



'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'

Fire Safety Appendix

Willow View School

Policy Owner	Headteacher
Authoriser	Head of Education
Date of Original Issue	26/05/2022
Date of Last Review	01/09/2026
Date of Next Review	01/09/2027
Version	V4

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1. Policy

1.1 Policy Statement

The operations of fire safety at Willow View School are contained in the Five Rivers' childcare Health and Safety Policy. This appendix details the site-specific protocols and policies for Willow View 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

The Five Rivers Group supports the objectives of the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018) and other legislation relating to Data Processing, including the Human Rights Act 1998, the Safeguarding of Vulnerable Groups Act 2006 and the regulations that underpin our services. The Five Rivers Group has a statutory obligation to process personal data in accordance with the provisions of the United Kingdom General Data Protection Regulation (UKGDPR) and the Data Protection Act 2018.

Every member of The Five Rivers Group has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the United Kingdom General Data Protection Regulation (UKGDPR), the Data Protection Act 2018, the Five Rivers Group Data Protection Policy and The Five Rivers Group Data Retention 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 at Willow View 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 Willow View are situated in the:

- Large classroom (Birch);
- Entrance Porch;
- Oak Classroom.
- Bottom of staircase (Primary)
- Meeting room/Library (secondary)

2.2 Evacuation procedures at Willow View

The assembly point for all aspects of Willow View school is:

- The large tree outside the school's main entrance
- 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 primary building evacuate through one of the following fire exits:

- The front door;
- The classroom double doors;
- The Oak classroom double doors.

If the alarm sounds from the secondary building, staff/students/visitors will immediately evacuate through the following fire exits:

- The main reception room;
- The kitchen door.

When the fire alarm is sounded, the classroom cabins are radioed with 'Code Orange'. When this happens, the pupils/staff in the cabins will then make their way to the fire assembly point.

2.3 Roles and Responsibilities

- The daily fire checks are recorded in the fire logbook/Cura by the fire marshal on site;
- All designated staff within Willow View School have completed Fire Marshal training and fire extinguisher training;

- The fire marshals are named in the building: Andy Miller, Catherine Geraghty and Nicola Bamford;
- On education bases, the SLT staff members are responsible for being aware of and following the fire regulations, escape routes and protocols for the base. The SLT member acts as Fire Marshall for evacuation;
- The Fire Marshalls are responsible for calling the register during an evacuation and ensuring the building is empty. The Fire Marshalls 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 View School or any other school education bases. Only electronic items with valid and up to date PAT testing as part of the annual PAT test at Willow View School can be used.