

### **Seirbhís Iarscoil Fire Safety Policy**

Comharchumann Forbartha an Leith Triúigh (CFLT) have updated their policies regarding the operation of the Afterschool Service. The following Fire Safety Policy is available for review on our website [www.cflt.ie](http://www.cflt.ie) and at Halla le Chéile. This policy is compliant with articles 18 and 19 of the Fire Services Act 1981.

CFLT do everything necessary to ensure that all reasonable measures for fire prevention and fire safety are taken.

CFLT have nominated Fire Safety Officers [this is a member of staff who is assigned responsibility for the implementation and overseeing fire safety in the service]. Our Fire Safety Officers are 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. The maintenance and testing arrangements and frequencies for firefighting equipment and smoke alarms is conducted annually by a qualified company. All record keeping requirements, including: Recording in writing the fire drills that take place; Recording in writing the number, type and maintenance records of firefighting equipment and smoke alarms. Are stored in the Fire and General Register.

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

- Each care room has a fire evacuation procedure in place, displayed for all to see in each room and regular fire drills are conducted

Fire Drills are carried out every month at various times and days. Fire drills are practiced by setting off the fire alarm. The aims of a fire evacuation drill are:

- To ensure safe, orderly and efficient evacuation of all occupants of the building to use all exit facilities available in order that occupants are familiar with them.
- To test all aspects of the emergency procedures.
- To achieve an attitude of mind that helps everyone to respond appropriately in the event of a fire or other emergency situation.
- Fire drills are recorded monthly in the Fire Safety Statement Folder

### **Procedures to be followed in the event of a fire**

In the event of Fire or other emergency. Everyone needs to know how to respond correctly in the event of fire. A plan must be prepared outlining the exact procedures to be followed in the event of fire. This predetermined plan can be broken down as follows:

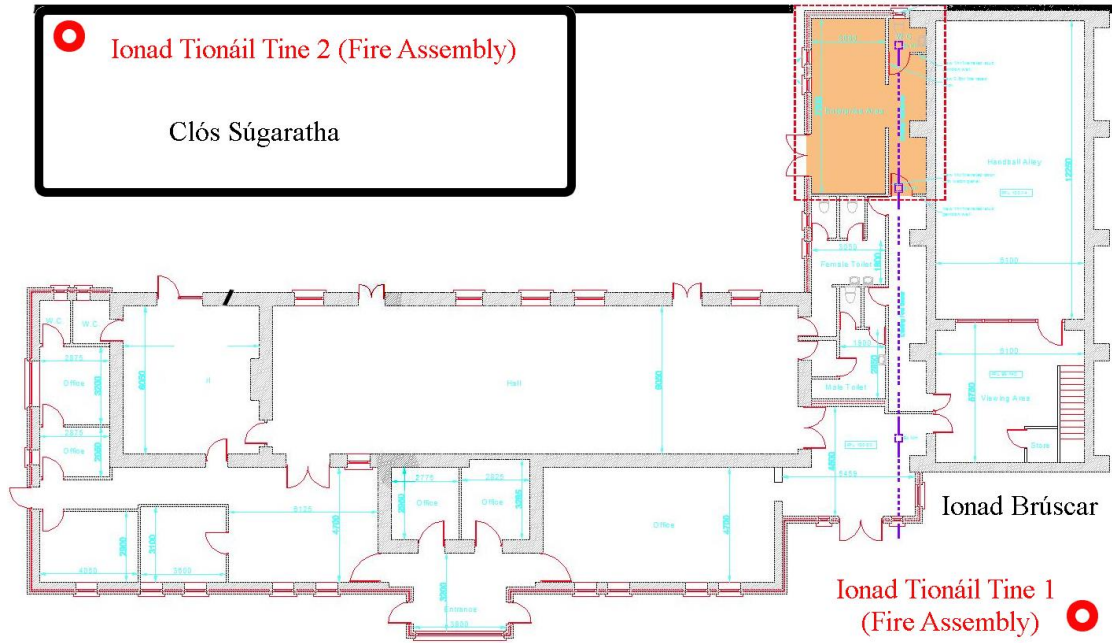
- Inform all employees of the risk and ask them to leave the building immediately
- If there are disabled persons on your premises then their needs must be taken into account when planning an evacuation strategy.
- Raising the alarm. Depending on the size of the service the fire alarm system may be very simple or may need to be more complex. All occupants should be aware of how to raise the alarm. Alarm sounders should be different and distinct from any other signal used in the building.
- Calling the fire brigade
- A clear evacuation procedure. All building occupants should proceed to the assembly area on evacuation. The assembly area should be clear of access points for the Fire Brigade. A roll call should be taken at the assembly point to ensure all occupants are accounted for. The Fire Brigade should be notified about any missing persons when they arrive at the scene.
- An assembly point and roll call procedure
- Fighting the fire (if safe to do so)
- Assisting the fire brigade.

### **Child Friendly Policy**

A child friendly version of the safe evacuation and procedures has been developed with the Children in the Afterschool service. The policy describes how the children safely evacuate the building in the event of a fire.

## Location of assembly points

Halla Le Chéile, Bréanainn



## Staff Training

Staff training is conducted to;

- Ensure staff receive instruction and training on fire prevention and fire safety procedures. Staff are:
  - Aware of and trained in the procedures to be followed in case of fire in the service; and
  - Familiar with the location of any firefighting equipment and trained in the use of such equipment.
- Staff will receive yearly training.