



# Glebe House School Fire Risk Policy Assessment and Procedures

This assessment has been produced in accordance with The Regulatory Reform (Fire Safety) Order 2005. Policy initiated March 2005

*This statement details the fire risks associated with the building structure, plant, fixed equipment and services. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.*

*The aim of the statement is to ensure that all reasonably practical steps are taken  
FOR FIRE PREVENTION DETECTION & EVACUATION*

## Introduction

Name of Owner of Premises: Glebe House School Trust Ltd

### **Name of Person(s) Responsible for Fire Safety:**

Glebe House School – Governor for Health & Safety – Sharon Bottomley  
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Glebe House School - Louis Taylor Headmaster Tel: 01485 533387

Glebe House School –Paul Ashby, School Business Manager Tel: 01485 543659,  
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Glebe House School Peter March, Maintenance, 07816 111656/ 01485 532237

This policy addresses the principles of prevention to be applied:

- Avoid the risks – removal
- Evaluate risks which cannot be avoided
- Combating risks at source
- Adapting to technical progress – ie alarms, lighting, procedures
- Replacing dangerous with less dangerous- reduction

Developing an integrated overall policy including technology, organization of work and working factors  
Collective measure to have priority over individual  
Appropriate instruction of employees

## A

### **Premises Description and Use**

The main building is a traditionally built carrstone and brick building with basement and three further floors. The majority of the main school building was constructed in 1874, although there have been some subsequent additions.

This main school building has two protected accommodation staircases that serve all upper floors and one from the top floor landing outside the computer room it also benefits from two escape staircases; one that discharges to the side of the building from the dining hall and the other that discharges to the front of the building from the landing outside the science department.

The Junior building is a brick built building attached to which is a traditional carrstone cottage. The addition which houses the Pre Preparatory department and some boarding was added in 1991. The cottage, containing boarding for boys and accommodation for a residential Housemaster, was probably constructed at the same time as the main building.

The Junior building has a protected accommodation staircase that serves both floors, a further staircase through the Housemaster's accommodation and a metal escape staircase that discharges to the side of the cottage allowing escape from the boys' dormitory. There is also a spiral metal escape staircase that discharges to the front of the building.

The nursery building is a brick building constructed probably in the 1960s with later additions and offers ground floor accommodation only. Re-designed in August 2016, to allow free-flow movement throughout with separate entrance/exit doors for classes 0-2 years, 2-3 years and 3-4 years. The external walls have the addition of wooden cladding along with new wooden fence panels fitted to surrounding areas. This is connected to the School Hall and Music Department. This building has its own independent fire alarm fitted September 2016. Other buildings include the Art & Design Technology building which is of timber construction, the school shop/costume store which is of prefabricated construction.

The pavilion which is a brick built building. The swimming pool which is presently housed under a tarpaulin structure. The Hall, Gym and Music Suite with practice rooms and two maintenance sheds, and the Gym Equipment shed. These buildings are all on ground floor level.

The use of the buildings is mainly for school use, with occasional use by outside hirers. This assessment has been carried out to identify all potential fire risks within the common areas of the premises. See fire risk assessment in the policy folder.

In compiling this risk assessment we have given due attention to The Regulatory (Fire Safety) Order 2005 and have followed the five stages outlined in the HM Government booklet 'A short guide to making your premises safe from fire'

## **B**

### **1. Fire Hazards**

#### Sources of ignition

- Kitchens containing two large commercial ovens and gas rings
- Boilers
- Basement
- History room
- Girls' Boarding
- Junior Building serving Pre Prep and boys' boarding
- Swimming pool pump room
- Electrical control panel & Fuse boxes
- Laundry
- Science Laboratory – Bunsen burners
- Headmaster's kitchen
- Housemaster's kitchen
- Boarders' kitchens
- Nursery kitchen
- Kiln

### **2. Potential sources of fuel**

- Tractor shed – small amount of diesel for tractor & hedge or grass cutting machines
- Compound
- Maintenance shed – wood and paint storage
- Recycling bin
- Stoke hole – storage of spare furniture/ Archived Paperwork
- Costume store
- Chemicals storage- small amounts of chemicals kept in locked container near Lab

### **3. Potential sources of Oxygen**

- No air conditioning or medicinal/ commercial oxygen supplies are kept on site.

