



**Five
Rivers®**

**FIVE RIVERS
CHILD CARE LTD**

Fire safety
Appendix

Park House

'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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1.1 Policy Statement

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

- Kitchen
- Entrance Porch
- Main office

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

Fire drills are completed within Park House and on all education bases half termly.

These are recorded on the daily log for education bases and on Clear Care for Park House school.

2.2 Evacuation procedures at Park House

The assembly point for all aspects of Park House is;

The stone monument on the edge of the field outside the school 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 kitchen door
- The office exterior door

If the alarm sounds in a pod and the fire is evident in the pods the staff/students/visitors enter the kitchen of Park House if safe to do so and raise the alarm by activating the kitchen fire call point. They then evacuate from the garden using the rear wooden gate.

If the alarm sounds from the main building, staff/ students/ visitors in the pods 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 Anna Stankiewicz-Pellegrini, Business Administrator, Kristina Baker, Business Manager or Sally Pitkin, Headteacher.

All staff within Park House school attend fire extinguisher training and Fire Marshalls have attended Fire Marshall training.

In the Park House building the Headteacher (Sally Pitkin), Assistant Head (Stephanie Burton),

Business Manager (Kristina Baker) or Business Administrator (Anna Stankiewicz-Pellegrini) 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. The Lead Teacher acts as Fire Marshal for evacuation and ensures half termly fire drills are completed and recorded. These are recorded on the daily log.

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 Park 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 Park House school can be used.