



Sunshine
Creche & Montessori *Ltd.*

Sunshine Crèche & Montessori

Fire Safety Policy

Policy Statement

At *Sunshine Crèche & Montessori* we do everything necessary to ensure that all reasonable measures for fire prevention and fire safety are taken.

We have a nominated Fire Safety Officer [*Joanna Zmyslona- Manager*]. Our Fire Safety Officer is appropriately trained. All staff members are trained in fire prevention and fire safety procedures and practices. Each individual staff member understands their role and responsibilities in relation to the fire safety measures in the service.

All of the children who are old enough are educated about fire, fire safety and the evacuation procedures and are supported to regularly practice how to evacuate calmly and safely from the building.

Appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and fire extinguishers) are in place and we ensure that they are properly maintained and in proper working order.

Records are kept of monitoring and maintenance of all fire detection and control equipment. Records are also kept of all fire drills as well as all monitoring and reviews carried out.

Fire exits are clearly identifiable. All fire doors are kept free from obstruction and are easily opened from the inside.

We have clear written procedures attached to this policy for all aspects of fire safety including:

- Fire prevention
- Training and informing staff members
- Educating and preparing the children on fire safety and safe evacuation
- Raising the alarm if necessary and contacting emergency services
- Emergency evacuation
- Notifying parents of any accidents or incidents
- Monitoring, reviewing and recording all activities relating to fire prevention and fire safety

This policy applies that:

There is always person on duty having control over premises; to take all reasonable measures to guard against the outbreak of fire on premises

FIRE EMERGENCY RESPONSE PLAN

To attention of: Fire Officers and Centre Manager, Staff Members, Parents

- All staff should be trained in fire drill procedure and must keep careful watch for fire hazards.
- All staff must know all the fire exits.
- All fire exits must be kept clear and fire doors kept closed but not locked.
- Staff should be aware of location of firefighting equipment.
- Staff should be aware of the notices what to do if there is a fire.
- As many staff as possible should be trained in the use of firefighting equipment.
- There is an adequate supply of fire extinguishers which will deal with any type of fire.
 - * Fire extinguishers for electrical and wooden/paper equipment are located in 3 zones:
 - 1) Main corridor/ beside main entrance;
 - 2) Staff Room;
 - 3) Montessori Room 2
 - * Fire blanket is located in the kitchen
- All firefighting equipment and smoke alarms are identified and regularly serviced. Written record of the number, type of maintenance of firefighting equipment and smoke alarms is kept in the office.

Fire detection and fire alarms/ smoke alarms/ firefighting equipment are tested annually. Schedule of the service must be completed, and certificate issued by authorized service inspector.
- Fire alarms are clearly marked.
- Fire drill will be practiced by setting off the fire alarm.
- An assembly area is designated outside the building (across the main entrance).

The review date for all policies in this document is July 2023. However, some policies contained in the document may be subject to legislative or best practice changes earlier than the review date.

- Firefighting equipment should not be used for other than its purpose e.g. propping open door.
- At the end of the day all power supplies, which are not required should be shut down.
- Smoking is not permissible anywhere in the building and only in the designated smoking area outside.
- No smoking signs are visible to visitors.
- Fire drills take place every month. Parent and children will be informed. Fire drill rapport needs to be written.
- All activities related to the fire prevention and fire safety must be monitor, recorded and reported.

FIRE PREVENTION

MACHINERY, KITCHEN EQUIPMENT AND ELECTRICAL APPLIANCES

It is the policy of the Sunshine Crèche & Montessori that:

Equipment and Electrical Appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Adults must discontinue use of any electrical equipment that has frayed cable or any indication of electrical malfunction. Under no circumstance must any person other than an authorized maintains person attempt any form of electrical repair.

- All low sockets need safety plug covers at all times;
- Radio/ CD player must not be used close to sink unit. Lead should not be left hanging down from shelf with reach of the children.
- Children/ Parents/ other undesigned persons have no access to the kitchen;

Smoking in the premises is strictly prohibited, and no smoking signs displayed in visible areas.

