

 Killorglin Community Childcare Centre CLG			<b>FIRE SAFETY POLICY (SCHOOL AGE SERVICES)</b>		
POLICY NO.:	GP No. 14	REV. NO.:	7	REV. DATE:	01.04.2025

PREPARED BY:  Centre Manager	Date: 30/3/25
APPROVED BY:  Board of Directors	Date: 15/5/25

### STATEMENT OF INTENT:

*Scamps and Scholars* 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 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. This policy is available to staff and all relevant stakeholders.

### Principal:

This policy is underpinned by Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018, the Fire Services Act 1981 (articles 18 and 19) 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. In addition, the Fire Services Department at your local authority may have specific guidance in relation to fire safety for your service. The Fire Authority for your area can be contacted for clarification on any fire safety issue. This policy is compliant with Articles 18 and 19 of the Fire Services Act 1981.

### Availability:

This policy is available to all our service users. It will be communicated through our website. There is also a copy of this policy available to view in the reception area of our service and also (child-friendly version) in the school age service rooms.

### Rationale:

Our School Aged Childcare setting is required by law to produce and put into practice a Fire Register and an Emergency Evacuation Plan. Every person working with school aged children will be equipped with the knowledge and skills to respond effectively where there is concern in relation to fire hazards within our 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 sections 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 prominent position in the premises. Our evacuation procedure is displayed in all rooms and the entrance hall of our service. Our evacuation procedure is clear for everyone who enters our service to see.

### Policy 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 bi-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 will be assigned specific responsibilities and will be listed in the fire register or personnel files 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 which will be demonstrated on the unit itself.
- 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 and Alarm System General Register** will be used to record any incidents or activation in relation to the fire detection system. A bi-monthly sounder test will be carried out on all alarms in conjunction with the fire drill.
- 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 supervisor leading the health and safety committee along with the manager, will ensure that the annual maintenance is carried out by a competent service provider.

- On completion of the work, a Certificate of Servicing/Testing will be issued by the service provider to the Manager and a copy will be available with this register for inspection by an authorized person of the local fire authority.
- A record is retained in the fire register of the number, type and maintenance of firefighting equipment and smoke alarms.
- A record of all fire drills is also retained in the fire register.

#### **Fire Drill:**

Fire evacuation drills will be carried out to simulate fire conditions. No advance warning should be given, other than to specific staff at the 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. All fire drills are practiced by setting off the fire alarm.
- Fire drills are conducted bi-monthly or more frequently at the manager's discretion.
- The staff and children will make their way to the assembly point location.
- Staff will bring the child attendance record/roll books with them and once at the assembly point will do a full roll call to ensure all persons are accounted for.
- The Person In Charge (PIC) will collect the staff/guest sign in book if relevant.
- The PIC will check each room to ensure no person is left in the building.
- A record of the fire drill will be maintained including the date, person/section taking part, the evacuation time if relevant, any details of deficiencies and actions to be taken.

#### **Training:**

- The supervisor leading the Safety Committee will be the person overseeing matters relating to fire safety within our service and will receive training from a suitably qualified person as required.
- All staff are familiar with the locations of Fire appliances and training is carried out with all staff periodically. This training will include training in Fire Safety and evacuation procedures and all staff training is recorded and will state that staff 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 firefighting equipment and trained in the use of such equipment.
- Staff will support children understand the procedures to follow when they hear the fire alarm.

#### **General:**

- Fire drill practices take place monthly to ensure that all children and staff are familiar with fire procedures, should a fire take place. Days and times of fire drills are changed so that every child attending the service is involved in the practice.
- Staff discuss with the children the reasons for the fire drills sometimes before and always after each drill.
- Records of the fire drills are kept detailing the day, time, duration and difficulties encountered in evacuating children and staff from the premises. Difficulties during fire drills are dealt with immediately.
- Fire drill instructions indicating exit routes and the fire assembly point outside the building are clearly displayed in each room.
- Smoke detectors, fire extinguishers and fire blankets are available as recommended by

the Fire Safety Officer and serviced annually. Written records are kept of the monthly checks of the firefighting equipment.