## **C**

### **People at risk**

Persons at risk are primarily the pupils, employees, tenant users, visitors to the school and any maintenance staff employed to carry out works within the premises. At present there are no wheelchair users or person with disabilities employed that may have difficulty evacuating from the buildings. However Babies and very young children need very physical assistance to escape from the building.

## **D**

### **Evaluate, remove or reduce and protect from risk**

The risk of a fire starting is taken seriously and despite there being no known history of fire or of near miss, staff take appropriate precautions. Arson is an acknowledged fire risk associated with all premises and 70% of all fires in the UK are attributed to arson. Unsecured boundaries leave us slightly more at risk of this on the Glebe site, although staff are on site at night.

Staff working in areas that have potential sources of ignition are always vulnerable, but are aware of the potential for accidents and are reminded of the need for care on a regular basis.

The school has a strict no smoking policy for all staff and visitors on the site.

Procedures for switching off equipment such as cookers are followed and storage of fuels, solvents, paints etc are kept under lock and key and away from sources of ignition.

Chemicals stored in the science lab are kept in a locked cupboard.

Staff are instructed and reminded regularly that they should ensure the emergency exit routes and emergency exit doors in the areas they are at work are clear. Where they have any concerns they have been instructed to report these to either Headmaster or Bursar, Health and Safety Coordinator and to write their concerns in the Health and Safety book located in the staff room.

From February 2012 fire doors & Intumescent strips installed around the school are to be inspected on an ongoing basis by the Head of Maintenance.

## **PROTECTIVE MEASURES**

### **E**

#### **Detection and warning systems**

The main school has a Menvier fire alarm system with a control panel (recently updated 2017) outside the school administrator's office, this has break glasses, sounders and smoke detectors throughout the main building as well as in, hall and music department buildings. This system conforms to L4 standard.

A separate new (Aug 2016), alarm system is installed in the Nursery. The junior building has two control panels, one adjacent to the pre prep front door and one in the hallway of the Housemaster's accommodation, this has break glasses, sounders and smoke detectors throughout the building. This system is due for replacement.

An emergency light system is installed internally throughout the school. This is checked annually by a qualified electrician (to the standard regulation) and monthly by the Person in charge of Maintenance, who keeps records of testing in the fire folder.

### **F**

#### **Maintenance and testing**

In addition to regular 6 monthly professional maintenance the fire alarm system is checked weekly by the Head of Maintenance and when fire practices are arranged. These are held unannounced at least once each term for the whole school and separately again once each term for both boarding houses at a time when children will be in bed. Records of the fire drills are kept in the fire box in the School's Office/Reception.

### **G**

#### **Emergency lighting**

An emergency light system is installed internally throughout the school. This is checked annually by a qualified electrician and monthly by the Head of Maintenance, who keeps records of testing in his office.

There is no emergency lighting installed in the grounds of the school. The need for an external emergency lighting has been assessed and deemed not necessary for the following reasons;

- There is borrowed light available from nearby street lighting and houses which is thought sufficient for people to find their way safely to the assembly points.

- To further improve the availability of external lighting, torches have been made available beside the emergency exits leading to the external staircase attached to the main building, to ensure anyone using these are able to see their way.

PAT testing is conducted as necessary and the recent certificate of testing is displayed on the Health and safety board/front office in the staff room. It is considered the responsibility of any adult using electrical appliances etc to visually ensure that they are in safe working order.

