

# Fire Safety Policy

Tir na nOg Preschool 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 have a Fire Register and an Emergency Evacuation Plan in place. All our staff have the knowledge and skills to respond effectively where there is a concern in relation to fire hazard in the building. The children are supervised at all times by a staff member. All our equipment, fixtures and fittings comply with the most recent European Safety Standard.

Fire Drills are carried out on a monthly basis and details of these are recorded. There is a written record of all our firefighting equipment and smoke alarms on the premises. These records are available for inspection by a parent/guardian, an employee or an authorised person. Our Fire Evacuation procedure is displayed in the room.

In our service we adhere to the Fire Safety guidelines in 'Fire Safety in Preschools (1999)'; These include:

- Preventing outbreaks of fire (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
- All fire drill practices will be recorded in the Fire Register.

### **The Fire Register:**

- All staff assigned specific responsibilities are listed in the register.
- All fire appliances including fire extinguishers and fire blankets and their location are listed along with their most recent service date.
- The evacuation procedure is recorded
- We have a Fire Detection & Alarm System General Register to record any incidents or activation in relation to the fire detection system. A monthly sounder test is carried out on the fire alarm.
- Firefighting equipment including fire extinguishers, smoke detectors and fire blankets are serviced every year by a competent service provider, and on completion of the work, a Certificate of Servicing/Testing is issued and a copy kept with the Fire Register.

### **Fire Drills:**

Fire evacuation drills are carried out to simulate fire conditions. No advance warning is given other than to specific staff for the purpose of safety and the avoidance of a false call being made to the Fire Service.

All the staff are involved in Fire Drills throughout the year, and one member of staff is appointed as Fire Officer with responsibility for fire prevention and fire drill organisations. In Tir na nOg Preschool we have a fire drill at least once a month and on a different day to ensure that all staff get to par-take.

### **Fire Drill Routine:**

1. Raise the alarm: we sound the fire alarm.
2. Evacuation: The staff and children form a 'Fire Train' and make their way to the assembly point location which is at the far end of the house. One member of staff is responsible for bringing the roll book and mobile phone.
3. The fire officer will check each room to ensure no person is left in the building

4. At the assembly point all children and staff will be accounted for using the roll book.
5. A record of the fire drill will be entered in the Fire Register including the date, time, number of children present, number of adults present, length of time it took to evacuate and any problems that arose. If necessary actions required will also be noted.

**Training:**

- A staff member is appointed Fire Officer and receives training from a registered provider.
- All Staff receive training in Fire Safety and evacuation procedures.
- All staff are familiar with the location of the firefighting equipment and know how to use it.
- The staff help the children to understand the procedures to follow when they hear the fire alarm

Our Fire Office is Anne Smyth.

Our Assembly Point is at the far end of the house.

The Person Responsible for Fire Safety is Anne Smyth.

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