

MONAGHAN WALDORF SCHOOL CLG

FIRE SAFETY POLICY

Purpose

The purpose of this policy is to ensure the safety of all children, staff, and visitors in the event of a fire or related emergency. It is developed in compliance with the Child Care Act, 1991 (Early Years Services) Regulations, 2016, and Tusla's requirements, as well as local fire safety regulations.

Objectives

- To prevent the outbreak of fire.
- To ensure all persons are evacuated safely in the event of a fire.
- To ensure staff are trained and aware of fire safety procedures.
- To maintain all fire safety equipment and systems in working order.

Responsibilities

Registered provider & person in charge: Responsible for ensuring fire safety compliance, regular fire drills, maintenance of fire safety equipment, and updating the policy as necessary.

Colleagues: All colleagues must follow fire safety procedures and participate in fire drills. They must know how to use fire safety equipment and assist in evacuating children.

Fire safety officer: A designated staff member responsible for regular fire safety checks and coordinating drills.

Procedures

Evacuation plan: Clear, accessible evacuation routes must be posted in every room. Staff will ensure all children, including those with special needs, are evacuated quickly and safely.

Assembly point: A safe assembly point will be designated away from the building.

Fire drills: Conducted once per month, held at varying times during operating hours to ensure staff and children are familiar with evacuation procedures. The actual fire alarm shall be activated for at least 2 of the monthly fire drills each year. A record of each drill, including time taken to evacuate, will be maintained.

Training: All colleagues will receive fire safety training, including the use of fire extinguishers and emergency response.

Prevention

Daily checks: Colleagues must check all areas for fire hazards (e.g., electrical equipment, flammable materials) before opening the service.

Electrical safety: All electrical equipment and installations will be regularly inspected and certified by a qualified electrician.

Smoking: Smoking is strictly prohibited on the premises.

Fire doors: Fire doors must be kept closed and unobstructed at all times.

Cooking: Cooking appliances, if used, will be closely monitored, and staff will follow safety protocols.

Upkeep of fire suppressing equipment: Contracted to a reputable provider, with adequate records maintained.

Emergency Contact Information

Eircode of the school: A75 HF78

Fire Brigade: 999

Ambulance: 112

Person in charge & designated fire officer: Cáit McCarey (0863642399)

Registered provider & deputy person in charge: Karen Jeffares (0860365977)

Record Keeping

Records of fire drills, equipment checks, and staff fire safety training will be kept in compliance with Tusla and legal requirements.

Appendix

Floor plan with evacuation routes & procedure

Fire drill record template

List of fire safety equipment locations

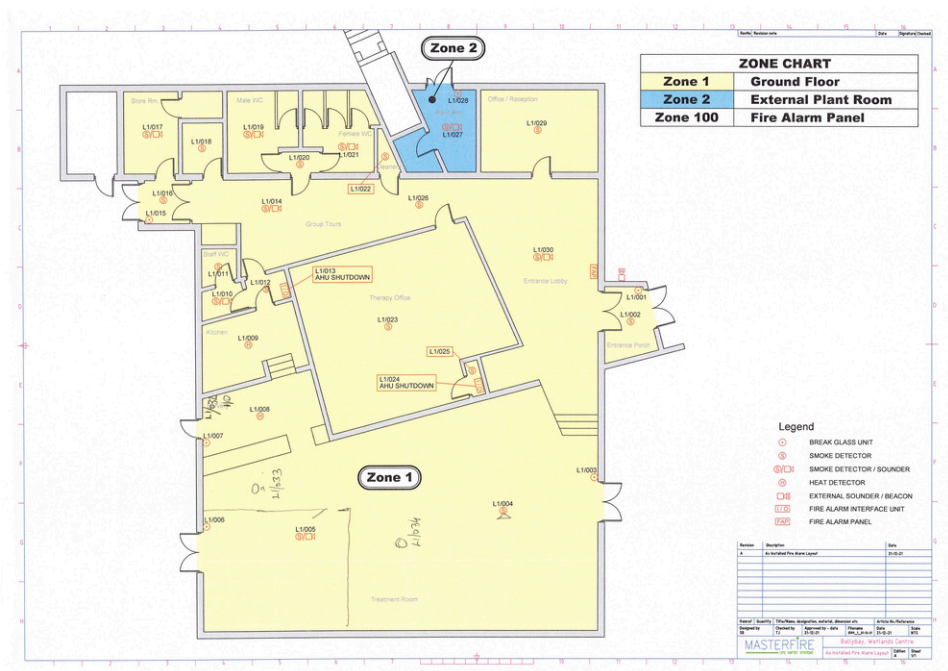
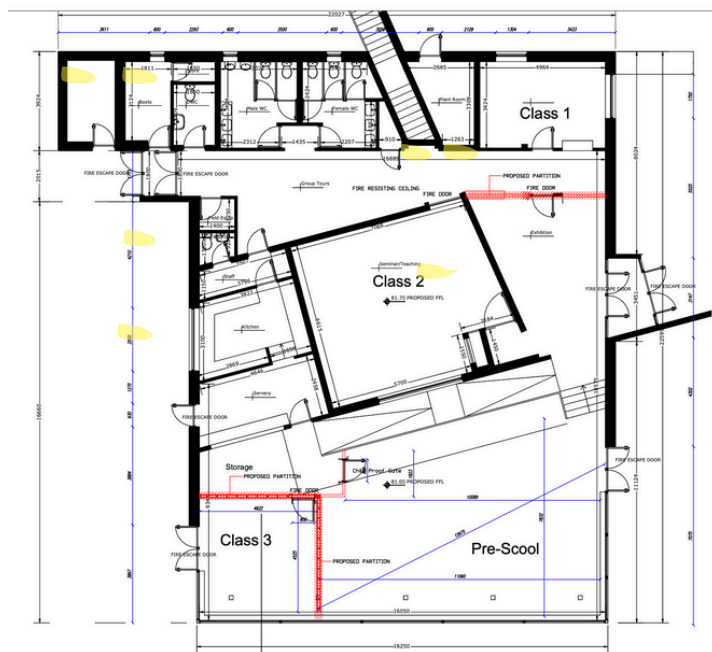
FLOOR PLAN WITH EVACUATION ROUTES & PROCEDURE, ALONG WITH FIRE SAFETY EQUIPMENT LOCATIONS

The person in charge will escort the children and other staff and volunteers to the appropriate fire exit, and will continue until the group reaches the evacuation assembly point.

In doing so, the person in charge will be the last person to exit the classroom (if applicable), and will make a thorough check of the classroom utilising the daily attendance sheet.

The person in charge will direct another adult within the group, if possible, or will themselves, phone 112.

The eircode of the school is A75 HF78.



FIRE DRILL RECORD TEMPLATE

The person in charge will escort the children and other staff and volunteers to the appropriate fire exit, and will continue until the group reaches the evacuation assembly point.

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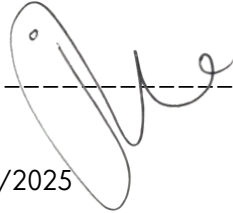
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This policy was adopted by Monaghan Waldorf School CLG on this 15th day of February 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director & Company Secretary

Signature: _____

A handwritten signature in black ink, appearing to be 'JME', written over a dashed line.

Date: 15/02/2025

Version: 001



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