## **EVACUATION PROCEDURES (PROCEDURE IN THE EVENT OF AN OUTBREAK OF FIRE):**

### **General:**

- Individual evacuation plans are associated with all areas in the building.
- Staff will be trained on these plans periodically.
- The person in charge checks all areas of the service to make sure that there are no persons left in the building.
- No one is permitted to enter the building after all areas have been checked and cleared.
- The person in charge will attempt to close any doors that have remained open during the evacuation.

### **Raising the Alarm:**

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point or by initiating the alarm via the fire control panel.

### **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 Person in Charge (PIC).

*When calling the Fire Brigade give clear information including:*

- *Name of the building*
- *Address of the building*
- *Eircode - V93 FK58*
- *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. Everyone will exit the building as fast as possible but in an orderly manner via the nearest and safest fire exit. Staff in each room are aware of the children in their care.*

Designated non childcare staff (administrator and/or cook/kitchen staff) will proceed to the Wobblers/Toddlers room to assist the staff in these rooms to evacuate. (see procedure attached)

**Assembly Point:**

- An area at the rear of the premises is designated as an assembly point, within the playground areas located there. It is clearly marked and easily identified.
- If at any point it is felt by the PIC that this assembly point has been compromised and has become unsafe then the decision should be made to move to the secondary assembly point which is the Sports Complex.
- No running is to be permitted to avoid panic.
- On staircases, everyone must descend in single file. Overtaking of individuals must not be permitted.
- Lifts, if applicable, must not be used.
- Anyone who is not in a room when the fire alarm sounds must go immediately to the assembly point unless tasked to another area as a part of the evacuation plan.
- 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:**

- The visitors' book is held at the front of the reception desk for ease of access and should be collected by the PIC. This must be brought to the assembly point when the alarm sounds.
- When everyone has assembled at the assembly point, a roll call or count must 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 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 Person in Charge 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 PIC should always carry their mobile phone or a work mobile phone with them as they evacuate the building.
- The agreed notification procedure should be initiated so that parents and guardians are notified.

## **FIRE DRILL**

### ***Raise Alarm:***

The person discovering the fire will immediately sound the fire alarm via the alarm panel or a break glass unit.

### ***Evacuate Building:***

The senior person in each room will take the register/roll book and then assist the other staff in the room to evacuate the children to the appointed assembly area.

Designated non childcare staff (administrator and/or cook/kitchen staff) will proceed to the Wobblers/ Toddlers room to assist the staff in these room to evacuate. (see procedure attached)

Individual evacuation plans are associated with all areas in the building.

Staff will be trained on these plans periodically.

The person in charge checks all areas of the service to make sure that there no persons left in the building.

No one is permitted to enter the building after all areas have been checked and cleared.

The person in charge will attempt to close any doors that have remained open during the evacuation.

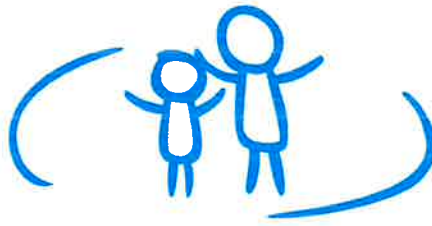
Designated person checks children and staff present against the register

### ***Call Fire Brigade:***

The person in charge or other designated person calls the fire brigade from a mobile phone.

### ***Training:***

Training in this area will be undertaken annually and on details all fire appliances, break glass units and assembly points. This may take the form of classroom training or may be presented in memo form.



## CHILD FRIENDLY FIRE EVACUATION PROCEDURE

### **If a fire starts in your school service:**

- If you hear a fire alarm, remember the fire drill practice.
- Stay calm, don't run and do everything that your afterschool leader says.
- If you're going downstairs, walk in a straight line.
- Don't use lifts – they stop working when a fire starts.
- Leave all of your bags and toys inside – these will get in people's way.
- When you reach the Assembly Point outside, stay with your friends and listen carefully to your leaders and the fire brigade staff.
- Make sure to listen carefully for your name during roll call – SHOUT that you are 'present' so that your leaders can hear you.
- Stay quiet and calm outside and wait for your leader to tell you that it is safe to go inside again.



