

GENERAL GUIDANCE



FIRE SAFETY FOR PRE-SCHOOLS AND CHILDCARE FACILITIES



Foreword

We are delighted that Limerick Fire & Rescue Service has compiled this guide for childcare services and that we have been able to support its publication. The aim is to assist all childcare services to comply with fire safety requirements for their premises.

The guide clearly outlines the general measures that should be in place and provides check lists and templates making it a practical tool. We hope that it will be used on a regular basis to ensure that highest standards of safety are maintained.

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Fire Safety Certificates



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**Childcare Providers
c/o County Limerick Childcare Committee
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8th March 2010

Re: Fire Safety for Pre-schools and Childcare Facilities – General Guidance.

To Whom It May Concern,

One of the tasks undertaken by Limerick County Fire & Rescue Service is to carry out fire safety inspections on premises in County Limerick. One of the premises types that are currently being inspected is crèches and pre-schools. To assist management of these premises Limerick County Fire & Rescue Service has put together a document 'Fire Safety for Pre-schools and Childcare Facilities – General Guidance.' This document provides general advice on the following;

- Management
- Training of staff
- Inspection and testing of fire alarms, emergency lighting, fire extinguishers etc;
- Evacuation drills

This document is a general guidance document only and does not constitute a legal document. Compliance with the recommendations of this document does not assume compliance with Fire Safety regulations.

Along with having a copy of 'Fire Safety for Pre-schools and Childcare Facilities – General Guidance.', it is recommended that you obtain a copy of the Department of Environment, Heritage and Local Governments publication 'Fire Safety in Pre-Schools (1999)'. This document outlines the fire safety requirements required of you and your premises and also provides a fire safety register template. This document can be download from the following website.

<http://www.environ.ie/en/Publications/LocalGovernment/FireandEmergencyServices/#d.en.963>

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Fire Safety Certificates

Fire Safety Certificate	Y/N	Last Inspection/Revision date	Y/N
Has your childcare facility received a Fire Safety Certificate?			

Requirements to obtain a Fire Safety Certificate

The Building Control Regulations, 1997 sets out the requirements of which building type, whether it is either under construction or is subject to a material alteration, is obliged to obtain a Fire Safety Certificate.

More specifically to pre-school and childcare facilities the Department of the Environment, Heritage and Local Governments publication, 'Fire Safety in Pre-Schools' states the following;

The Building Control Act, 1990 and associated Regulations apply minimum standards to the design and construction, extensions/alterations and changes of use of existing buildings. Part B of the Building Regulations, 1997 details the fire safety requirements to be complied with. Part III of the Building Control Regulations sets out the requirements relating to the need to obtain a fire safety certificate.

A fire safety certificate is required in respect of most buildings and in cases where buildings (including dwellings) undergo a change of use to a new use such as pre-schools, crèches, etc.

Technical Guidance Document B (Fire Safety), which accompanies the Regulations, provides guidance on how to comply with the Part B requirements. Responsibility for complying with the building regulations rests primarily with the owners, designers and builders of buildings. Local building control authorities are responsible for overseeing compliance with the regulations and have powers of inspections and can, where necessary, undertake enforcement action to ensure compliance.

In terms of pre-schools and childminding facilities all premises, with the exception of childminder services, are required to have a fire safety certificate for the building.

Childminders, as described by the HSE Pre-School Services, have in their care less than five children, with no more than two under the age of 15 months, and provide this service within their own home.





Fire Safety Checklist

Means of Escape	Y/N	Last Inspection/Revision date	Comments
Do you practice an Evacuation Drill?			
Do staff and children know all the escape routes?			
Are all the escape routes kept clear?			
Are all doors on escape routes unlocked – or easily openable without the use of a key?			
Do you have meeting points outside the building?			
Do you have a list of emergency contact numbers?			

Keeping Escape Routes Clear

Escape routes should be kept clear of all storage and any obstacles that may restrict the ease of escape for people using the premises. All doors on escape routes should be easily recognisable and not blocked by furniture, curtains or storage. These doors should also be easily and immediately opened.

Not only should internal escape routes be kept clear but also external escape routes leading to a place of safety or an assembly point should be clear of obstacles.

Evacuation Drills

Should a fire or emergency occur on your premises all occupants must be able to evacuate the building safely and quickly.

