

FIRE SAFETY IN MYFRC POLICY

MYFRC will comply with the Fire Services Act 1981 by ensuring that all staff will be responsible to take all reasonable measures to guard against the outbreak of fire on the premises, and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire. MYFRC will have all relevant fire preventative equipment in place, which is serviced regularly. MYFRC will also have an emergency plan in place to ensure an effective escape route to protect life in the case of a fire.

This policy is available to and has been communicated to parents/guardians, staff and school age children.

It is the policy of MYFRC to ensure the health and safety of all staff, children and young people in our service. The following fire safety policy and procedure will be followed and on induction all staff are trained in this policy.

Legislation & Regulatory Requirements

This policy is developed with reference to Fire Safety in Preschools 1999 available at www.housing.gov.ie

In addition, the Fire Services Department at our local authority have specific guidance in relation to fire safety for services. The Fire Authority for the Laois area can be contacted for clarification on any fire safety issue. Contact details of local Fire Authorities can be accessed at <http://www.housing.gov.ie/local-government/fire-and-emergency-management/fire-authorities/fire-authorities>

The Safety, Health and Welfare at Work Act 2005 also sets out specific requirements for employers regarding fire safety requirements.

MYFRC's Board of Directors ensures that this policy is compliant with articles 18 & 19 of the Fire Services Act 1981.

General:

- Smoke/heat detectors and emergency lights are serviced and maintained on a quarterly basis. Records are kept on file for compliance.
- Fire extinguishers & fire fighting equipment are maintained and serviced annually. Records are retained on site for compliance.
- A record of the number, type and maintenance record of all firefighting equipment and smoke alarms will be kept and they will be serviced annually with a record maintained of the service dates. This will be the duty of the Landlord or Principal of the buildings used by MYFRC.
- Please note as the MYFRC rent and utilise premises from the below mentioned organisations, the Fire, Health and Safety Checks are done on all premises of the MYFRC
 - The MDA Building, Irishtown Mountmellick, Co. Laois
 - The Mountmellick Sports Complex, Patrick Street, Mountmellick, Co. Laois

- St. Phadraig Naofa BNS and St. Josephs GNS, Davitt Road, Mountmellick under the Department of Health, Education and done by private contractors as per legislation (Copies available on site in main office).
- Our Fire Drill Procedure and Evacuation Plan are on display in a prominent place on the wall upon entry into each room, to ensure that children/young people and staff are aware of both the policy and evacuation plan.
- Staff receive training on fire safety during induction, this includes the location of firefighting equipment. There is a list of staff who have been trained in full fire safety including the use of firefighting equipment in each location.
- All children/young people are educated about fire, fire safety, the evacuation procedures and are supported to regularly practice how to evacuate calmly and safely from the building during our monthly fire drill.
- Escape route and exit doors are maintained free from obstruction, so that they can be safely and effectively used at all times.
- All flammable materials (oils, polish etc) are safely stored outside of the children/young peoples areas. Waste is promptly disposed of and, in general, precautions are taken to ensure the prevention of occurrences likely to constitute a fire hazard.
- Daily attendance records of children/young people and staff are maintained.
- Fire drills are practiced on a monthly basis, all persons on the premises at the time must participate in our fire drills. A fire drill report must be compiled and stored in the office in the MDA.
- During induction phase, all staff, volunteers and students are informed of the procedures outlined (procedures to be followed in the event of a fire in our service) in the fire safety policy. At the first available opportunity, all staff are trained in Fire Safety Training. This training will be renewed every three years.
- On an annual basis, Young People are encouraged to engage in programme based work around fire safety which includes safety in the home, escape plans, different types of fire fighting/safety equipment and fire safety at halloween.

Fire Drills

Fire Drills are carried out on a monthly basis.

- The alarm will be set off.
- All staff will remain calm and reassure the children/young people to remain calm also. In an orderly fashion all staff and children will move to the nearest exit.
- At this exit staff will carry out a quick headcount bringing the rolebook with them. (The drill should be performed in under 2 minutes).
- All staff and children/young people will go to the fire assembly point, which is located
 - MDA Building – in car park opposite main building
 - Sports Complex – at the end of court two behind the main building
 - Primary Schools – on basketball court behind main building
- A staff member will then assess the building including the fire alarms prior to staff and children returning to the building.
- The fire drill will be recorded and records retained for 5 years on file.

Upon sounding of fire alarm

- If you detect a fire, immediately raise the alarm; notify the person in charge, who will contact the emergency services.
- In a calm manner, safely evacuate all persons from the building, using the closest signed fire exit.
 - MDA Building – Main entrance to building
 - Sports Complex – Exit door to the left of the group room or to the right of the kitchen. There is an exit door to the rear of the kitchen
 - Primary Schools – Exit door to the left of the hall on the St. Joseph's end of the hall or straight in front of the St. Patrick's end of the hall
- During evacuation roll books, staff sign-in and out books, visitor books, evacuation bag with first aid kit and service mobile phone will be taken.
- Children/young people will be escorted to the allocated assembly point located in each building (listed above)
- Once the building has been evacuated, a roll call will be taken of all children and adults (this may include parents/visitors, who must evacuate with the group). Also a head count is completed by the person in charge.
- All must remain at the assembly point, until it has been reported that it is safe to re-enter the building, or relocate to an identified relocation site.
- Once allowed back in the building a fire record will be logged, date, time, with a list of all children and adults. The log should also indicate how long the evacuation procedure took to complete.
- Any reports of the incident will be retained.
- The policy will be available to parents/guardians/young people/staff and all relevant stake holders.

Review:

This policy will be reviewed every two years by the Manager of the MYFRC.

Signed: _____ **Date:** _____

Review History

- Draft 1, December 2019
- Policy Developed January 2020
- Reviewed January 2023
- Reviewed October 2025

Child Friendly Poster (as below) which will be displayed for the safe evacuation of the children in our service.