## H

### **PEEP – Personal Emergency Evacuation Plans**

In the event of the fire alarm sounding the procedure is as follows:

#### **Main School - Assembly Point: Headmasters Lawn**

The Office Manager will immediately evacuate the office picking up the fire box & signing out book on their way. They will proceed to the Headmasters Lawn. The office manager is responsible for calling the fire brigade. On arrival the fire brigade would be met by John Crofts (Headmaster) or his deputy in his absence. Class Teachers will immediately evacuate the children from their classes and leave by the nearest & most appropriate emergency exit route and make their way to the Headmasters lawn.

All teachers who use the science lab are aware of how to shut off the gas supply & it is only turned on when the classroom is in use. As part of fire training the teachers are aware they are responsible for turning off the gas should they be in that classroom when the alarm sounds. There are also written instructions on the wall in the classroom.

Kitchen Staff will leave by the nearest & most appropriate emergency exit and make their way to the Headmasters Lawn.

The kitchen staff are responsible for switching off the gas at the two emergency stop valves in the kitchen. Should none of these members of staff be in the kitchen at this time all other members of kitchen staff have been advised how to shut off the gas. There are also written instructions on the wall in the kitchen.

At the assembly point children will assemble themselves by year group. Each year group teacher will check off names and advise the Fire Marshall if any children are missing.

The Office Manager will check all members of teaching and admin staff & maintenance staff and domestic staff are present against the staff list.

The Headmaster will be informed if any of these staff are not present.

The Headmaster & Business Manager will where possible make a final check of the building to ensure everyone is out.

#### Pre- Prep- Assembly Point Pre- Prep Playground

Pre- Prep Class Teachers will pick up fire box (Situating by the Reception Fire door) containing registers and proceed to the assembly point.

Class Teachers will immediately evacuate the children from their classes and leave by the nearest & most appropriate emergency exit and make their way to the assembly point.

Children will arrange themselves into year groups and be checked off the register.

Pre- Prep Class Teachers will be informed if any children are missing. Pre- Prep Class Teachers will then inform John Crofts of the situation in Pre-Prep.

#### Nursery- Assembly Point Nursery Garden

The Nursery Manager or her deputy is responsible for picking up the register and proceeding to the assembly point.

The head of each year group room and other members of staff will escort the children out of the nearest & most appropriate emergency exit and make their way to the assembly point.

Register will be taken by each head of the year group & The Nursery Manager will be informed if anyone is missing.

The Nursery Manager will inform the Headmaster of the situation in Nursery.

Nobody will re- enter the building until given the all clear either by The Headmaster or the fire brigade.



## **Fire fighting**

**Fire fighting equipment: it is regularly maintained and the certificate is kept in the fire box**

The following fire fighting equipment is available in the school buildings:

No	Location	Location	Extinguisher Type
1	Main School – Ground Floor	By the Front Door	CO 2
2	Main School – Ground Floor	By Courtyard Exit	Foam
3	Main School – Ground Floor	Corridor by history	Foam
4	Main School – Ground Floor	Corridor boys boot Room	Water
5	Main School – Ground floor	Top of stairs to Kitchen	Foam

