

Newtownwhite Educate Together NS

Ballysakeery,
Ballina,
Co. Mayo.
F26 TP63

Tel: 096 32728 / 086 7933559

Roll Number: 09040K

Email: info@newtownwhiteetns.com

Website: www.newtownwhiteetns.com



Fire Safety Policy

Policy Available To:

Parents, Staff, Management, and Relevant Stakeholders.

1. Policy Statement

The Afterschool Service is committed to ensuring the safety and wellbeing of all children, staff, and visitors in the event of a fire. The service provider will take all reasonable precautions to prevent fire and will ensure that clear procedures are in place to safely evacuate the premises should a fire occur.

This Fire Safety Policy is available to parents, staff, and relevant stakeholders and will be reviewed regularly to ensure continued compliance with safety legislation and best practice.

The service will implement appropriate fire prevention measures, maintain adequate fire detection and firefighting equipment, and ensure that clear procedures are in place to safely evacuate the premises if required.

This policy is implemented in accordance with Articles 18 and 19 of the Fire Services Act 1981.

2. Fire Prevention

The service will take all reasonable steps to minimise the risk of fire by:

- Ensuring fire exits and escape routes are always kept clear.
- Maintaining fire detection and alarm systems.
- Ensuring all firefighting equipment is properly maintained and accessible.
- Ensuring electrical equipment is safe and used correctly.
- Ensuring staff are aware of fire safety procedures.

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3. Fire Procedures

In the event of a fire or when the fire alarm sounds, the following procedures must be followed:

1. The person discovering the fire must raise the alarm immediately by activating the nearest fire alarm point.
2. Staff will calmly instruct all children to stop activities and line up for evacuation.
3. Staff will escort children quickly and safely to the nearest designated fire exit.
4. Staff will check toilets, rooms, and areas where children may be present if safe to do so.
5. No one should collect personal belongings during evacuation.
6. Staff will lead children to the designated assembly point.
7. Staff will take a roll call using the attendance register to ensure all children and staff are accounted for.
8. Emergency services will be contacted if necessary.
9. No person may re-enter the building until it is declared safe by the emergency services.

The fire evacuation procedures are displayed at the main entrance and in the afterschool room and beside fire exits.

4. Fire Assembly Point

The designated Fire Assembly Points are clearly marked at the roadside boundary wall:

Locations: School Yard Assembly Area & Main Gate Area.

See assembly points marked in yellow in the image below.

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All children, staff, and visitors must gather at the location marked with the yellow circles during an evacuation.

5. Fire Drills

Fire drills will be conducted on a regular basis by the school secretary, the drills will include all students, teachers & any other visitors present at the time. Drills are to be conducted termly to ensure children & staff are familiar with evacuation procedures.

- Fire drills will be carried out by activating the fire alarm.
- Children and staff will practice evacuating the building safely and calmly.
- The purpose of the drill will be explained to children in a supportive and child-friendly manner.

6. Child-Friendly Evacuation Procedures

Staff will ensure evacuation procedures are explained and practiced in a child-friendly format appropriate to the age and understanding of the children.

Children will be taught to:

- Stop what they are doing when the alarm sounds.
- Listen to staff instructions.
- Walk calmly to the nearest exit.
- Stay with their group and staff member.
- Go directly to the assembly point.

These procedures will be regularly practiced during fire drills to ensure children feel confident and safe.

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7. Staff Responsibilities and Training

All staff members will:

- Be trained and/or made aware of fire safety procedures.
- Be familiar with evacuation routes and assembly points.
- Be aware of their responsibilities during an evacuation.
- Know the location of firefighting equipment.
- Be trained in the safe use of firefighting equipment where appropriate.

Fire safety procedures will be included in staff induction and reviewed regularly.

8. Firefighting Equipment and Smoke Alarms

The service will ensure that:

- Adequate firefighting equipment (e.g., fire extinguishers, fire blankets) is available.
- Smoke alarms and fire alarm systems are installed and operational and will be tested regularly.
- Equipment is maintained and inspected regularly by the service provider and serviced yearly by the contracted competent professional.
- Equipment is accessible and clearly marked.
- Fire exits & escape routes will be checked routinely to ensure they remain clear.

Staff will be familiar with the location of all firefighting equipment.

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9. Record Keeping

The service will maintain written records of:

- All fire drills conducted, including:
 - Date of drill
 - Time taken to evacuate
 - Number of children and staff present
 - Any issues identified and actions taken
- The number and type of firefighting equipment on the premises.
- Maintenance and servicing records for firefighting equipment and smoke alarms.

All records will be kept on file and made available for inspection if required.

10. Policy Review

This Fire Safety Policy will be reviewed with a maximum duration of two years between reviews or sooner if changes occur in legislation, premises, or operational procedures.

Date Adopted: 7th September 2026

Review Date: 1st September 2028

Signed:

A handwritten signature in black ink that reads "Tracey Jones". The signature is written in a cursive style and is positioned above a horizontal line.

Tracey Jones - *Manager / Service Provider*
Acting Principal of Newtownwhite ETNS