

# **Grace Park Montessori**

## **Fire Safety Policy**

### **1. Policy Statement**

Grace Park Montessori places the highest priority on the health, safety and protection of all children, staff and families using its service. It is the policy of this service to ensure that all staff have training in fire safety and that all children are educated appropriately about the dangers of fire and what to do in the event of a fire occurring on the premises.

### **2. Principles**

This policy is underwritten by the *Child Care Act 1991 (Early Years Services) Regulations, 2016*.

### **3. Procedures**

All firefighting equipment at Grace Park Montessori is serviced, annually. Children are taught the reasons for fire drills and the importance of learning how to respond to a fire alarm.

Fire drills are carried out monthly during both sessions and at the start of each new term. All drills are recorded on the fire drill register which is maintained in the Fire Safety Register. Details of the fire drill are set out below.

The staff and children understand where their nearest exit is and how to make their way, calmly, to the assembly point.

The assembly point location is: **School Gate, Front Garden [See Appendix B]**

Our fire officer is: **Jo Chrobak**

#### **4. Fire Prevention Measures**

These are measures aimed at reducing or eliminating the risk of fire occurring. They include:

- A strict prohibition on the accumulation of waste materials
- All waste receptacles are made from non-combustible materials
- Prohibition on open fires and on portable 'flame' heating appliances
- Heat emitting surfaces are thermostatically controlled to ensure safe surface temperatures
- Prohibition on storage of flammable liquids or gases within the premises
- Electrical gas appliances are maintained in a safe working condition

#### **5. Instructing and Training of Staff Fire Prevention and Fire Safety Procedures**

Staff receive regular instruction and training on fire prevention and fire safety procedures. The instruction and training include training in:

- Maintenance and use of fire prevention equipment
- Maintenance of building services
- Appropriate furnishing and fittings
- Availability of escape routes

#### **6. Fire Safety Register**

Grace Park Montessori keeps a Fire Safety Register containing details of the following:

- Emergency and evacuation drills
- Maintenance of fire protection equipment
- Maintenance of building services

- Appropriate furnishings and fittings, including, seating and floor coverings
- Availability of escape routes
- Fire Safety Records which are available for inspection at all times.

The Register also contains details of:

- Name of service provider: Jozefa Chrobak
- Person responsible for operating the pre-school: Jozefa Chrobak
- Name of the premises: Grace Park Montessori
- Address of the premises: 74 Grace Park Heights, Drumcondra, Dublin 9
- Person responsible for the Fire Safety: Jozefa Chrobak
- Person responsible for calling the Fire Brigade: Jozefa Chrobak
- Number of children on the premises: 22 (max per session)
- Floor Plans: Attached in Fire Safety Register
- Details of staff training: Annual CPD Training
- Details of evacuation/fire drills: See Fire Safety Policy and Procedures
- Details of fire-fighting equipment:  
Fire Alarm System (4); Fire Extinguisher (1) and Fire Blanket (1)
- Location of equipment: Extinguisher and fire blanket are located in play area near exit door to garden
- Inspections, testing and maintenance: See Inspection records

## **7. Fire Drill**

The alarm is raised by using a whistle! On hearing the alarm the children will:

- Stop immediately the activity in which they are involved
- Walk quickly but not run to the fire exit (as indicated on site plan drawing)
- The teacher checks the toilet to ensure that no child has been left behind

- The children go directly to the Assembly Point at the front garden gate (as indicated on site plan drawing)
- The teacher closes classroom doors and stays with the children
- The second adult on the premises summons help from the Fire Brigade by calling 999 or 112
- The children are prohibited from re-entering the classroom until they are directed to do so by their teacher
- The teacher will check the roll book at the Assembly Point.

Signed by: *Jozefa Chrobak*

**Józefa Chrobak**  
Directress

<b>Reviewed on:</b>	<b>14 January 2023</b>
<b>Reviewed on:</b>	
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