6	Main School – Basement	Boys Changing Room	Powder
7	Main School-Basement	Kitchen	Foam
8	Main School -Basement	Kitchen	CO 2
9	Main School - Basement	Kitchen	Chemical
10	Main School - Basement	Kitchen	Fire Blanket
11	Main School - Basement	Kitchen	Fire Blanket
12	Main School – First Floor	Dining Hall	Water
13	Main School – First Floor	Top of stairs	Foam
14	Main School – First Floor	Top of stairs	CO 2
15	Main School - First Floor	Outside Lab	Powder
16	Main School – First Floor	Science Lab	Fire Blanket
17	Main School – First Floor	Science Lab	Fire Blanket
18	Main School – HM Flat	By Front door	Water
19	Main School – Second Floor	Top of stairs	Foam
20	Main School – Second Floor	Top of stairs	CO 2
21	Main School – Second Floor	Girls boarding Kitchen	Powder
22	Main School – Second Floor	Girls Boarding Kitchen	Fire Blanket
23	Main School – Second Floor	Girls Boarding	Water
24	Junior Block – Ground Floor	Main Door	Foam
25	Junior Block – Ground Floor	Emergency Exit	Foam
26	Junior Block – Ground Block	By Office	CO 2
27	Junior Block – Ground Floor	Rear door	water
28	Junior Block – First Floor	Top of stairs	CO 2
29	Junior Block – First floor	Emergency exit	Foam
30	LM Cottage/Boys boarding	Top of stairs	Foam
31	LM cottage	Kitchen	CO 2
32	Music building	Teaching room	CO2
33	Music Building	Practice room	Foam
34	Hall	Inside door	Foam
35	Nursery -	2-3 room/3-4 room & Dining area	CO 2 & foam
36	Nursery	Kitchen	Blanket
37	Nursery	0-2 room	CO2 & Foam
38	Nursery	Office	
39	Art	Entrance door	Foam
40	Pavilion	Entrance door	Foam &
41	Minibus		Foam
42	Minibus		Foam
43	Maintenance Store	To check	<i>Powder</i>
44	Maintenance Store		Powder
45	Music Fire Exit		Foam
46	Nursery Staff Room		<i>Water</i>
47	Laundry		CO 2
48	Junior Boot Room - girls	Exit	Foam
49	LM Cottage Entrance		

50	Main School - ground floor	Emergency exit - English	Foam
	<i>Gym</i>		

All equipment is serviced yearly and persons responsible for fire safety are trained in its use periodically.

## J

### Signs and notices

Notices of fire evacuation procedures are posted in all classrooms, common rooms, boarding houses and offices.

## K

### Escape routes

#### A. Main building

##### i. From the ground floor

There are several means of escape from the ground floor. The front door of the premises is deemed an emergency exit & discharges onto the driveway. At this exit there is a break glass point, and a carbon dioxide extinguisher. At the opposite end of this corridor there is a fire door which discharges on to the Headmaster's lawn. There is a break glass point by this exit and a water fire extinguisher, both exits have signage. (A full list of call points is to be found in the Fire Procedure's box in the school Office/Reception)

To the east side of the building there is an exit on to the courtyard area. There is a break glass point in this area. The door is an internally opening door and is not labelled as a fire exit; the closest labelled exit is further along the corridor down three steps and on the right hand side of the senior school corridor. This is the primary fire exit. There is a break glass point at this exit and a water fire extinguisher in place.

The corridor that leads from the ( English) History room to the boot room and the girls' cloakroom is a protected corridor at the end of which there is a water fire extinguisher. There is signage once in the boys' boot room to show the exit out on to the courtyard. This is also the case in the girls' cloakroom. On this floor there is one classroom, several offices & a staff room. This means generally there would not be more than 30 persons on this floor at one time. Taking this and the number and positioning of the emergency escape routes into consideration the routes are considered to be suitable & sufficient.

##### ii. Basement areas

There is an extinguisher at the top of the staircase outside the drawing room which leads down to the kitchen. This is a possible exit from the kitchen, but as others lead more directly to safety it is not the advised route. An exit door leads from the kitchen to the outside driveway by means of several steps up to the car park level.

A second means of escape is available at the other end of the corridor, leading up past the English room and to a marked exit door, which discharges onto the patio area adjoined to the Headmaster's lawn.

From the boys changing room the main signed exit is through an outward opening door onto the courtyard area. There is a break glass point in the changing room and a water extinguisher. A second exit from this area could be out through the shower area and boys' toilets, discharging into the courtyard. There is also an exit sign above the boys' toilet fire exit door.

There is an internal escape staircase that leads up to a protected corridor from the boys' changing room.

In the kitchen area there would never be more than 6 members of staff at work, taking this, the travel time to, and availability of exits into account the emergency escape routes are considered suitable & sufficient for this area.

There could be up to 32 boys in the changing room at a time, there are two emergency exit routes from here and one other route. Both are considered reasonable travel distances. Therefore the routes are considered to be suitable and sufficient for this area.

