

**Five  
Rivers®**

**FIVE RIVERS  
CHILDCARE  
LTD**

**Fire Safety  
Appendix**

**Willow  
Haven  
Centre  
Warrington**

*'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'*

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# 1. Fire Safety Appendix

## 1.1 Policy Statement

The operations of fire safety of Willow Haven Centre are contained in the Five Rivers childcare Health and Safety Policy. This appendix details the site-specific protocols and policies for Willow Haven Centre 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, 2018.

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 Willow Haven Centre

### 2.1 Fire, Emergency and Security

Employees will:

- Be aware of the location of fire escapes, fire alarms and evacuation assembly points. There are 6 fire alarms at Willow Haven Centre they are situated in each of the class cabins, the staff cabin/kitchen and the storeroom in the toilet block.
- Comply with all site health and safety procedures including emergency fire drills and evacuations. Fire drills are completed within Willow Haven Centre half termly.

### 2.2 Evacuation procedures at Willow Haven Centre

The assembly point for all aspects of Willow Haven Centre is out of the gate on the left hand side.

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 evacuate through one of either of the class cabin fire exits.

### 2.3 Roles and Responsibilities

The daily fire checks are recorded on the ClearCare system by Sarah Vaughan (Site lead and Health and Safety Representative) and Courteney Newell (HLTA/Fire Marshal). Some staff at Willow Haven Centre have completed fire extinguisher training. Courteney Newell is a Fire Marshal for the site.

In cabin classrooms, the staff member is responsible for being aware of and following the fire regulations, escape routes and protocols for the base. The Site Lead acts as Fire Marshal for evacuation and ensures half termly fire drills are completed and recorded. These are recorded on the fire log. 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 Willow Haven Centre 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 Willow Haven Centre can be used.

## Gulliver's Warrington Activity Centre Fire Evacuation Plan

*There is no Fire Panel, this is a manual site.*

*In the event of a fire duty manager to be contacted and exit via your safest route to the assembly point.*



Fire Extinguisher



Smoke Detection in each cabin



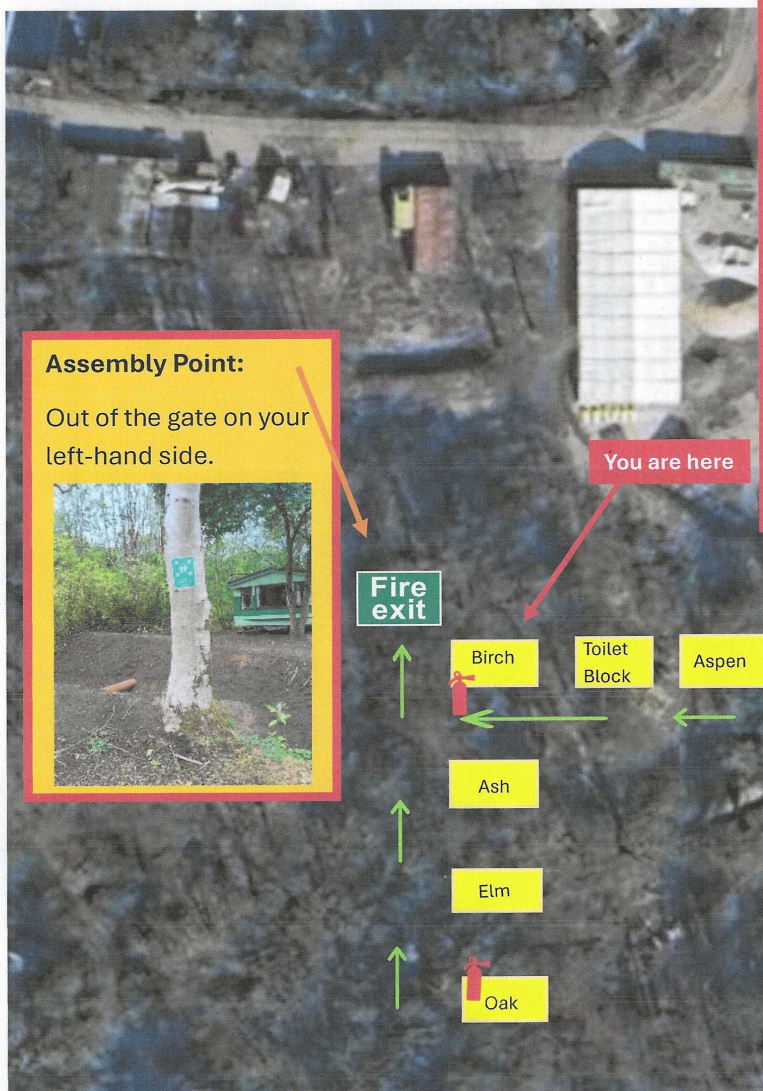
Emergency Exits

### **Fire Evacuation Plan:**

- Alert others by using walkie talkie and verbally
- Leave the Building by the nearest exit
- Report to the assembly point
- Do not return to the building until authorised to do so

### **Assembly Point:**

Out of the gate on your left-hand side.



Each cabin has its own version to show the location of the cabin in relation to the Assembly point.