Fire Risk Assessment
Full School including EYFS

2025 / 2026

Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

Ibstock Place School

Fire Risk Assessment and Procedures

Full School including EYFS

Scope

This policy applies to all pupils (age 4 (EYFS) – 18) and staff at Ibstock Place School (hereinafter 'Ibstock' or 'the School').

Roles and Responsibilities

The Governing Body delegates responsibility to the Head for developing and enacting any required "Good Practice" policies. These policies are non-statutory and do not require ratification by the Governing Body. As such, the Head has delegated accountability and responsibility for the operationalisation of this policy to the Bursar, who ensures the consistent application and implementation of this policy across the School. Staff should follow the expectations set out in this policy.

Introduction

The purpose of this document is to assess the risk to employees, pupils and visitors that may be caused by fire on the premises. It will identify the sources of ignition, sources of fuel and oxygen. It will describe the measures taken to reduce risks including fire prevention, detection, fire fighting and the procedures for the evacuation of buildings.

This assessment excludes any considerations of safety that apply to particular activities that may take place on the premises, which are set out in departments' individual risk assessment documents.

The School is housed in a number of separate buildings. Much of the assessment applies to the School as a whole and any differences applicable to a particular building are noted in the appropriate section.

Potential Sources of Ignition

- Faulty electrical circuitry or electrical appliances
- Electrical or gas-fired heating (fixed and portable)
- Hot surfaces and obstruction of equipment ventilation
- Naked flames and cigarettes
- Heating and combustion in laboratories
- Cooking
- Static electricity
- Arson

Sources of Fuel

- Flammable paints, varnishes, thinners and adhesives
- Flammable liquids and solvents such as petrol, white spirit, methyl alcohol and paraffin
- Flammable chemicals
- Flammable gases
- Wood in the building structure, fittings and furniture
- Plastics, rubber and foam such as polystyrene and polyurethane in building structure, fittings and furniture
- Paper and card
- Textiles
- Waste materials such as paper and card

Sources of Oxygen

- Natural airflow through doors, windows and other openings
- Oxidising chemicals

Evaluation of the Risk of Fire

In most of the areas of the School the risk of fire is low as a result of the precautionary measures in place.

Precautions Taken to Minimise the Risk of Fire from Potential Sources of Ignition

- Portable electrical appliances are plugged into 13 amp ring mains circuits.
- A qualified electrician checks electrical appliances regularly.
- Personnel are trained not to cover heaters or to place flammable materials near them or to block cooling vents on electrical appliances. They also make visual checks of appliances, leads, plugs and sockets before each use. No electrical appliances brought into School may be used before being checked by Maintenance.
- No smoking is allowed on School premises.
- Strict codes of safe working practice apply to heating and combustion experiments.
- Strict codes of safe working practice apply to cooking in classrooms.
- Maintaining humidity in the buildings reduces the risk of build-up of static electricity.
- Risk of arson is reduced by security measures including intruder alarms, CCTV, external lighting and regular removal of waste.
- Contractors are required to fill-in hot work certificates when appropriate.

Precautions Taken to Minimise the Risk of Fire from Sources of Fuel

- Storage of flammable liquids such as paints, solvents, alcohol and chemicals is kept to a minimum. All storage areas are kept locked.
- No flammable gases are stored in the buildings.
- Padding in upholstered furniture complies with fire regulations.
- All recommendations made at previous fire inspections have been carried out.
- All modifications made to the buildings comply with the fire regulations.
- Stationery is stored in locked rooms.
- Waste materials are removed from the buildings at the end of every day and stored in lidded paladin bins.

Precautions Taken to Minimise the Risk of Fire from Sources of Oxygen

- Windows and external doors are shut and locked and all internal doors are closed as part of the daily closedown procedure.
- Oxidising chemicals are stored in locked fireproof cabinets in a locked chemical storeroom.

Precautions Taken to Minimise the Risk of Fire by Closedown Checks to Make Sure that:

- All flammable materials are locked away.
- All valuable equipment is secured.
- Any cash is locked away.
- All rubbish is removed from the buildings.
- No-one is left in any of the rooms.
- External lighting is working correctly.
- All windows are shut and locked.
- All internal doors are closed.
- The intruder and fire alarms are correctly set.
- All external doors and gates are locked.

Fire Detection and Alarm Systems

- The buildings are equipped with automatic detection and warning systems.
- There are break-glass alarms positioned at strategic points.
- The systems are tested regularly from different points.
- They are regularly maintained (as required by BS 5839) under contracts with the manufacturers.

Emergency Lighting

- Emergency lighting is installed in all buildings.