**On hearing the fire alarm stop what you are doing and prepare to evacuate the building**



**Follow the instructions of the staff**



**When told to do so, make your way to the nearest exit and evacuate the building by the most appropriate route, which will be the exit furthest from the potential fire.**



**Don't stop for personal belongings**



**Make your way to the assembly point at the rear of the building in an orderly fashion**



## **In Case of fire follow the following actions**

### **Fire Action**

#### **If you discover a fire:**

**Sound the alarm**

**Dial 112 / 999 to call the fire brigade**

**Evacuate the children in your care and yourself via the nearest exit that is furthest from the fire location**

**If possible and you feel confident tackle the fire with the appliances provided but do not endanger yourself or others in doing so - evacuation first Fire tending second**

**Always have your back to an exit if you are tackling a fire**

#### **If you hear the fire alarm**

**Leave the building by the nearest exit**

**If supervising an activity you should gather your group and ensure that all leave the building by the nearest exit in an orderly fashion**

**Bring any sign in sheet / Roll Book with you when you are leaving**

**Close all doors behind you**

**Report to the assembly point and take a roll where necessary**

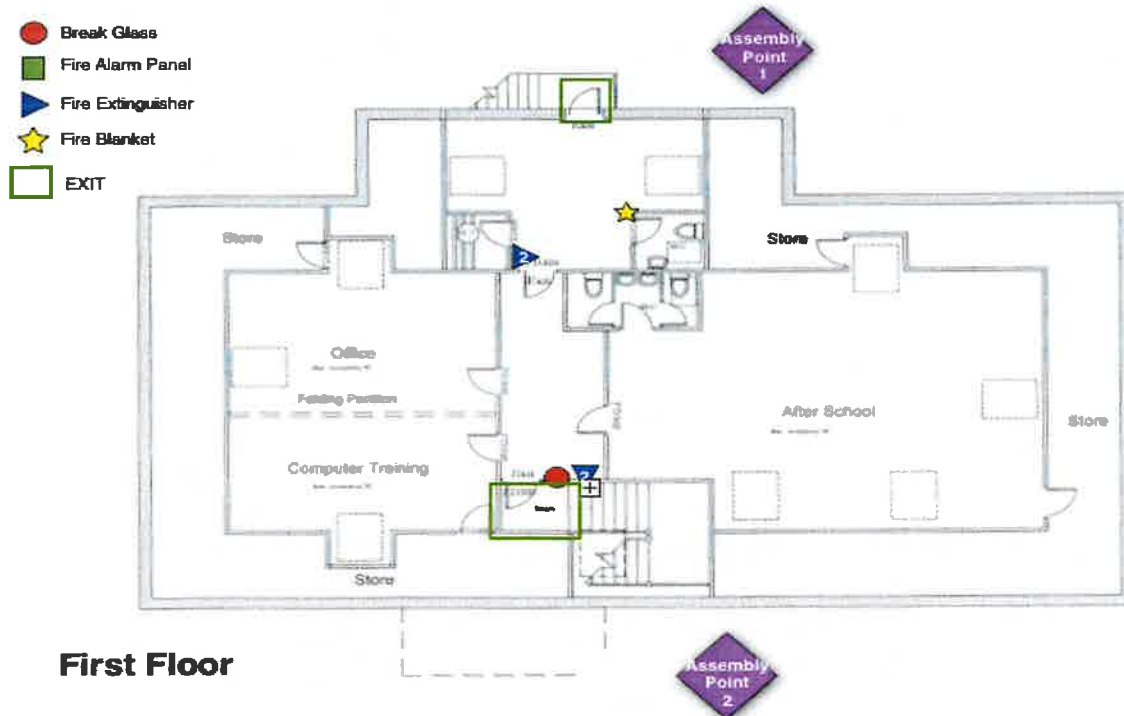
**Using the The Sign in Sheet / Roll Book a full count of all children and staff should be taken at the assembly point to ensure that everyone has vacated the building**

