



## Fire Safety Policy

It is our policy to ensure that adequate measures are put in place to ensure that the children, parents, staff and all other persons attending our service are safe, in the event of a fire.

### Procedures:

- ❖ The service has all the relevant fire safety equipment recommended in the Department of the Environment's Fire Safety in Pre-schools booklet including fire extinguishers, smoke alarms and fire blankets and holds a Fire Safety Certificate as per building control regulations 1997.
- ❖ Staff, parents and the children are to be aware of the evacuation procedures in the event of a fire
- ❖ Students / volunteers and newly appointed staff are to be informed about what procedures to follow in the event of a fire
- ❖ Attendance records of all children and adults present on the premises are kept up-to-date, to ensure that everyone is accounted for in the event of a fire or other emergency
- ❖ The fire safety equipment is checked annually and a record maintained of dates
- ❖ Fire drill instructions are posted in each room
- ❖ The assembly point is clearly marked
- ❖ Fire drills are carried out with staff and children once per month. If a child becomes distressed, she/he will be reassured, but most children perform the fire drill very well
- ❖ A record is kept of all fire drills carried out
- ❖ Health and Fire Safety staff from the HSE and staff from the Galway City & County Childcare Strategy Group must be allowed access to the Resource Centre at all times deemed reasonable.

See Appendix XII for Fire Drill and Fire Drill Record

*Adopted at a meeting of Corrandulla Community Resource Centre Ltd. / Board of Directors*

Date \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_  
*Manager*

By \_\_\_\_\_  
*Chairperson*