



**Five
Rivers®**

FIVE RIVERS CHILD CARE LTD

Fire safety
Appendix

Endeavour
House School

'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
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Table of Contents

1.	Fire Safety Appendix Endeavour House School	2
	1.1 Policy Statement	2
	1.2 Terms and Definitions	2
	1.3 Data Protection	2
	1.4 Disclosure of Information	2
	1.5 Further Information	2
2.	Procedures Endeavour House School	3
	2.1 Fire, Emergency and Security	3
	2.2 Evacuation procedures at Endeavour House School	3
	2.3 Roles And Responsibilities	3
	2.4 Personal Electrical Equipment	4

1. Fire Safety Appendix Endeavour House School

1.1 Policy Statement

The operations of fire safety of Endeavour House School are contained in the Five Rivers childcare Health and Safety Policy. This appendix details the site-specific protocols and policies for Endeavour House 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, 2018¹.
- 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 Endeavour House 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 Endeavour House School are situated in the

- Top of stairs
- Entrance hallway
- Downstairs classroom entrance

Comply with all site health and safety procedures including emergency fire drills and evacuations.

- Fire drills are completed within Endeavour House School and on all education bases half termly.
- These are recorded on the daily log for education bases and on Clear Care for Endeavour House School.

2.2 Evacuation procedures at Endeavour House School

The assembly point for all aspects of Endeavour House School is;

- Goodmayes Library – next door to Endeavour House School
- 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 kitchen door
- Downstairs classroom entrance

If the alarm sounds from the main building, staff/ students/ visitors in the cabin/shed do not enter the main building. They immediately evacuate through the back garden rear wooden gates.

2.3 Roles And Responsibilities

- The daily fire checks are recorded on the Clear Care system daily by Daniel Seechan, School Business Administrator, Soha Gassoub, Teacher or Ann-Marie Allen, Headteacher.
- Key staff within Endeavour House School have completed Fire Marshal training and all staff have completed fire extinguisher training.
- In the Endeavour House School building the Headteacher or School Business Administrator act 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. Where applicable, the Lead Teacher acts as Fire Marshal for evacuation and ensures half termly fire drills are completed and recorded.
- 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 Endeavour House School or any other school education bases. Only electronic items with a valid and up to date PAT testing as part of the annual PAT test at Endeavour House School can be used.