Introduction of the Policies:

- Policy on Fire Safety will be introduced to all Staff members on the Staff Meeting/ following training will be provided. Copy of the Policy will be kept in the Teacher's folder in the classroom. All staff member will sign statement that they are familiar and adhere to Sunshine Crèche & Montessori Policies and Procedures.
- Policy on Fire Safety will be send via e-mail to all Parents whose children avail afterschool service. It will be displayed on the main corridor for further review purpose; uploaded on the Sunshine Crèche & Montessori's website;
- Fire Drill Procedures and Evacuation maps (incl. assembly point) will be displayed in each classroom; toilets, kitchen, corridor.
- The Fire Drill Procedures will be available in child friendly format and displayed in the classroom;

Raising the alarm

- *Our alarm system is complex. All Staff members are aware of how to raise the alarm and how to turn it off. Alarm sounder is different and distinct from any other signal used in the building.*

Calling the Fire Brigade

The Fire Brigade should be called immediately in the event of fire, however small. (Joanna Zmyslona/ Rishet Alem are taking responsibility of contacting the Fire Brigade.) When calling the Fire Brigade give clear information 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.*

An evacuation procedure

Initiate the evacuation procedure once the fire alarm has been sounded.

A procedure for fighting the fire

It may be possible, by the use of fire fighting equipment such as a fire extinguisher or fire blanket (where it is safe to do so), to control or extinguish a very small fire incident, but any such intervention should not delay evacuation or calling the fire brigade.

Assisting the Fire Brigade

When the Fire Brigade arrives they need to be given as much information as possible in order to take the best course of action. The type of information required includes:

- *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.*

FIRE DRILL PROCEDURE

- **KEEP CALM** (you'll scare the children if you panic).
- **GATHER THE CHILDREN TOGETHER AND GO TOWARDS THE NEAREST EXIT (FURTHEST FROM THE FIRE) WITHOUT DELAY.** One worker checks alarm to see which zone is affected, and checks out the source of problem. The fire brigade should **ONLY** be alerted if there is evidence of a fire.
- **LEAVE THE BUILDING IN CALM, UNHURRIED MANNER AND ASSEMBLE IN DESIGNATED OUTSIDE SAFETY STAGING AREA** (ASSEMBLY POINT IS ALLOCATED ACROSS THE MAIN BUILDING)
- **THE CHILDREN'S ROTA MUST BE TAKEN OUTSIDE AND CHECKED AGAINST THE NUMBER OF CHILDREN PRESENT IN THE SAFETY STAGING AREA. THE CHILDREN SHOULD BE SUPERVISED AT ALL TIMES. IF A CHILD IS MISSING REPORT TO THE CENTRE MANAGER.**
- **CLOSE ALL DOORS BEHIND YOU.**
- **REMAIN OUTSIDE UNTIL CENTRE MANAGER GIVES YOU CLEAR.**
- **KEEP CHILDREN INFORMED AT ALL THE TIME AS TO WHAT IS HAPPENING.**

FIRE DRILL PROCEDURES (when parents/ guardians/ visitors are present at the premises)

- **PLEASE STAY CALM.**

The review date for all policies in this document is July 2023. However, some policies contained in the document may be subject to legislative or best practice changes earlier than the review date.

- **PARENTS MUST LEAVE CHILDREN UNDER TEACHER'S SUPERVISION, EXIT PREMISES AS QUICK AS POSSIBLE AND ASSEMBLE AT DESIGNATED AREA.**
- **PARENTS MUST NOT LEAVE ASSEMBLY AREA UNTIL CENTRE MANAGER WILL GIVE THEM PERMISSION.**
- **STAFF MEMBERS EVACUATE CHILDREN ACCORDING TO STANDARD PROCEDURES.**
- **CHILDREN STAYS UNDER STAFF SUPERVISION UNTIL RETURN TO THE CLASSROOMS.**
- **PARENTS ARE ALLOWED TO ENTER THE PREMISES AS SOON AS CHILDREN ARE SAFE AND ROTA WAS TAKEN.**