



Fire Safety

Policy Statement:

Homework hub places the highest priority on the health, safety and protection of all children, staff and families using our service. This statement will be available to parents upon request or accessed on our website. 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 fire fighting equipment and trained in the use of such equipment.

Principle:

This policy is underpinned by Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018, 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 or any subsequent legislation devised specifically for School Aged Childcare Services.

Procedure:

In the absence of specific legalisation on fire safety for School Aged Childcare Services, the guidelines for a fire safety programme as presented in Fire Safety in Pre-schools (1999) should be 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 (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.

Fire Register:

- Staff assigned specific responsibilities will be listed in the fire 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 Record of Fire Door Inspection will be maintained monthly to ensure that all Fire Doors are working correctly and are not blocked. Fire doors must be closed at all times (unless they are doors which automatically close when the alarm is sounded) to prevent the spread of the fire and/or toxic smoke.
- 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 will be used to record dates of service and ensure that all lighting is maintained in line with the required standards.
- Fire fighting 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.
- 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 should be kept with this register 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 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 staff will raise the alarm.
- The staff and children will make their way to the assembly point location.
- Staff will bring the child attendance record (drop off/collections book)
- 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.

A fire drill will be conducted twice per year

A child friendly training drill will be conducted

Children will also be shown the procedures in a child friendly format.

Training:

- A staff member will be appointed Fire Warden and will receive training from a suitably qualified person 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 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 Named Person.

When calling the Fire Brigade give clear information including:

- Name of the building - Homework Hub

- Address of the building - Old Convent Hall Newport
- Eircode. V94VW77

•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.

Assembly Point:

- The open area courtyard directly outside the hall is the designated assembly point. It is clearly marked and easily identified.
- 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 to be permitted to avoid panic
- On staircases, everyone must descend in single file. Overtaking of individuals will not be permitted
- Anyone who is not in a room when the fire alarm sounds must go immediately to the assembly point
- No one must be 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 the person in charge.

Roll Call:

- Attendance registers will be held at a central point on the stage and will be brought to the assembly point when the alarm sounds
- The more senior person will 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 nobody has remained in the premises
- Any visitors or contractors in the premises at that time must be included

- The count at the assembly point must be checked using the drop off/collections registers and visitors' book to verify that everyone is out of the building
- The person in charge of each room must report to the nominated person 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

•The nominated person who carried out the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so, vital information can be relayed to the Fire Officer, which will dictate the necessary actions to be carried out by the Fire Brigade.

•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 should be notified about any missing persons when they arrive at the scene.

Notifying Parents and Guardians.

•The agreed notification procedure should be initiated so that parents and guardians are notified.

Fire Warden has been appointed. Our fire officer is Nicole Curley

An assembly point location has been identified.

The location is in the main yard

Person Responsible: Rory McGrath

Date implemented:22/07/2019

Signed by: Rory McGrath On behalf of Management

Review

Date:22/07/2020