



**Five  
Rivers®**

**FIVE RIVERS  
CHILD CARE LTD**

Fire safety  
Appendix

Field Gate  
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'*

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Authoriser	Head Of Education
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## 1. Fire Safety Appendix

### 1.1 Policy Statement

The operations of fire safety of Field Gate school are contained in the Five Rivers childcare Health and Safety Policy. This appendix details the site-specific protocols and policies for Field Gate 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, 2018<sup>1</sup>.

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).

### 1.5 Further Information

## 2. Procedures Field Gate 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. There are 11 fire alarm call points at Field Gate they are situated in most of the classrooms.

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

- Fire drills are completed within Field Gate and on all education bases half termly.

### 2.2 Evacuation procedures at Field Gate School

**The assembly point for all aspects of Field Gate is;**

- Assembly point 1 is located in the secret garden.
- Assembly point 2 is located in the front garden.
- 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.

If the alarm sounds from the main building, staff/ students/ visitors in the cabin do not enter the main building.

### 2.3 Roles and Responsibilities

The daily fire checks are recorded on the Clear Care system daily by Jo O'Hara or Jenny Joel, Business Administrators.

Some staff at Field Gate school have completed fire extinguisher training. Maria Cunliffe, Georgina Garner, Jenny Joel, Joanne O'Hara, Joshua Latham, Sarah Toyne, Theresa Pilgrim are Fire Marshals for the site.

In the Field Gate building the Deputy Head Teacher or Business Administrator 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 Lead Teacher 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 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 Field Gate 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 Field Gate school can be use.