



FIVE RIVERS CHILD CARE LTD

Fire safety Appendix

Clannad 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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Contents

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

1. Fire Safety Appendix Clannad School

1.1 Policy Statement

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

1.2 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.

1.3 Disclosure of Information

It is a criminal offence for a person to knowingly or recklessly sell, disclose or retain personal information outside of the Five Rivers Group under section 170 DPA 2018 without a legitimate purpose and legal basis. The Five Rivers Group considers these actions unauthorised and will take all necessary action to ensure personal data is not disclosed, retained or sold without a valid legal reason including referral to the criminal investigations team of the information commissioner's office (CRIT ICO).

2. Procedures Clannad 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 Clannad School are situated in the

- Emerald Room (next to the fire exit door)
- Entrance Hallway (next to the living room in Clannad home)
- Kitchen (next to the fire exit door)
- Sapphire Room (next to the fire exit door)
- Amethyst Room (next to the fire exit door)

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

- Fire drills are completed within Clannad School half termly.
- These are recorded on Clear Care for Clannad School.

2.2 Evacuation procedures at Clannad School

The assembly point for all aspects of Clannad School is;

Straight in front of the Clannad Home across the road on the side of the pavement adjacent to Clannad School.

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

- The front door from the home
- The kitchen door
- Emerald Room door
- Sapphire Room door
- Amethyst Room door

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

2.3 Roles And Responsibilities

- The daily fire checks are recorded on the Clear Care system daily by Mark Grayson, Teacher or Utibe Abasi Umoren, Headteacher.
- Key staff within Clannad School have completed Fire Marshal training and all staff have completed fire extinguisher training.
- In the Clannad School building the Headteacher or Mark Grayson or Amanda Goldson act as Fire Marshalls if in attendance.
- If absent from the building the Lead Teacher within the building acts as Fire Marshall
- 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 Clannad School. Only electronic items with a valid and up to date PAT testing as part of the annual PAT test at Clannad School can be used.