**Once all persons have been evacuated the manager or other nominated person will check the premises where possible & appropriate**

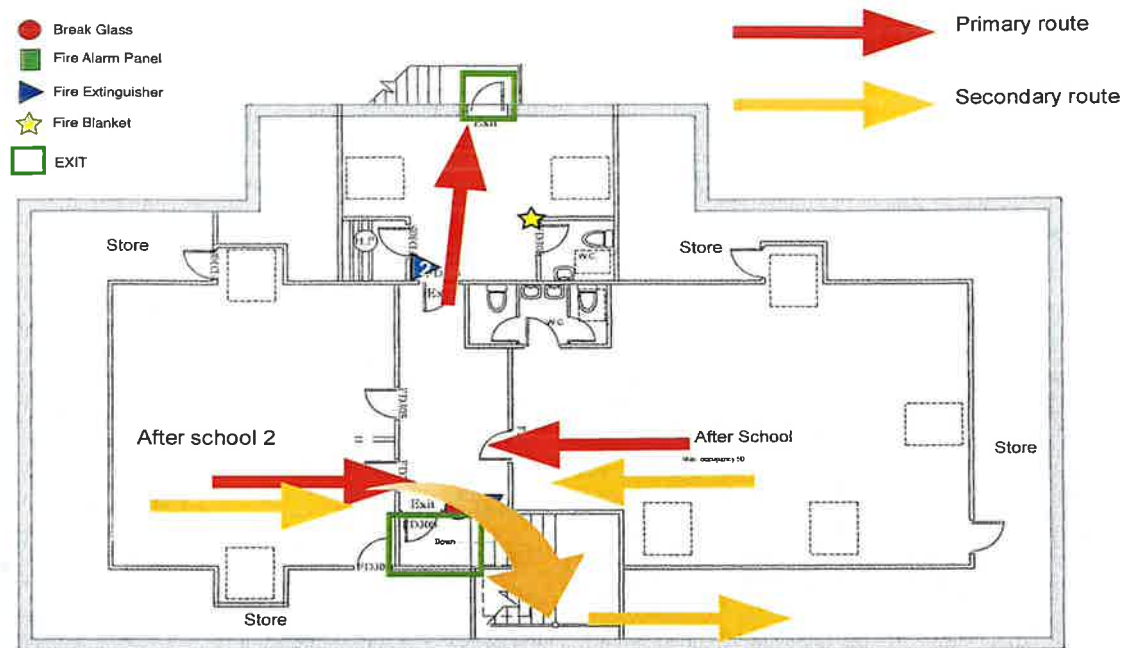
**Do not stop to collect personal belongings  
Never re-enter the building for any reason  
unless authorised to do so  
Do not take risks**



