



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
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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, 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 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
- Oak Classroom

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 primary building evacuate through one of the following fire exits:

- The front Door
- The classroom double doors
- The Oak classroom double doors

If the alarm sounds from the secondary building, staff/ students/ visitors will immediately evacuate through the following fore exits:

- The main reception room
- The kitchen door

When the fire alarm is sounded, the classroom cabins are radioed with 'Code Orange'. When this happens, the pupils/staff in the cabins will then make their way to the fire assembly point.

2.3 Roles and Responsibilities

- The daily fire checks are recorded in the fire logbook/Clear Care by the fire marshal on site
- All designated staff within Willow View school have completed Fire Marshal training and fire extinguisher training.
- The fire marshals are named in the building: Neressa Baron, Andy Miller, Claire Moore, Colin Douro, Catherine Geraghty and Nicola Bamford.
- On education bases, the SLT staff members are responsible for being aware of and following the fire regulations, escape routes and protocols for the base. The SLT member acts as Fire Marshall for evacuation.
- The Fire Marshalls are responsible for calling the register on evacuation and ensuring the building is empty. The Fire Marshalls 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.