#### iii. Dining room

The second part of the internal staircase from the boys changing room leads to the dining room whose principal escape route is via an outside concrete fire escape onto the main drive. The maximum number of people to use the dining room would be when the Prep School Children have lunch and at present this is no more than on occasion i.e. Christmas this number increases. Considering the number of people using this room and the travel distance the emergency exits are considered suitable and sufficient.

#### iv. First floor

The majority of the teaching rooms are accessed via a protected staircase. At the top of the staircase there is a water and a carbon dioxide fire extinguisher. All classrooms on this floor have two exits and there is access to an external metal staircase from the end of the corridor via a pushbar operated raised door. Beside the exit and outside the Science lab here is a powder fire extinguisher. The Science lab also has two fire blankets. There are three classrooms on this floor which would equate to a maximum of 51 people ever being on this floor one time. Although there is only one emergency exit the travel time to that exit with the availability of other routes and the number of people that may use this floor at once it is considered to be suitable and sufficient emergency escape route.

#### v. Second floor

A further protected staircase leads from the first floor corridor to two further classrooms. At the top of the staircase there is a water and a carbon dioxide fire extinguisher. The classrooms also have two exits each and there is access to an external metal staircase from the end of the corridor via a pushbar operated raised door. There are two classrooms on this floor which would mean the maximum number of people on this level at any time would be 34 people. Taking this and the travel time to the emergency exit into consideration it is considered a suitable and sufficient escape route.

vi. First Floor – Headmaster’s accommodation/House Mother’s accommodation

A staircase in the main entrance area to the main building leads to a flat for the Headmaster and family, which runs off a central corridor over one floor. This contains a water fire extinguisher located just inside the front door. A second point of exit from the flat is at the end of the corridor and gives onto a staircase linking the Girls’ boarding accommodation with the ground floor. Additional fire detection points were installed in the HM accommodation in 2012. Given the number of people likely to be in the Headmasters accommodation (2) and 4 in Sept 2018, the travel time to either exit the emergency escape routes are considered to suitable and sufficient.

vii. Second floor – Girls’ boarding accommodation

This can be accessed via one of two staircases; the one principally used for access by the girls leads from outside the drawing room, the second one is a protected continuation of the staircase leading to the Headmaster’s flat. This is the normal escape route in the event of fire as it leads to a rear door with a pushbar and onto a patio area. In the boarding house there are two dormitories accommodating in each case up to 8 girls, a common room with a small kitchen area and a bathroom for the boarders. There is also accommodation for one or two ‘Gap students’ off the main corridor. The boarding accommodation has space for maximum of 16 children plus 2 members of staff. Taking this and the travel time to the two exits into consideration they are considered to be reasonable and sufficient.

**B Junior Building**

i. Ground floor boarding side

The main door has a water fire extinguisher immediately to its right and leads directly onto a staircase. To the right of this staircase the building contains boys’ boarding accommodation with a common room, a small kitchen and shower/changing rooms used by girls during the day. The external doors on either side of the common room are designated as fire exits and each has a water fire extinguisher beside the door.

It would be rare for more than 10 people to be in this area at any one time; considering this and the travel time to each exit the emergency exits are considered suitable and sufficient.

ii. Boys’ dormitories

The flight of stairs leads to the 4 first floor dormitories which vary in size from 10 beds to 2. Running man signs indicate the possible means of escape and two of the dormitories normally exit via the main staircase.

The other two exit via the Housemaster's staircase. There is also an external metal staircase accessed via a push bar operated door from the larger of these two dormitories.

There is a water fire extinguisher outside the largest dormitory and a foam one at the head of the Housemaster's stairs.

The boarding accommodation has space for maximum of 20 children. Taking this and the travel time to the exits into consideration the emergency escape routes are considered to be reasonable and sufficient.