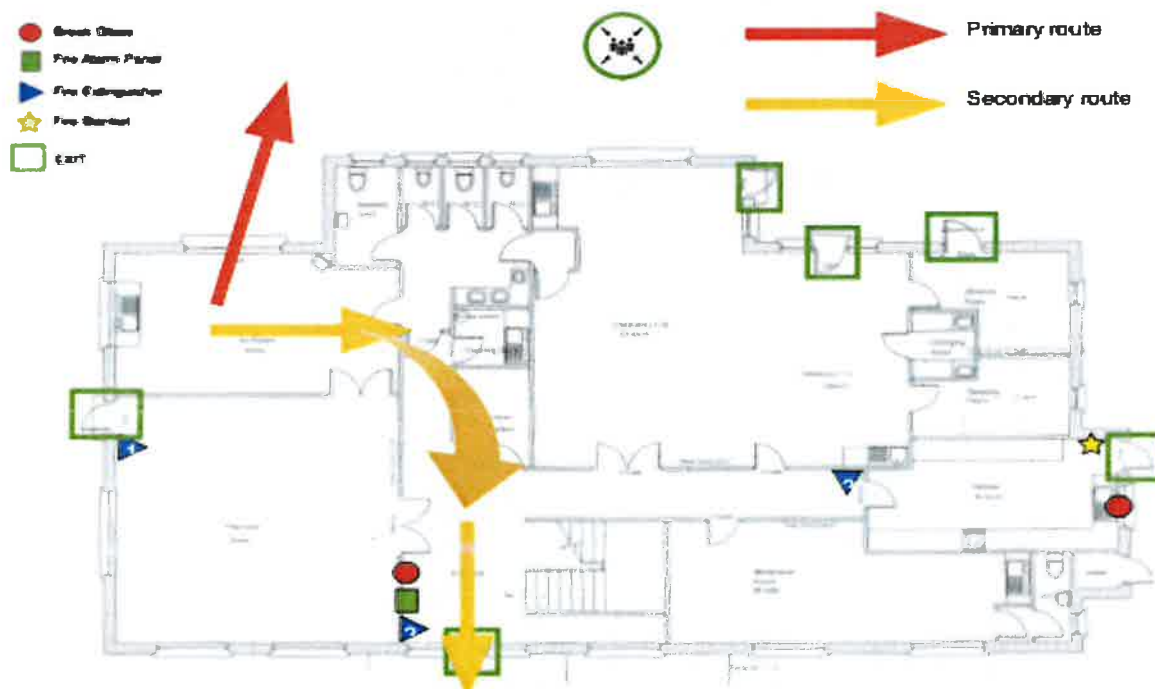
**Ground Floor**



**First Floor**



**First floor - After school evacuation routes**



**Ground floor - After school evacuation routes**



## Fire evacuation - Person in charge role (V2/Mar/2021)

- On hearing or sounding the alarm you will proceed to evacuate the children in your own room alongside the staff in that room.
- If you are floating, you will proceed to the Wobbler room to assist in the evacuation of the children in this area.
- If you are not required in the Wobbler room move to the next age category room on each occasion.
- You should, where possible & not putting your safety at risk ensure that all doors and windows are closed after children and staff are evacuated.
- You should where possible & not putting your own safety at risk check to ensure all rooms have been fully evacuated.
- You should report to the assembly point.
- Once at the assembly point, you should check with all room leaders that all children are out of the building and accounted for.
- You should then ascertain if the fire is a real incident or a false alarm. If you are unable to find this out and are concerned for your own safety & all others safety, proceed to the next action required in red below.

**On deeming that the incident is real and a fire exists, you should proceed to alert the emergency services by dialling 112 and requesting the fire services. Stay on the phone until the operator terminates the call.**

**If you feel that the children and staff are in danger in any danger at the assembly point you should request that all persons proceed in an orderly manner to our secondary location as outlined below.**

**If Wobblers have opted to evacuate their room via the window you will be required to send additional staff to the front external of the wobbler room to assist them in locating their children to the assembly point or indeed, to the secondary location.**

**Always make sure that children and staff are moving away from any fire. If opting to go to the secondary location you may request that this is done via the field.**

**You will also have to notify management / Board of the incident and then make arrangements to contact parents to facilitate children going home.**

**If you can establish, safety that it is a false alarm, you should check all rooms in the building to ensure same. Silence and rest the arm system.**

**Give the rest of the staff the "all clear" and allow them & the children to re-enter the building.**

**A log of the incident should be inputted into the fire book.**

**The fire panel should be checked for any faults and further assistance may be sought should a fault persist on the system.**

## Person in Charge - levels

The "person in charge" levels clearly denotes the line of authority depending on who is present in the building on any given day. The person in charge will be denoted at the front of the administration office and will be changed to reflect who is in the building.

You may abdicate your level to the next person for operational reasons e.g. supervisor in wobblers will not be able to orchestrate the building evacuation from that environment.

