



FIVE RIVERS CHILD CARE LTD

Fire safety Appendix

The Spires

'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 The Spires school are contained in the Five Rivers childcare Health and Safety Policy. This appendix details the site-specific protocols and policies for The Spires 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

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 The Spires 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 The Spires are situated in the

- Entrance / Lobby Area
- Hall
- KS3 Corridor
- KS1 Corridor
- Opposite SLT Office
- Staff Room
- KS4/5 Corridor
- A&T Lobby
- Upstairs Corridor

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

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

2.2 Evacuation procedures at The Spires School

The assembly point for all aspects of The Spires School is;

- The Art Centre Grounds (Opposite the Spires School on School Lane)

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

- Hall End Door
- Hall Side Entrance Door (Leads out to Playground)
- Signed Door Opposite SLT Office
- Staff Room
- Music Studio
- Science Room
- VLC Kitchen
- D&T Workshop

If the alarm sounds from the main school building, staff/ students/ visitors do not enter the main building. They immediately evacuate through Hale Hall Garden Wooden gate.

If the alarm sounds from an outer building, Music Studio / Science Room / VLC Kitchen / D&T Workshop, staff/ students / visitors in the main building do not enter and to evacuate through one of the fire exits.

2.3 Roles and responsibilities

The daily fire checks are recorded on the Clear Care system daily by Lucy Dewey or Lauren Marshall, Business Administrators or Louise Bethel, Headteacher. Allocated staff within The Spires school have completed Fire Marshal training and fire extinguisher training.

In the Spires School building the following staff are Fire Marshalls:

- Lauren Marshall
- Andi Teasdale
- Jenny Boyden
- Elaine Watkins
- Alex Gilbert

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.

The Fire Marshal is responsible for calling the register on evacuation and ensuring the building is empty. The Fire Marshal will liaise with the fire service.

2.4 Personal Electrical Equipment

Personal electrical equipment, for example phone chargers, are not to be used at The Spires 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 The Spires school can be used.