



**Five
Rivers®**

FIVE RIVERS CHILD CARE LTD

Fire safety
Appendix

Sky Vale 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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1.1 Policy Statement

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

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

- Fire drills are completed within Sky Vale half termly.
- These will be recorded on Cura for Sky Vale School or manually in the fire logbook if not accessible.

2.2 Evacuation procedures at Sky Vale School

The assembly point for all aspects of Sky Vale School is;

- The Top Car Park

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

- Front entrance
- Kitchen external door
- Corridor exit to the right of the main building, situated in the primary area.

If the alarm sounds from the main school building, staff/ students/ visitors do not enter the main building. They immediately evacuate following the fire evacuation plan.

If the alarm sounds from an outer building, 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 in the red fire log book daily by Dominic Ford, Care Taker or Sarah Cooper, Business Support. Allocated staff within Sky Vale school will have completed Fire Marshal training and fire extinguisher training.

In the Sky Vale school the following staff are Fire Marshalls:

- Sally Pitkin
- Gemma Barry
- Dominic Ford

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 Sky Vale school. Only electronic items with a valid and up to date PAT testing as part of the annual PAT test at Sky Vale school can be used.