

WEST LIMERICK INDEPENDENT LIVING CLG

Fire Safety Policy

Policy Reference	WLILP42
Category	Operational Policies — Health & Safety
Version	2.0 (home-based fire safety added, numbering error corrected)
Status	APPROVED — by the Board of Directors on 9 October 2026
Supersedes	WLILP42 - Fire Safety Policy
Policy Owner	Board of Directors, West Limerick Independent Living CLG
Applies To	All staff, service users, volunteers, visitors, and contractors across WLIL premises, and all staff delivering services in service users' homes
Related Policies	WLILP7D - Data Retention, Rectification and Erasure Policy; WLILP19 - Lone Working Policy; WLILP25 - Crisis Management Policy and Response Procedure; WLILP30 - Incident Management & Reporting Policy
Review Cycle	Annually, or sooner following an incident, legislative update, or recommendation from the local Fire Authority

1. Purpose & Scope

The purpose of this policy is to ensure that West Limerick Independent Living ("WLIL") has effective fire prevention, preparedness, and emergency response arrangements in place. This policy applies to all staff, service users, volunteers, visitors, and contractors across WLIL premises, and ensures compliance with Irish fire safety legislation. It also applies to staff delivering services in service users' own homes, where fire safety risks and responsibilities differ from WLIL's own premises (see Section 7).

2. Legislative & Regulatory Framework

- Fire Services Act 1981 and 2003
- Safety, Health and Welfare at Work Act 2005
- Building Control Acts 1990 to 2014, and subsequent Building Control Regulations — this area is periodically updated by regulation; check for more recent amending Regulations at each policy review
- Safety, Health and Welfare at Work (General Application) Regulations 2007
- Guidance from the Health and Safety Authority (HSA) and the local Fire Authority

3. Policy Statement

WLIL is committed to ensuring the safety of all staff, clients, and visitors by implementing effective fire safety measures. This includes maintaining fire detection and suppression equipment, conducting regular fire drills, and ensuring all individuals are familiar with evacuation procedures.

4. Roles & Responsibilities

- Board of Directors — provide governance oversight of fire safety arrangements
- Manager/Health & Safety Officer — ensure fire safety compliance, training, and equipment maintenance
- Fire Marshals — assist with evacuations, check designated areas, and report status to the assembly point
- Employees — familiarise themselves with evacuation routes, participate in fire drills, and follow instructions in emergencies
- Visitors & Contractors — comply with staff directions during evacuations

5. Fire Prevention & Preparedness (WLIL Premises)

- Fire extinguishers, alarms, and emergency lighting must be inspected quarterly and serviced annually
- Escape routes and fire doors must be kept clear at all times
- Electrical appliances must be PAT-tested regularly
- Staff are prohibited from using personal electrical appliances unless approved
- No smoking is permitted inside WLIL premises

6. Evacuation Procedures (WLIL Premises)

In the event of a fire alarm:

- Raise the alarm by activating the nearest break-glass unit
- Leave the building immediately via the nearest safe exit
- Do not use lifts
- Proceed to the designated fire assembly point across from the main entrance to the building, across the car park, at the memorial seated area
- Fire Marshals will conduct roll call and report to the General Manager or Health & Safety Officer
- Do not re-enter the building until authorised by the Fire Officer
- An actual fire, as distinct from a planned drill, must be reported using the SBAR incident report form in WLILP30 - Incident Management & Reporting Policy, Appendix 3, in addition to any Fire Authority notification required

7. Fire Safety in Service Users' Homes

Most WLIL services are delivered in service users' own homes, which WLIL does not own or control, and where fire marshals, alarm testing schedules, and a fixed assembly point do not apply. Staff working in these settings should instead:

- Note the location of smoke alarms and the most direct escape route as part of each service user's initial home visit and risk assessment, and record this in the service user's care plan
- Raise any obvious fire hazard observed in the home (for example a missing or non-functioning smoke alarm, blocked exits, or unsafe electrical equipment) with their Coordinator, so it can be discussed with the service user or their family
- In the event of a fire in a service user's home, prioritise the safety of the service user and themselves, calling emergency services (999/112) before anything else, consistent with WLILP25 - Crisis Management Policy and Response Procedure

- Where a staff member is working alone in a service user's home, this should also be considered under WLILP19 - Lone Working Policy
- Report the incident using the SBAR incident report form in WLILP30 - Incident Management & Reporting Policy, Appendix 3, as soon as it is safe to do so

8. Evacuation of Vulnerable Persons (WLIL Premises)

- Personal Emergency Evacuation Plans (PEEPs) will be developed for staff, service users, or visitors with disabilities
- Trained staff will provide assistance, including the use of evacuation chairs where required
- Refuge points will be identified for those awaiting assistance

9. Fire Drills & Training

- Fire drills will be conducted at least twice annually at WLIL premises
- All new staff will receive fire safety awareness during induction, including guidance on fire safety in service users' homes
- Refresher training will be provided every 2 years
- Fire Marshals will receive additional training in evacuation and fire extinguisher use

10. Records Retention

Fire drill logs, alarm test logs, training records, and related documentation generated under this policy are retained in accordance with WLILP7D - Data Retention, Rectification and Erasure Policy, which is the single authoritative source for WLIL's retention periods.

11. Monitoring & Review

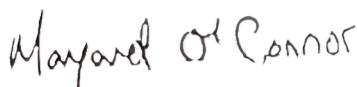
This policy will be reviewed annually, or earlier if required following incidents, legislative updates, or recommendations from the local Fire Authority.

This policy reflects the Fire Services Acts 1981 and 2003, and current HSA guidance, checked as accurate as of drafting. It is not a substitute for legal or fire safety advice.

Approval

Approved by the Board of West Limerick Independent Living CLG on 9 October 2026.

Signed on behalf of the Board, on its instruction, by the General Manager:



Margaret O'Brien O'Connor, General Manager

Date signed:



Appendix A — Fire Drill Log

Date: _____

Time: _____

Location: _____

Number of Participants: _____

Issues Identified: _____

Corrective Actions: _____

Fire Marshal Signature: _____

Appendix B — Fire Alarm Test Log

Date: _____

Test Conducted By: _____

Result (Pass/Fail): _____

Corrective Actions Required: _____

Signature: _____

Appendix C — Fire Safety Training Record

Employee Name: _____

Training Type: _____

Date: _____

Trainer: _____

Signature: _____

Appendix D — Evacuation Plan Reference

A detailed evacuation map is displayed at key points throughout the building, indicating escape routes, fire extinguishers, and the designated assembly point across from the main entrance to the building, across the car park, at the memorial seated area.

Appendix E — Staff Acknowledgement Form

I acknowledge that I have read and understood the WLILP42 Fire Safety Policy. I agree to comply with its requirements and understand that failure to do so may result in disciplinary action.

Name: _____

Signature: _____

Date: _____