routes of escape used
    - Fire extinguishers and blankets will be stored appropriately, ready for use and in good working order.
    - A record of the number, type and maintenance record of all firefighting equipment including fire extinguishers and smoke alarms will be kept and they will be serviced annually with a record maintained of the service dates. The records will include:
      - A maintenance certificate from a competent contractor or company.
- All employees will be trained on: the Fire Safety Policy

o The procedure to be followed in case of fire with particular awareness of the layout of the premises and the ages of the children.

o Where firefighting equipment is located.

o How to use firefighting equipment.



- o The location and operation of fire doors and fire exits.
- o Carrying out and recording fire drills.
- o Fire safety risk assessment.
- o Staff will be trained/retrained at least every 2 years.

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 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
- Smoke detectors will be placed at strategic points in the building and 'hard wired'. The smoke detectors will be checked at least once a month 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 Service will be of EU standard (i.e. kite symbol or CE compliant) in relation to fire retardant properties and will be nontoxic.
- Heat emitting surfaces will be protected by a fixed guard and/or thermostatically controlled to ensure safe temperatures.



- A system for giving warnings in the event of fire must be provided.
- Escape route and exit doors should be maintained free from obstruction so that they can be safely and effectively used at all times

### **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, 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 Fire Detection & Alarm System General Register will be used to record any incidents or activation in relation to the fire detection system. A 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.
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- 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 will be kept in the Tusla Governance Folder in Reception for inspection by an authorized person of the local fire authority.

### **Fire Drill**

- Fire evacuation drills will be carried out to simulate fire conditions. No 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.
- Every classroom entrance and exit will have a laminated Fire Evacuation Procedure attached to the wall which will easily be understood by staff and children in the event of a fire (See Appendix A).
- Each month School Aged Children and Early Years Children will take part



in Fire Drills – during these drills children will be given the opportunity to read through the procedure. They will also be provided with instruction about where in the classroom the Fire Evacuation Procedure is displayed.

- A child friendly fire evacuation procedure is also laminated and displayed at every entrance and exit (Appendix B). During weekly class activities children will be provided with opportunities to follow the procedure step by step to ensure that they understand how to follow it.
- The staff and children will make their way to the assembly point location.
- Staff will bring their class register with them.
- The leader/ staff members 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 register.
- 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.

### **Fire Drill Policy:**

- The Service has a notice of the procedures to be followed in the event of a fire drill or evacuation posted on the wall in all areas.
- All staff members will be trained and should be familiar with their responsibilities with regards to fire drills and the procedures in case of the fire alarm going off.
- The fire alarm procedure must be shown to all students, and relief employees commencing work in the Service.
- The Service has a lesson with the children about fire and why fire drills must be practiced. We do mock fire drills with the children.
- Fire drills will be practiced on a regular basis, at least once a month.
- All persons on the premises at the time are expected to participate.
- All children and staff members must be signed in and out accordingly onto the attendance record.
- This record will be used for fire drills. The main thing to remember is to stay calm and not to panic.
- The children should be filed out and brought to the fire assembly point where roll call will take place.
- A record of the fire drill should be kept on file in the office - how long it took, equipment needed, how it was dealt with, how the children dealt with it etc. If a child in the group was upset this should be noted in his/her individual file.

### **Training:**

- Key staff will be appointed Fire Warden and will receive training from a registered provider every year.



- All staff will receive training in Fire Safety and evacuation procedures and will sign a declaration that they are aware of and trained in the procedures to be followed in case of fire in the service.
- All staff will be familiar with the location of any fire fighting equipment and trained in the use of such equipment.
- Staff will support children and understand the procedures to follow when they hear the fire alarm.

### **Fire Evacuation Procedure for non-walkers:**

(Babies and Wobbler If a fire is discovered or reported:

- Sound the alarm and shout FIRE.
- Begin evacuation procedure immediately.
- Open the nearest available exit and direct staff to begin opening the fire evacuation cot or place babies in the fire evacuation cot.
- The designated staff member should check all areas under their responsibility for babies i.e. changing room, sleep rooms, soft play area etc. and if safe to do so, while checking close all doors and windows in each area.
- Place babies, up to 6 at a time in the evacuation cot and begin evacuation of baby room/s and wobbler room/s.
- Wobbler rooms will use the trundle trucks to transport the wobblers to the fire assembly point.
  - Make your way to the nearest Fire Assembly Point outside the building.
- Do not stop to collect personal belongings or to put on coats Once outside stay outside
- Do not re-enter the building until management of the fire brigade – fire safety officer informs you it is safe to do so.
- A roll call will be carried out by management at the assembly point to ensure all persons are accounted for.

A Fire Wardens have been appointed. Our fire wardens are:

Erika Deery

Rachel Crumlish

Lynda Moore

Saoirse Callaghan

Keara Kelly



An assembly point location has been identified. The location is  
Fire Assembly Point along fence beside So-Lo Stores

Each Classroom has their designated fire assembly point.

A handwritten signature in black ink, appearing to read 'E. Beery'.

