



## Fire Safety Policy

**Seed to tree childcare** places the highest priority on the health, safety and protection of all children, staff and families using **seed to tree childcare**. 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 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.

### Policy Procedure

The guidelines for a fire safety programme as presented in Fire Safety in Pre-schools (1999) are adhered to:

- preventing outbreaks of fire
- instruction and training of staff on fire prevention and fire safety procedures emergency procedures and evacuation drills (Section 2.5)
- maintenance of fire protection equipment
- maintenance of building services
- providing appropriate furnishings and fittings including bedding
- availability of escape routes
- keeping of fire safety records .
- 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 of seed to tree childcare 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 **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 **Record of Fire Door Inspection** is maintained monthly to ensure that all Fire Doors are working correctly.
- 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 **seed to tree childcare** adheres to the following procedure:

- The alarm will be set off manually or the smoke detectors will raise the alarm.
- 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

- **Seed to tree childcare** has been appointed **seed to tree childcares** Fire Warden and receives training from a registered provider every year.
- 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.
- 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 Seed to tree childcare.
- 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 fire point is in front of the premises.
- 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
- 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

### 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.
- **Pooja Patidar** has 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 one 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 **Pooja patidar** 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

- **Pooja Patidar** 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 e.
- You should 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 **seed to tree child care**



**Seed To Tree Childcare**

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A Fire Warden has been appointed. Our fire officer is **Pooja Patidar**.

An assembly point location has been identified. The location is **Front of the premises**

**Last Review Date of this policy:** 11-Jul-2024

**Signed:** Pooja Patidar

**Date:** 11-Jul-2024

**Name:** Pooja Patidar

Person responsible for approving the Pol