



FIVE RIVERS CHILD CARE LTD

Fire safety Appendix

Fountain 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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Contents

1.	Policy Statement	3
1.1	Data Protection	3
1.2	Disclosure of Information	3
2.	Procedures Fountain House School	3
2.1	Fire, Emergency and Security	3
2.2	Evacuation procedures at Fountain House School	4
2.4	Personal Electrical Equipment	5

1. Policy Statement

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

1.1 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.

1.2 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 Fountain 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 Fountain House School are situated
- At the bottom of the school stairs
- Further call points can be found inside Fountain House (home) at:
 - Next to front door
 - Next to back door
 - Kitchen
 - On the upstairs back landing (1)
 - On the upstairs back landing (2)
- Comply with all site health and safety procedures including emergency fire drills and evacuations.

- Fire drills are completed within Fountain House and on all education bases half termly.
- Fire drill records are logged on SharePoint for Fountain House School.

2.2 Evacuation procedures at Fountain House School

The assembly point for all aspects of Fountain House is;

- At the front of the house, on the pavement
- 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 school front door
- The cabin door
- The back garden gate
- The house side gate

If the alarm sounds in a cabin and the fire is evident in the cabin the staff/students/visitors enter the main school building of Fountain House if safe to do so and raise the alarm by activating the fire call point at the bottom of the stairs. If this is not safe to do so, and it is safe to enter the house, they are to raise the alarm by entering the back door to the house and activating the fire call point next to the back door. They then evacuate from the garden using the back garden gate, or the side house gate if this is not safe to do so.

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 gate.

2.3 Roles and Responsibilities

- The daily fire checks are recorded on the Clear Care system daily by Matthew Jarvis, Headteacher or Joshua Gould, Assistant Head Teacher – North.
- All staff within Fountain House School have completed Fire Marshal training and fire extinguisher training.
- In the Fountain House School building the Headteacher or Health and Safety Lead 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 Health and Safety Lead acts as Fire Marshal for evacuation and ensures half termly fire drills are completed and recorded. These are recorded on SharePoint on a termly basis. Daily fire checks are recorded on ClearCare and on SharePoint.
- 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 Fountain 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 Fountain House School can be used. The only exception are devices which have been purchased new, with proof of purchase.