- On hearing the fire alarm, children must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined
- An area outside the building must be designated as an assembly point.
- It must be clearly marked and easily identified.
- The assembly point must be far enough away from the school premises to afford protection from the heat and smoke in a fire situation.
- The assembly point must be in a position that does not put pupils and staff at risk from emergency vehicles responding to the incident
- Attendance registers and visitors book should be held at a central point and must be brought to the assembly point when the alarm sounds
- One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises
- When classes have assembled at the assembly point, a roll or count must be made immediately to ascertain that no has remained in the premises





Fire Safety Checklist

- Any visitors or contractors in the premises at that time must be included
- The count at the assembly point must be checked using the attendance registers and visitors book to verify that everyone is out of the building
- Each room leader must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of any persons missing
- The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer, which will dictate the necessary actions to be carried out by the Fire Brigade.

The Golden Rule

Get out – Stay out – Call the Fire Brigade





Fire Safety Checklist

Fire Alarms – Emergency Lighting & Fire Extinguishers	Y/N	Last Inspection/ Revision date	Comments
Does your premises have a Fire Alarm System?			
Has this system been inspected and certified by a professionally qualified and recognised electrician within the last year? <i>If not please do so.</i>			
Does your premises have an Emergency Lighting System?			
Has this system been inspected and certified by a professionally qualified and recognised electrician within the last year? <i>If not please do so.</i>			
Does your premises have an adequate amount of suitable fire extinguishers?			
Have these extinguishers been inspected and certified by a suitable agent? <i>If not please do so.</i>			

Fire Detection and Alarm System

A fire alarm system in accordance with the recommendations of I.S. 3218 : 2008 : Code of Practice for Fire Detection and Alarm Systems for Buildings - System Design, Installation and Servicing should be provided in the following situations :

- A single storey premises where more than 20 children are accommodated; and
- A multi-storey premises, except in the case of a dwelling house used for the childminder category of pre-school services (see Section 3.3.4).

If your premises does not fall under the above criteria then a fire alarm system with self-contained would suffice. Self-contained units comprise of mains powered smoke detectors with the smoke detection and alarm sounder housed in the one unit.

Further details of this are located in the Department of the Environment, Heritage and Local Governments publication, 'Fire Safety in Pre-Schools'. However, if in doubt contact a qualified electrician for advice.



Fire Safety Checklist

Emergency Lighting & Signage

Emergency escape lighting should be provided:

- (a) to indicate clearly and unambiguously the escape routes so that the means of escape can be safely and effectively used;
- (b) to provide illumination along such routes to allow safe movement towards and through the exits provided;
- (c) to ensure that fire alarm call points and first-aid fire fighting equipment, where provided, can be readily located.






Fire Extinguishers

Under the Fire Services Act 1981 and the Safety, Health & Welfare at Work Act 2005 it is the duty of the person having control of a premises to take all reasonable measures to guard against the outbreak of fire on such premises. Such a measure includes the provision of an adequate number of suitable fire extinguishers on the premises.

The image below shows the types of extinguishers that are available and the types of fire to which they are best suited.

Types of the Fire Extinguishers

their uses and their colour coding according to BS EN 3 : 1996

				
Water	Powder	Foam	Carbon Dioxide (CO₂)	Fire Blanket
For wood, paper, textile and solid material fires	For liquid and electrical fires	For use on liquid fires	For liquid and electrical fires	Fire Blanket
DO NOT USE on liquid, electrical or metal fires	DO NOT USE on metal fires	DO NOT USE on electrical or metal fires	DO NOT USE on metal fires	Text to be supplied Kitchen

If the premises includes a kitchen or cooking facilities it is also recommended that a fire blanket is located near the cooking facilities.





Fire Safety Certificates

Staff Training	Y/N	Last Inspection/ Revision date	Comments
Are employees trained in fire safety and able to use a fire extinguisher?			
Are employees aware of the location of fire extinguishers and exit doors?			
Are employees aware of all actions to be taken during an evacuation drill?			

Section 18(2) of the Fire Services Act 1981 and 2003 places a duty on the person having control over a building to take all reasonable measures to guard against the outbreak of fire on such premises and to ensure as far as is reasonably practicable, the safety of persons on the premises in the event of fire.

The provision of fire safety training for staff on your premises is deemed as a responsibility of the Section 18(2) of the Fire Services Act 1981 and 2003 as mentioned above.





Fire Safety Certificates

Fire Safety Register	Y/N	Last Inspection/ Revision date	Comments
Do you keep a fire safety register?			
Do you keep a record of all staff fire safety training?			
Do you log all evacuation drills?			
Do you log all fire alarm inspections?			
Do you log all emergency lighting inspections?			

Fire Safety Register

The keeping of fire safety records is an important element of the proper fire safety management of a premises. A Fire Safety Register will assist in the keeping of records for specific items such as emergency evacuation procedures, records of fire drill, staff training, fire alarm and emergency lighting testing records, etc.

During an inspection a fire officer will look to see if a register is being kept for the premises. A well kept register is often an indication that correct management procedures are being carried out.

