



Afterschool Fire Safety Policy:

Policy Statement:

Child safety is of utmost importance to us at Ballybrack/Killiney Montessori & Afterschool. This policy is available to all parents and they are encouraged to read this Policy on enrolment. Every member of staff is made aware of the fire procedures laid out below on their initial induction with the school and thereafter, monthly during fire drills.

This policy is made available to parents/guardians and staff on commencement in the setting. A child-friendly version is also available to the children in our setting.

This policy is underpinned by the Childcare (Preschool Services) Regulations 2006, the Fire Services Act 1981. We ensure that our premises is safe and compliant with section 19 of the Fire Services Act 1981 and that all heating, electrical, fire safety equipment etc are in good upkeep and services regularly.

Our responsibilities:

It shall be the duty of Ballybrack Killiney Montessori & Afterschool to

- (a) take all reasonable measures to guard against the outbreak of fire on such premises.
- (b) provide reasonable fire safety measures for such premises and prepare and provide appropriate fire safety procedures for ensuring the safety of persons on such premises.
- (c) ensure that the fire safety measures and procedures referred to in paragraph (b) are applied at all times.
- (d) ensure, as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire.
- (e) It shall be the duty of every person, being on premises to which this section applies, to conduct himself in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of his/hers.

- A monthly fire drill takes place and is recorded.
- Children will be taught the reason for fire drills and the importance of learning what to do when they hear the alarm.



- The day and time of this monthly drill will change to ensure all children experience a fire drill.
- The fire drill will be made up of the children and staff understanding where their nearest exit is and calmly making their way to the assembly point.
- These fire drills will be practiced by setting off the fire alarm and following the evacuation procedure laid out below.
- Fire exits are clearly marked and have fire extinguishers beside them.
- There is a wired smoke alarm system running throughout the whole building and all fire safety equipment are inspected annually by Cara Fire including the smoke alarm system. The certs for these are kept in the Fire Book in Class 1
- At least one staff member per room is trained in Fire Safety, fire safety equipment location and its use.

The procedure for the fire evacuation is as follows:

- The Fire Marshall sounds the fire alarm.
 - Fire Marshalls are Eve, Jill and Laura in that order.
- One teacher from each class goes to the nearest fire exit, having first asked the children to follow them leaving all belongings behind.
 - Class 1 (Zone 1) exits through the porch.
 - Class 2 (Zone 2) exits through the emergency exit in this classroom.
 - Class 3 (Zone 3) exits through the Emergency exit in this classroom.
 - Kitchen staff (Zone 4) exits through the Front door of the building.
- The second teacher in the class checks the classroom and picks up the roll-book and joins the end of the line.
- The children leave the building in an orderly fashion and follow the teacher to the Fire Point which is beside the garden area at the pole. The teacher counts the children.
- The Fire Marshall on duty quickly and thoroughly checks the classrooms, the kitchen, the meeting room, the large hall, the corridor and toilets and then she takes the mobile phone and the list of children beside it to the fire point.
- The Fire Marshall uses the mobile to call 999/112 for the fire brigade.
- The teachers call the roll outside and count the children and staff.

No-one must re-enter the building until the fire department deems it safe to do so.

The above procedure and map is on the wall beside the door in every room, including the kitchen and the lobby area.



During the monthly fire drills, the smoke alarm is activated and the fire evacuation procedure is followed as mentioned above.

All fire drills which take place are recorded in the class Roll-books.

All details of types of fire safety equipment, testing and maintenance is recorded in the Fire Book.

Review:

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