### iii Housemaster's accommodation

This is arranged over two floors on the right hand end of the junior building. There is a water fire extinguisher by the kitchen at the rear of the property and a foam one by the front door. From the upstairs room the fire escape is via the staircase adjacent to the boys' accommodation. In the case of need the external fire escape described above can be accessed from the Headmaster's accommodation. Due to the availability of two different escape routes both within reasonable travel distance from the housemasters accommodation the escape routes in this area of the building are considered suitable and sufficient.

### iv Pre Preparatory School

The classrooms are contained within two floors to the left of the central staircase. On the ground floor, there are cloakrooms, three classrooms, a staff room and a store room on one corridor. The main escape route is through a door to the playground at the rear of the building. There are further doors out of the ground floor, one from the Reception classroom, that leads to the reception garden and another from the corridor via a push bar operated door to the front of the building. Fire extinguishers are located outside the staff room (carbon dioxide); on the opposite wall (water); by the front door (water) and by the rear fire exit (water).

On the first floor there are a further four classrooms, a library and a cloakroom. Fire extinguishers are located at the top of the stairs and outside **the Junior computing room**.

An external, metal fire escape staircase is accessed via a push bar operated door giving onto the front of the building.

On the ground floor there are 3 classrooms which could result is a maximum of 51 people being on this floor at one time. The availability of 2 designated emergency exits plus two other doors all being within a short travel distance means the escape routes are considered sufficient on this level. On the first floor there are four classrooms of which only 3 are used for whole class teaching at any one time therefore in practice there is never more than 55 people on this floor at any one time. The availability of 1 designated emergency exit external staircase plus the main exit all being within a short travel distance means the escape routes are considered sufficient on this level.

It has been noted in this area finger guards are in use on several of the classroom doors which prevents the doors from closing completely. Through discussion with the Head of

Pre- Prep and the class teachers the risk of children injuring themselves on the doors is thought to be great enough to leave the guards in place during the day despite the fact they prevent closure of the doors. From discussion the thoughts are were a fire to occur the teacher, would be able to remove the guards from the doors immediately on hearing the alarm which would allow the door to close and give some additional time in the classroom should a fire occur in the corridor. Staff members in this area have been instructed to remove the finger guards at nighttime. This building is also considered a low risk area as there are few sources of ignition or fuel and the building was constructed in line with current building regulations.

### **C. Music Department/Hall/Nursery/Gym Building & Art/DT**

#### **i. Music**

The music department consists of a central teaching room and Storage area( to one side) and three practice rooms to the other side. There is a push bar operated door from one of the practice rooms (the teaching room) exiting to the path to the car park and this room also has a water fire extinguisher. (A further water fire extinguisher is located in one of the practice rooms and there is a carbon dioxide fire extinguisher in the central area.)

There is never likely to be more than 20 persons in this area and the emergency escape routes available are considered to be suitable and sufficient for this number of people to leave the building safely.

#### **ii. Hall**

In the hall there are two doors to the outside, clearly marked, to lead onto the nursery path and to the courtyard. There is a water fire extinguisher just inside the main door and a powder one located to the rear of the stage.

There may be up to a maximum of approx 100 people on the hall at anyone time. The availability of two easily accessible exits, and another off the stage to the music room, within a short travel distance means the emergency escape routes are considered suitable and sufficient.

#### **iii. Nursery**

In the Nursery there is an open plan central dining area with a kitchen attached. In the dining area there is a foam and CO2 extinguisher, in the kitchen off the dining area there is a fire blanket. Visible to dining area is the 2 to 3 room with 2 visible fire exits leading to the outside. From the central dining area a low gate door leads to the 3-4 year room, with a foam fire extinguisher and there is visible fire exit door on the far side of the room.

Leading again from the central dining area is the 'wobblers and toddlers' room, it has three exit doors, a foam and CO2 extinguisher are placed at the fire exit. There may be up to a maximum of approx 68 children and 16 adults in the nursery at anyone time. The availability of 4 easily accessible exits within a short travel distance means the emergency escape routes are considered suitable and sufficient.

The nursery has recently been refitted. (Summer 2016) It has emergency lighting throughout.

