

7.14 (d) Fire Safety Policy

Policy number: 7.14(d)
Date last reviewed: January 2023
Reviewed by: Child Care Team

This policy relates to	
National Quality Standards Early Childhood Education & Care	<p>2.2 Each Child is protected</p> <p>2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.</p> <p>7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.</p>
Resources	<p>Accidents, emergencies and first aid – https://www.ecrh.edu.au/docs/default-source/resources/ipsp/accidents-emergencies-and-first-aid-policies-in-practice.pdf?sfvrsn=8</p> <ul style="list-style-type: none"> • Display of emergency and evacuation floor plan and instructions – https://earlychildhood.qld.gov.au/legislationandguidelines/pporresources/fact%20sheets/nqf-emergency-evacuation-exits.pdf • Emergency and evacuation policies and procedures under the National Law – https://www.vision6.com.au/em/message/email/view.php?id=1411534&a=51732&k=Qj09YLryzGzYddcRriDRmxVQkyV8fx2G3uE-tGJXmxQ • Emergency procedures for educators in family day care and in home care – https://www.ecrh.edu.au/docs/default-source/resources/ipsp/emergency-procedures-for-educators-in-family-day-care-and-in-home-care.pdf?sfvrsn=6 • Guide to the National Quality Framework – https://www.acecqa.gov.au/nqf/about/guide • Guidance for approved providers – early childhood education and care services operating in multistorey buildings – https://earlychildhood.qld.gov.au/legislationAndGuidelines/PPORresources/Fact%20sheets/NQF-Fact-Sheet-multi-storey-buildings.pdf#search=multi%20storey • Incident and emergency management – https://earlychildhood.qld.gov.au/legislation-andguidelines/health-and-safety/incident-and-emergency-management • Managing Emergency Situations in Education and Care Services – https://www.ecrh.edu.au/docs/default-source/resources/ipsp/managingn-emergency-situations-in-education-and-care-services.pdf?sfvrsn=8 • Risk assessment and management - https://www.acecqa.gov.au/media/29421

Policy

Fireplace

Wood burners and fireplaces require a fixed guard (Refer 7.14(b) Ventilation, Heating and Cooling Appliances) and ash must be inaccessible to children. Portable Kerosene heaters must not be used.

If fireplace does not have a guard, a written declaration must be completed stating the fireplace will be safe (cool and with ash removed) before children come into care.

Fire Safety

In accordance with the Queensland Fire & Rescue Authority, each Family Day Care home should have at least one smoke alarm installed, tested annually and be correctly maintained. Where children sleep in bedrooms with the door closed, a separate smoke alarm is to be installed in these rooms. A fire extinguisher or fire blanket is also required.

The Education and Care Services National Regulations requires a copy of the emergency and evacuation floor plan and instruction are displayed in a prominent position at eye level near each exit at the education and care service premises.

Educators are required to keep the following numbers easily accessible - Ambulance, Fire Police ('000' or '112' from mobiles), Poisons Information Centre, nearest Hospital, each child's parents contact numbers, doctor and service no.

Educators are required to practice and record the effectiveness of emergency evacuation with children every 3 months.

Emergency and Evacuation Procedures Regulation 97

The emergency and evacuation procedures required under regulation 168 must set out:

- (1) Instructions for what must be done in the event of an emergency; and
- (2) An emergency and evacuation floor plan.

For the purposes of preparing the emergency and evacuation procedures, the service must ensure that risk assessment is conducted to identify potential emergencies that are relevant to the service:

- (1) The emergency and evacuation procedures are rehearsed every 3 months;
- (2) The rehearsals of the emergency and evacuation procedures are documented.

Relevant Legislation

Education and Care Services National Law Act 2010
Education and Care Services National Regulations
Reg 97 Emergency and evacuation procedures
Reg 98 Telephone or other communication equipment
Reg 167 Offence relating to protection of children from harm and hazards
Reg 168 Education and care services must have policies and procedures
Reg 169 Additional policies and procedures - family day care
Reg 170 Policies and procedures to be followed
Reg 171 Policies and procedures to be kept available
Reg 172 Notification of change to policies or procedures

Associated Beaucare Policies and Documents

[Appendix A Legislation](#)
[Appendix D Privacy and Communication](#)
[Appendix F QIP and Compliance](#)

Key Resources

Fire Protection Association of Australia
www.fpaa.com.au
Queensland Fire and Rescue Service
www.fire.qld.gov.au
Qld Government Fire Escape Planner
<https://www.fire.qld.gov.au/planning/>
Kid safe Queensland
www.kidsafeqld.com.au
Family Day Care Australia
Managing Emergency Situations in Education and Care Services
www.fdca.com.au
https://www.qfes.qld.gov.au/communitysafety/home/documents/QFRS_EvacPlan.html
Educators are to use: <https://www.qfes.qld.gov.au/fireescape/>

Related

[Appendix F QIP and Compliance](#)
[Appendix H Safe Work Practice](#)