



# LINKS CHILDCARE POLICIES & PROECUDRES

## FIRE SAFETY POLICY

Review Date: May 2023

Policy No. 44

Issued: 2014

### **Policy Statement**

Links Childcare is committed to the safety and welfare of all the children in its care and that of its employees and visitors. This policy outlines Links Childcare's approach to being fully compliant with all relevant Fire Regulations and to follow the recommendations in the Department of Environments *Fire Safety in Pre-Schools* booklet.

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.

This policy is in compliance with articles 18 and 19 of the Fire Services Act 1981.

This policy is available to all on [www.linkschildcare.ie](http://www.linkschildcare.ie) (<https://linkschildcare.ie/about-us/our-policies/>) or contact us at [info@linkschildcare.ie](mailto:info@linkschildcare.ie).

### **Procedure**

- Links Childcare services has all relevant fire safety equipment and it is inspected annually by a professional.
- During the staff induction a member of management will explain to the staff member how fire drills are carried out/ show the staff member the location of the fire exits/ direct the staff member to the fire drill procedures (on view in each childcare room) and finally the staff member will be asked to complete a fire drill questionnaire.
- In preparation for the event of fire, staff are trained in the procedures to follow. A core aspect of this training is the layout of the building and the age of the children in each area.
- Fire Drill procedures are on view in each room within the service. They are displayed in a prominent place.
- Fire drills are carried out with staff and children every month in as realistic a setting as possible. Following the sounding of the fire alarm, Educarers and children will make their way to the fire assembly point location. Educarers will bring the child registers. At the fire assembly point all staff and children will be accounted for using the child register attendance records.
- A record is kept of all fire drills carried out and training undertaken
- Professional training on the use of fire-fighting equipment is provided to staff once every two years or more frequently, as deemed necessary
- The premises' fire certificate is on display in the main reception area
- Fire Assembly points are clearly labelled and are the point of assembly in an event of a fire (see list of fire assembly points below).



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### Fire Fighting Facilities

Fire Extinguishers are located throughout all of our buildings:

- In the entrance halls
- In all of the main kitchens (including fire blanket)
- In some of the childcare rooms

There are normally two fire extinguishers (of a type suited to the fire risk in the vicinity) at each point. All staff members are expected to familiarize themselves with the different types:-

- Carbon Dioxide CO2 – suitable for use on flammable liquid and safe for use on electrical fires;
- Foam AFFF – safe for extinguishing wood, paper, textiles and flammable liquid fires

Fire Alarms – Fire alarms are generally situated at the following points;-

- At front door or outside the main entrances;
- At top landing (in 2 storey buildings);
- Some rooms/corridors may have alarm

Fire fighting equipment maintenance is carried out annually. Smoke alarms are tested quarterly. The number, type and maintenance records of firefighting equipment and smoke alarms are recorded and maintained.



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### Fire Assembly Points

The fire assembly points for each service are listed below. ***Fire assembly signs are on view at each assembly point***

Name of the Service	Fire Assembly Point
Links Childcare, The Links, Station Road, Portmarnock, Co.Dublin	Located in the crèche car park (on the grass are, left hand side as your exit the main door of the building).
Links Childcare, Seabrook Manor, Station Road, Portmarnock, Co.Dublin	Located in the crèche car park (at the bin bay shed opposite the main door of the building)
Links Childcare, St Olaves, Kinsealy, Co.Dublin	Ground floor crèche: Located at the bin bay shed opposite the main door of the building  1 <sup>st</sup> floor crèche: Located across the courtyard at the stairs, opposite the main door of the building
Links Childcare, Cornmill, Distillery Road, Drumcondra, Co.Dublin	Located outside the Belvedere sports playing pitch (it is located to the left of the crèche building, as you exit the main door)
Links Childcare, Abington Wood, Swords Road, Malahide, Co.Dublin	Located at the entrance to the underground car park (it is located to the left of the crèche building, as you exit the main door)
Links Childcare, Latchford Place, Clonee, Co.Dublin	Located next to the playground gate (it is located to the left of the crèche building, as you exit the main door)
Links Childcare, Castlelands, Balbriggan, Co.Dublin	1 <sup>st</sup> Assembly point (baby, wobbler, toddler rooms)  Exit the building from the entrance door located next to the baby room, the sign is located at the fence at the top of the foot path.  2 <sup>nd</sup> Assembly point (pre-school, after school rooms)  Exit the building from the entrance door located in the reception area, the sign is located at the top of the stairs on the foot path as you exit the
Links Childcare, Silken Park, Kingswood, Citywest, Co.Dublin	Located in the car park next to the bin bay shed.



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<b>Links Childcare, Somerset House, Stradbroke Road, Blackrock, Co.Dublin</b>	Located in the car park opposite the main entrance to the crèche.
<b>Links Childcare, Eastpoint Business Park, Clontarf, Co.Dublin</b>	Located outside the main entrance door, on the left hand side as you exit the building.
<b>Links Childcare, Birch Hall, Clay Farm, Leopardstown, Co.Dublin</b>	Located at the bicycle shed (it is located to the right of the crèche building, as you exit the main door)
<b>Links Childcare, Brighton Wood, Foxrock, Dublin 18</b>	Located at the side of the building to the left as you look at the front door.



**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 the Educarer says.
- If you're going down stairs, walk in a straight line.
- Don't use lifts – they stop working when 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.
- Make sure to listen carefully for your name during roll call – SHOUT that you are 'present' so that the Educarers can hear you.





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- Stay quiet and calm outside and wait for your Educarer to tell you that it is safe to go inside again

### ***Review***

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

<b>Review Dates:</b>	2015	2016	2017	2018	2019	January 2020	October 2020	March 2021	May 2023
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