<b>Manager</b>	<b>Level 1</b>
<b>Deputy Manager</b>	<b>Level 2</b>
<b>Supervisor A</b>	<b>Level 3</b>
<b>Supervisor B</b>	<b>Level 4</b>
<b>Supervisor C</b>	<b>Level 5</b>
<b>Supervisor D</b>	<b>Level 6</b>

**Manager - Derek O Leary, Deputy Manager - Rachel Ahern, Supervisor A - Fiona Casey, Supervisor B - Elaine O Sullivan, Supervisor C - Annemarie Sweeney, Supervisor D - Margaret Cronin, Team Leader A - Susan Griffin, Team Leader B - Laura O Sullivan**

## Fire evacuation Phase 2

Once the above plan has been executed to evacuate the building, you must make your way to the designated assembly point. However it may be necessary to move the children and staff to a secondary location.

**This secondary location is the**

**Killorglin Sports Complex**

**adjacent to Scamps & Scholars**

You should arrive at a decision that maintains the children and staff safety at the highest level. You must communicate with to all room leaders that the decision has been made to move to the secondary location.

Foil blankets will be available at your exit point in the room and these can be deployed to ensure the comfort of the children during such a move.

You must ensure that all room leaders carry out another roll call at the secondary location to ensure that all children are accounted for.

## In General



The designated person in charge on the day is responsible for calling the emergency services where applicable

### Fire evacuation Plan A - Toddlers (V2 March 2021)

- On hearing / sounding the fire alarm or call to evacuate, the staff members in the room should desist all activities immediately.
- All children should be gathered together and organised for evacuation.
- Do not stop for personal belongings.
- All ancillary staff in the building including, Kitchen cook, administrator 1 & 2 and also if present the deputy manager and manager will present to the room to assist in lifting / walking children from the room to the assembly point.
- Ensure windows are closed on leaving the room if possible.
- Ensure all doors are closed behind you on exiting the room and building.
- Bring the active roll sheet for the room to ensure a comprehensive roll call can be made at the assembly point.
- The most senior person in the room should lead the evacuation.
- Leave the building by the nearest exit.
- Proceed to the designated assembly point and report to the person in charge



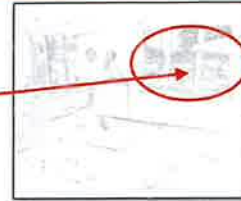
**Exit via main door if possible & proceed to the closet exit that is furthest from the fire.**

**Additional staff to assist in evacuating this room are kitchen cook, administrator 1 and 2, deputy manager, manager and staff cover 1**

If additional staff are not required in this room please present yourself to the Wobbler room

### Fire evacuation Plan B - Toddlers (V2 March 2021)

- Should additional assistance be unavailable from ancillary staff, then the children will have to be evacuated through one of the windows in the room.



The process would operate as follows:

- Staff member 1 member can exit the room by the door (if safe to do so) or exit via the window & locate themselves outside the window of the room.
- Staff member 1 should turn in the two end barriers to corral the space (position 2). A mat or other similar item from the room can be placed in this area if there is ample time.
- Staff member 2 should hand the children out the window to staff member 1 in a calm and precise manner.
- Once all children have been exited from the room staff member 2 should join staff member 1 outside the Wobbler room with the roll book.
- If possible both staff should bring the children to the assembly point.
- If there are a lot of non walkers, wait for additional assistance to arrive via other staff members.



**On evacuating the children from the building you must utilise your role book to carry out a roll call and ensure that all children are accounted for.**

## Fire evacuation Phase 2

Once the above plan has been executed to evacuate the building, you should where possible make your way to the designated assembly point. However it may be necessary to move the children and staff to a secondary location.

This secondary location is the **Killorglin Sports Complex** adjacent to Scamps & Scholars

You must communicate with the person in charge that you have evacuated the building safely and that you are moving to the secondary location.

Foil blankets will be available at your exit point in the room and these can be deployed to ensure the comfort of the children during such a move.

Another roll call will be made at the secondary location to ensure that all children are accounted for.

## In General



The designated person in charge on the day is responsible for calling the emergency services where applicable

