



**Five  
Rivers®**

**FIVE RIVERS  
CHILD CARE LTD**

Fire safety  
Appendix

Willow View

*'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'*

Policy Owner	Headteacher
Authoriser	Head Of Education
Date of Original Issue	26/05/2022
Date of next review	01/09/2024
Version	v 1

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## 1.1 Policy Statement

The operations of fire safety of Willow View school are contained in the Five Rivers childcare Health and Safety Policy. This appendix details the site-specific protocols and policies for Willow view school and its education bases.

## 1.2 Terms and Definitions

The below table sets out a number of terms and definitions used within this document:

Term	Definition
Nil.	

## 1.3 Data Protection

- Five Rivers supports the objectives of the General Data Protection Regulation (GDPR) & Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the GDPR & Data Protection Act, 2018<sup>1</sup>.
- Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the principles of the GDPR & Data Protection Act, 2018 and the Five Rivers Data Protection Policy.

## 1.4 Disclosure of Information

- Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will comply with the requirements of the GDPR & Data Protection Act, 2018.

## 1.5 Further Information

## 2. Procedures Willow View school

### 2.1 Fire, Emergency and Security

Employees will:

Be aware of the location of fire escapes, fire alarm call points and evacuation assembly points.

Fire alarm call points at Willow View are situated in the

- Large classroom
- Entrance Porch
- Games room

### 2.2 Evacuation procedures at Willow View

**The assembly point for all aspects of Willow View school is;**

- The large tree outside the school's main entrance
- Assembly points on education bases are noted on the fire evacuation plan specific to each base

If the fire alarm sounds, staff, students and visitors in the main building evacuate through one of the following fire exits:

- The front Door
- The classroom double doors
- The games room double doors

If the alarm sounds from the main building, staff/ students/ visitors will immediately evacuate through the rooms stated above.

### 2.3 ROLES AND RESPONSIBILITIES

- The daily fire checks are recorded in the fire log book by Neressa Baron, Business Administrator or Danielle Hulme, Headteacher.
- All staff within Willow View school have completed Fire Marshal training and fire extinguisher training.
- In the Willow View building the Headteacher or Business Administrator acts as Fire Marshalls if in attendance.
- If absent from the building the Lead Teacher within the building acts as Fire Marshall.
- On education bases the Lead Teacher is responsible for being aware of and following the fire regulations, escape routes and protocols for the base. The Lead Teacher acts as Fire Marshall for evacuation.
- The Fire Marshall is responsible for calling the register on evacuation and ensuring the building is empty. The Fire Marshall will liaise with the fire service.

## 2.4 Personal Electrical Equipment

- Personal electrical equipment, for example phone chargers, are not to be used at Willow view school or any other school education bases. Only electronic items with valid and up to date PAT testing as part of the annual PAT test at Willow view school can be used.