Managers Signature:

Date: 21/07/2023

### **Fire Register Index:**

Section 1: names and duties of responsible people, fire training records, evacuation drill reports and copies of certificates.

Section 2: inspection of firefighting equipment including records

Section 3: inspection of the means of escape

Section 4: inspection on the fire detection and alarm system including reports and certificates issued.

Section 5: inspection of Emergency lighting including reports and certificates issued.

Section 6: Furnishing and fittings inspections



## Appendix A: Fire Evacuation Procedure

### **Emergency and Evacuation Procedures**

#### **Discovering a fire**

##### **What to do ?**

- Raise the alarm by alerting all members of staff to begin evacuation procedure. •

Phone the fire brigade from the nearest phone (dial 112) giving the following details :

Name of the Premises: **Little Acorns Nursery, Montessori Playschool & Acorns After School**

Address of the Premises: **Gaelic Park, Carndonagh, Co Donegal**

**Eircode: F93 XDD1**

Premises: **Just opposite Kelly's petrol station on Church Street in Carndonagh on the right hand side.**

Nature of the Fire: **Inform the official what Unit Number the fire is located and where on the premises the fire is**

#### **On hearing an alarm or other warning**

##### **What to do ?**

1. Instructions will be given by the Room Leader.
2. Nursery children who are unable to walk will be put in the escape cots or trundle train.
3. Form a single file, leave the room and go directly to the Assembly Point: **Along fence in front of So-Lo**
4. **Always check play houses and bathrooms upon exit.**
  5. **Children already outdoors in gardens will wait until children in classes have evacuated first.**
6. Take class mobile phone and register with you.
7. The last adult leaving the room will check bathrooms and covered play areas.
8. Conduct a roll-call

##### *Remember*

- **Do not return for anything that you may have forgotten.**
- **Do not stop to collect personal belongings.**
- **Do not open a door if you suspect a fire on the other side.**
  
- **Do not re-enter the building until advised to do so by the fire brigade.**





Appendix B: Child Friendly Fire Evacuation Procedure

# Emergency and Evacuation Procedures

## What I Do If I Discover A Fire

|   |  |
|---|--|
| <p><b>What to I do?</b></p>   | <ul style="list-style-type: none"> <li>• Tell my teacher immediately</li> <li>• My teacher will phone 112</li> </ul>   |
| <p><b>What will my teachers do then?</b></p>  | <ol style="list-style-type: none"> <li>1. My teacher will give our class instructions.</li> <li>2. My teachers will get my class to form a single file, leave the room and go directly to the Assembly Point: <b><u>Along fence in front of So-Lo</u></b></li> <li>3. My teachers will check the bathrooms on the way out.</li> <li>4. <b><u>If I am in the garden my group will wait until children in classes have evacuated first.</u></b></li> <li>5. My teacher will take the class mobile phone and register. 6. When lining up at the fire assembly point my teacher will conduct a roll-call.</li> </ol> |
| <p><b>If My Teacher Calls 112 What Do They Say?</b></p>                             | <ol style="list-style-type: none"> <li>1. Tell the operator that there is a fire in the school.</li> <li>2. Name of the School: Acorns After School</li> <li>3. Address Eircode: F93 XDD1</li> <li>4. Address: Gaelic Park, Carndonagh, Co Donegal</li> </ol>  |
| <p><b>Where is Acorns After School Located?</b></p>                                 | <p><b><u>Just opposite Kelly's petrol station on Church Street in Carndonagh on the right hand side.</u></b></p>   |
| <p><b>What Will My Teacher Say if the Operator Asks Them Where The Fire Is?</b></p> | <p><b>My teacher will tell the operator what classroom number the fire is located and where in the classroom the fire is.</b></p>  |
| <p><b>I WILL NOT</b></p>  | <p><b>Return to my class for anything that I have forgotten.</b></p>   |
| <p><b>I WILL NOT</b></p>  | <p><b>Put on my coat or take my bag with me</b></p>  |
| <p><b>I WILL NOT</b></p>  | <p><b>Open a door if I think there is a fire on the other side.</b></p>  |
| <p><b>I WILL NOT</b></p>  | <p><b>Go back into my classroom until my teacher tells me to.</b></p>  |



**Inspection and Testing Intervals:**

This table shows the intervals at which various inspections, tests or inventory/location checks must be carried out.

|                               | Daily | Weekly | Monthly | 3<br>Month<br>s | 6<br>Month<br>s | Annually |
|-------------------------------|-------|--------|---------|-----------------|-----------------|----------|
| Emergency lighting system     |       |        |         |                 |                 |          |
| Fire alarm & Detection system |       |        |         |                 |                 |          |
| Fire- fighting equipment      |       |        |         |                 |                 |          |
| Fire Doors                    |       |        |         |                 |                 |          |
| Automatic Door Releases       |       |        |         |                 |                 |          |
| Emergency Exit Devices        |       |        |         |                 |                 |          |
| Furniture and Fittings        |       |        |         |                 |                 |          |
| Fire exit escape routes       |       |        |         |                 |                 |          |