

Kids at Play Waterford Policies and Procedures

Fire Safety Policy

Last Review Date 31/3/2022
2020

Policy No. 13

Issued:



Fire Safety Policy

Child safety is of utmost importance to us at Kids at Play Waterford. This policy is available to all parents, and they are encouraged to read this Policy on enrolment. Every member of staff is made aware of the fire procedures laid out below on their initial induction with the school and thereafter, monthly during fire drills.

It is our policy to ensure that adequate measures are put in place to ensure that the children, parents, staff and all other persons attending our service are safe, in the event of a fire.

This policy has been sent by email to all parents/guardians of children enrolled in Kids at Play Waterford. It is available on site also and will be communicated to all parents, guardians and school age children.

This policy is underpinned by the Childcare (Preschool Services) Regulations 2006, the Fire Services Act 1981. We ensure that our premises is safe and compliant with section 18 & 19 of the Fire Services Act 1981 and that all heating, electrical, fire safety equipment etc are in good upkeep and services regularly.

Our responsibilities:

It shall be the duty of Kids at Play Waterford to

1. Take all reasonable measures to guard against the outbreak of fire on such premises.
 2. Provide reasonable fire safety measures for such premises and prepare and provide appropriate fire safety procedures for ensuring the safety of persons on such premises.
 3. Ensure that the fire safety measures and procedures referred to in paragraph (2) are applied at all times.
 4. Ensure, as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire.
 5. It shall be the duty of every person, being on premises to which this section applies, to conduct themselves in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of his/hers.
- A monthly fire drill takes place and is recorded.

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- Children will be taught the reason for fire drills and the importance of learning what to do when they hear the alarm.
 - The day and time of this monthly drill will change to ensure all children experience a fire drill.
 - The fire drill will be made up of the children and staff understanding where their nearest exit is and calmly making their way to the assembly point.
 - These fire drills will be practiced by setting off the fire alarm and following the evacuation procedure laid out below.
 - Fire exits are clearly marked and have fire extinguishers beside them.
 - There is a wired smoke alarm system running throughout the whole building and all fire safety equipment are inspected annually including the smoke alarm system. The certs for these are kept in the Fire Book in Kitchen
 - At least one staff member per room is trained in Fire Safety, fire safety equipment location and its use.
- The Fire Marshall sounds the fire alarm.
- o Fire Marshalls are Aoife, Anna and Kayleigh in that order.

Evacuation Procedure

- One teacher from each class goes to the nearest fire exit, having first asked the children to follow them leaving all belongings behind.
 - o Classroom 1 (Zone 1) exits through Fire Exit 1 (Front door).
 - o Class 2 (Zone 2) exits through Fire Exit 1 (Front door).
 - o Class 3 (Zone 3) exits through Fire Exit 2 (Back door).
 - o Kitchen staff (Zone 4) exits through Fire Exit 2 (Back door).
- The second teacher in the class checks the classroom and picks up the roll-book and joins the end of the line.
- The children leave the building in an orderly fashion and follow the teacher to the Fire Point which is beside the tree in the carpark. The teacher counts the children.

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- The Fire Marshall on duty quickly and thoroughly checks the classrooms, the kitchen, and toilets and then she takes the mobile phone and the list of children beside it to the fire point.
- The Fire Marshall uses the mobile to call 999/112 for the fire brigade.
- The teachers call the roll outside and count the children and staff.

No-one must re-enter the building until the fire department deems it safe to do so.

The above procedure and map is on the wall beside the door in every room, including the kitchen.

During the monthly fire drills, the smoke alarm is activated, and the fire evacuation procedure is followed as mentioned above.

All fire drills which take place are recorded in the class Roll-books.

All details of types of fire safety equipment, testing and maintenance is recorded in the Fire Book.

Procedures

1. The service has all the relevant fire safety equipment recommended in the Dept. of the Environment's Fire Safety in Pre-Schools booklet including fire extinguishers, smoke alarms and fire blankets.
2. Staff, parents and children are to be aware of the evacuation procedures in the event of a fire.
3. Staff and volunteers and newly appointed staff are to be informed about what procedures to follow in the event of a fire.
4. Attendance records of all the children and adults present on the premises are kept up to date, to ensure that everyone is accounted for in the event of a fire or other emergency.
5. The fire safety equipment is checked annually.
6. Fire drill instructions are posted in each room.
7. The assembly point is clearly marked.
8. A fire drill is carried out with the staff and children every month.
9. A record is kept of all fire drills carried out.

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10. All Fire exits and doors are kept free of obstruction at all times

Review:

Management, in consultation with staff, monitors and reviews the effectiveness of the policy yearly or as required.

Fire Safety



What is a Fire Drill?

A Fire drill is when you practice and pretend there's a fire.

To keep everybody safe we will have a fire drill every month.

We will not tell anybody when the fire drill is going to be.

We have a notice on the wall about our fire drill and there is a map showing you how to get out at the **fire door exits**.

What Happens when there's a fire drill practice?

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The fire alarm will sound so that you know what it sounds like. It's very loud!!



A Teacher will shout FIRE!

Stop whatever you are doing immediately and leave the building with Teacher.

Do not bring anything with you like your bag/coat toys etc.

Listen to and follow staff.

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Know your way out & stay out!

Go straight to the fire assembly point!