For safety reasons, no doors are on push bars in the Nursery, however, they can be easily opened by an adult.

iv. Gym

The Gym is accessed through a main door raised off the ground and care should be taken. A rear door has a key on the inside and an alternative exit is through the storeroom to the side. There is never likely to be more than 32 children & 2 teachers in the gym at a time. Therefore the escape routes are considered sufficient.

v. Art and Design and Technology Block

This consists of one open space with an entrance door and an exit door at the far end of the room. A foam is located beside the exit door.

There is never likely to be more than 16 children plus one member of this staff in this room at a time.

Taking into consideration the size of the room and the travel to either exit the emergency escape routes are considered to be suitable and sufficient.

vi. Pavilion / Swimming Pool

This consists of the swimming pool area which has two exits, one clearly marked as an emergency exit.

Generally there is never likely to be more than 30 children plus 2 members of this staff in this area at a time. However on occasion i.e. free swimming or the swimming gala, numbers will exceed this. Taking into consideration the size of the building and the travel to either exit the emergency escape route is considered to be suitable and sufficient.

There is Powder extinguisher in the entrance hall. If a fire were to break out in the swimming Pool the procedure would be for someone to run to the main school building and activate a break glass point first having blown the klaxon for evacuation.

## L

### Record, Plan, Inform, Instruct and Train

Cascade training will ensure the training given to 'responsible persons' and the school's fire procedure will be followed at all times during an evacuation.

The emergency plan is encompassed in the procedure followed by the children as they proceed to their assembly points.

Staff are aware of their responsibilities through their induction on joining the school to ensure that the correct fire procedure is undertaken and all children and staff are accounted for at the assembly points. Training is carried out by evacuation practice runs and subsequent discussion of any issues.

The persons responsible for fire safety have read and understood the HM Government Fire Safety Risk Assessment guides for Educational Premises & Sleeping Accommodation which has enabled them to adequately assess and address the risk areas within the school. Where areas requiring action are identified they are added to the our fire action plan which details the areas we believe require attention. On the action plan the problem, the action to be taken & the date this is planned to be achieved by is recorded. Regular testing both internal and external and recoding of this ensures that equipment, alarms etc. are functioning and/or safe.

Regular fire drills both during the day and at night will continue to be carried out to ensure that all persons on the premises are familiar with procedures and their roles.

## **M** Night Policy

The policy is as per the day time policy other than the points outlined below:  
People at Risk Members of staff on site would be the Headmaster & his wife, the boys boarding Housemaster and boys, the girls boarding mistress and girls & two gap students. Children on site would be recorded on the daily boarding registers.

### **Evacuation Procedure**

#### Boys Boarding- Assembly Point-Cottage Garden

Should the alarm sound the boys Housemaster should escort all boys out of the nearest and most appropriate emergency exit. These are detailed in part 3Bii & 3Biii of the fire risk assessment policy He would also pick up the register. He would check boys off the register and call the Headmaster to make him aware of the situation.

#### Girls Boarding- Assembly Point – Headmasters Lawn

Should the alarm sound the girls Housemistress should escort all girls out of the nearest and most appropriate emergency exit. She would also pick up the register. She would check girls of the register and call the Headmaster to make him aware of the situation.

The Headmaster would be responsible for calling the fire brigade.

No one would re enter the building until advised safe to do so by either the Headmaster or the fire brigade.

At any one time there are maximum 16 children, 2 Gappers and 1 Housemistress, there are three fire exits, one at the end of corridor, the other two lead down the stairs, either to the Headmasters flat or down into the school.

### Significant Findings

See Fire action plan document for further improvements to be made to our fire safety measures in the future.

This policy has been reviewed and approved on behalf of the Governing body

Approved By: .....Date.....

S Bottomley on behalf of the GHS Health and Safety Committee

Author	GHS & Governors
Policy initiated	March 2005
Review Frequency	Yearly, July 2017
Changes made	revised July 2015, Sept 2016, February 2018, July 2018
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References	