A good template for a fire safety register is located in the appendix of the Department of the Environment, Heritage and Local Governments publication, 'Fire Safety in Pre-Schools'. A copy of this is attached in Appendix 2 of this document.





Appendix
1
**Inspections &
Testing**

Annual inspections should be carried out on fire alarm and detection systems, emergency lighting systems by a qualified registered electrician





Inspections & Testing

Annual inspections should be carried out on fire alarm and detection systems, emergency lighting systems by a qualified registered electrician.

Fire Extinguishers:

When	What to do
Daily	N/A
Weekly	N/A
Quarterly	All fire extinguishers should be inspected to make sure that appliances are in their proper position, have not been discharged or lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage. Any extinguishers that are not available for use should be replaced by serviceable extinguishers.
Annually	<p>A more thorough examination of extinguishers (a detailed description of which is given in I.S. 291: 2002) should be carried out by a person with the necessary training and experience, and with access to the requisite tools, equipment and information.</p> <p>Extinguishers should be discharged periodically in accordance with the provisions of I.S. 291:2002. When discharge is taking place the opportunity to train staff in the use of extinguishers should be taken.</p>





Appendix 1 Emergency Lighting

When	What to do
Daily	N/A
Weekly	An inspection should be made to check that: - - Every lamp in a maintained system is lighting (including EXIT signs) - The LED in each emergency lighting unit is illuminated
Quarterly	- Any fault found, and the action taken, is recorded in the Fire Safety Register. The following should be carried out - • Clean exterior of luminaires and signs, • Ensure the correct operation of luminaires and signs by operating the test facility or cutting the power to the lighting circuits • Record results in the fire safety register.
Annually	The Fire Safety Manager should ensure that the annual inspection and test procedures as described in I.S. 3217: 2008 are carried out by the manufacturer, supplier or installer, or by an employee who has received special training with the manufacturer, supplier or installer.



Appendix 1

Fire Detection & Alarm System

When	What to do
Daily	A check should be made every day* to check that (a) the panel indicates normal operation (and if not, that any fault indicated is recorded in the Fire Safety Register and is receiving urgent attention) and (b) any fault warning recorded the previous day has received attention.
Weekly	(a) The system should be set off from a detector or call point (break glass unit) to test the ability of the control and indicating equipment to receive a signal and to sound the alarm. A different zone should be tested each week in turn; the zone and trigger device used should be recorded in the register. (b) Any defect should be recorded in the Fire Safety Register and reported to the responsible person, and action should be taken to correct it.
Quarterly	The Fire Safety Manager should ensure that the quarterly inspection and test procedures as described in I.S. 3218: 2009 are carried out by the manufacturer, supplier or installer or by an employee who has received special training with the manufacturer, supplier or installer.
Annually	Annually The Fire Safety Manager should ensure that the annual inspection and test procedures as described in I.S. 3218: 2009 are carried out by the manufacturer, supplier or installer or by an employee who has received special training with the manufacturer, supplier or installer.

* where premises are not used on a daily basis, these inspections should be made on each occasion before the public is admitted on the premises.





Appendix 2 Fire Safety Register

A good template for a fire safety register is located in the appendix of the Department of the Environment, Heritage and Local Governments publication, 'Fire Safety in Pre-Schools'.





Appendix 2 Details of Premises

Name of Person/Organisation
providing the Pre-School Service

Name of Person responsible for
operating the Pre-School Service

Name of Premises

Address of Premises

Name of Person responsible for the
Fire Safety Programme

Name of Person(s) responsible for
calling the Fire Brigade

Telephone Number of Premises

Number of Children being
catered for



Appendix 2

Emergency and Evacuation Procedures

Discovering a fire

What to do ?

- Raise the alarm by (give details)
- Phone the fire brigade from the nearest phone (dial 112 or 999) giving the following details :

Name of the Premises

Address of the Premises

Location of the Premises

Nature of the Fire

On hearing an alarm or other warning

What to do ?

- Instructions will be given by the person in charge of each room/area.
- Form a single file, leave the room and go directly to the Assembly Point at
- Conduct a roll-call

Remember

- 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 until advised to do so by the fire brigade.



Appendix 2 Evacuation/Fire Drills

Date of Drill	Time of Drill	Description of Drill (including names of participating staff)	Comments



Appendix 2 Fire Alarm Systems

System Description

Name of Installer

(Attach completion certificates, if available)

Location of Equipment	Description of Inspection and Maintenance Work	Date and Signature



Appendix 2 Fire Doors

Location	Self-Closing Device	Inspection Details	Date Inspected and Signature



COISTE CHONTAE LUIMNIGH UM CHÚRAM LEANAÍ



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