**The Willow Tree Children’s Centre**

**Fire Safety Policy**

At The Willow Tree Children’s Centre, we take all reasonable measures to guard against the outbreak of fire on the premises, and to ensure as far as it is reasonable and practical the safety of all persons on the premises in the event of an outbreak of fire.

* Fire drills are performed on a monthly basis, the alarm is set off in the whole setting and an up to date record of those is filled in by staff and kept on display in the premises for inspection by the fire brigade.
* The procedures are explained in a child friendly format for the safe evacuation of the children availing of the service. “We are practising what we would do if there was a fire to get everyone out of the setting safely and quickly. Drop all toys, they are not as important to your Mommys and Daddys as you. Hold the grab and go, do not let go at any point”
* Our premises are fitted with smoke detectors, fire extinguishers and fire blankets as appropriate. Maintenance and testing is conducted on firefighting equipment and smoke alarms annually. The inspections are recorded in writing by the Inspector in the Fire Register Book in the office. Our Fire Safety Certificate is always on the display on the Noticeboard inside the office and in bothclassrooms.
* Staff conduct a fire safety checklist every morning prior to opening and ensure that all exit doors are kept clear at all times.
* All our staff receive fire management training, are made aware of the policy and procedures at induction and annual staff training. The staff are familiar with the location of firefighting equipment and are trained in the use of this equipment

Water / Fog Spray – Suitable for carbonized materials for example timber, paper, textiles etc

Dry Powder – Suitable for Flammable liquids, grease, oil etc.

C02 GAS – Suitable for fire in electrical equipment.

**Procedures to be followed in the event of an outbreak of fire**

In the case of a fire or organised fire drill, the alarm will go off.

* Staff could tackle the fire only if it is safe to do so with the nearest suitable extinguisher.
* Staff must orderly and swiftly evacuate all children from the rooms. Children stop what they are doing and walk calmly to the nearest fire exit door with staff members.
* Staff will get the school phone, padlock key and ipad containing attendance register.
* *Catkins room Procedure:*Staff member will obtain the grab and go near the fire exit, with Assistant at the front and Playschool Leader at the rear, all children will walk in an orderly file holding onto the grab and go at all times, to the fire assembly point which is out the side door of the catkins room on the grass near the tree.
* *Acorns room Procedure:*Staff member will obtain the grab and go near the fire exit, with Assistant at the front and Playschool Leader at the rear, all children will walk in an orderly fashion holding onto the grab and go at all times, to the fire assembly point which is out the side door of the catkins room on the grass near the tree.Staff member will open the padlock on the gate using the key which is kept in the grab and go bag near the fire exit. Holding onto the grab and go the children and staff will swiftly walk to the fire assembly point via the path in front of the building and safely onto the grass.
* Ensure no children are left behind in the toilet or any other room in the premises.
* Shut the door behind them as they leave the room.
* At assembly point, one staff member will ring Fire Brigade giving the following details:
  + - Name of Premises: The Willow Tree Children’s Centre
    - Address of Premises : 96 Carraigbeag Clogher Faili

Tralee, Co. Kerry

V92Y510

and other staff will do a roll call.

* Under no circumstances the following should be done:
  + Do not return for anything that you may have forgotten
  + Do not stop to collect personal belongings
  + Do not open a door if you suspect a fire on the other side
  + Do not re-enter the building unless advised to do so by the fire brigade.

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

**Communication of Policy**

The Fire Safety Procedures, Evacuation Route and Assembly Point map is on display on Noticeboard inside Classroom door at all time.

The full policy is available on the website www.blennerville.playschool.com

This policy will also be reviewed with staff at induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents/guardians upon request.

Parents/guardians may receive a copy of the policy at any time upon request.

Parents/guardians and the staff team will receive written notification of any updates.

This policy was reviewed and adopted by The Willow Tree Children’s Centre on 3rd April 2024.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Management

**Address:**  The Willow Tree Children’s Centre,

Ground Floor Unit,

96 Carraigbeag,

Clogher Faili,

Tralee,

Co. Kerry

V92Y510

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**Registered Proprietor:** Jessica Hastings

**Person in Charge:** Laura MacKenna

**Deputy Person in Charge**: Lisa Clifton