Emergency Egress Procedure

- The Bursar supervises a termly practice for each building. Buildings are evacuated within two minutes. The date and time for evacuation are recorded.
- The fire drill procedure is at **Appendix 1**.

Calling the Fire Service

- If an employee discovers a fire, they should activate the nearest fire alarm, then telephone the Fire Service from the nearest safe telephone.

Fire-Fighting Equipment and Signage

- All buildings have the recommended number of suitable fire extinguishers strategically placed.
- All extinguishers are tested annually by the manufacturing company and replaced as necessary.
- Testing records are stuck to each appliance.
- All buildings have automatic fire detection and warning systems, all of which are checked annually by the manufacturers.
- Regulation signs are in place to identify emergency exits and routes to these, beside each fire extinguisher and each fire alarm point.
- Fire exit notices are displayed in each room, describing the procedure on hearing the fire alarm.

The Pre-Prep School

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The building consists of one floor and is of conventional brick construction under a tiled roof.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- The computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- Occasional supplementary heat is supplied by portable oil filled radiators, which could cause a fire if flammable materials are left near them.
- There is gas central heating.

3. Security

- There is a Banham intruder alarm with a 24-hour response system via a central station.
- The outside doors are unlocked during the day; locked at night.

4. Control Methods to Reduce Risks

General

- There are outside line telephones in offices to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.

Fire Exits

- The rooms, which are class bases, have external doors.
- The entrance door in the lobby opens onto the path to the assembly point on The Pre-Prep School playground.

Muster Assembly Point

- Pre-Prep School playground
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed.

Roberts House and Roberts Hall

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The building consists of two floors and is of conventional brick construction under a tiled roof.
- There is a large assembly hall within the building called the Roberts Hall.
- Access to the first floor is by two staircases.
- At first floor level, all rooms are isolated from the stairwell by two fire doors.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- The computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- There is gas central heating.

3. Security

- There is a Banham intruder alarm with a 24-hour response system via a central station.
- The outside doors are unlocked during the day; locked at night.

4. Control Methods Used to Reduce Risks

General

- There are outside line telephones in the music room, the Roberts Hall, and the upstairs office to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.

- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.

Fire Exits

- All downstairs classrooms except the GP room have external doors.
- There is an external door in each of the three entrance lobbies.
- The Roberts Hall has two external fire exits.
- The curtains have been re-made so they do not hide the fire exit signs.

Assembly Point

- Prep School playground (for Prep School classes)
- The Hardcourt (for Senior School classes)
- In each space there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed.

Main House – East Corridor, Cookery Room and Classroom M3

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in departments' individual risk assessment documents.

1. **Structure**

- The building consists of one floor and a loft conversion. It is of conventional brick construction under a tiled roof.

2. **Fire Hazards**

- The building contains flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- Computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- There is gas central heating.

3. **Security**

- There is a Banham intruder alarm with a 24-hour response system via a central station.
- The outside doors are unlocked during the day; locked at night.

4. **Control Methods Used to Reduce Risks**

General

- There are outside-line telephones in the Cookery Room to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.

- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.

Fire Exits

- The assembly point in the Orchard can be reached via the Refectory doors.
- There is also a door onto the Terrace.

Assembly Point

- The Hardcourt
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed.

Main House

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The building consists of three floors and is of conventional brick construction under a tiled roof. Access to the first floor is by three staircases. Access to the second floor is by three staircases.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- The television, computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- Occasional supplementary heat is supplied by oil filled radiators, which could cause a fire if flammable materials are left near them.
- There is gas central heating.

3. Security

- There is a Banham intruder alarm with a 24-hour response system via a central station.
- The outside doors are unlocked during the day; locked at night.

4. Control Methods Used to Reduce Risks

General

- There are outside line telephones in Reception, eight of the offices, the Staffroom and the Library to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system which is checked annually by the manufacturers.
- There is emergency lighting in all corridors and stairs.
- The fire doors in the corridor on the first floor are connected to the fire alarm system and close automatically when the alarm sounds.

Fire Exits

- All downstairs classrooms have external doors.
- Exit from the first floor is down the three internal staircases.
- Exit from the second floor is down the three internal staircases.
- All external doors open onto the Terrace or front drive.

Assembly Point

- The Hardcourt
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed (Main Building Reports 313-364) except for the call point in the boiler room.
- The boiler room is very small and the call point and extinguishers are directly outside.

Second Floor

- All the corridors and rooms used by the Sixth Form on the second floor have been fitted with fire detectors.

Wentworth Buildings

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in departments' individual risk assessment documents.

1. Structure

- The buildings consist of one floor and are timber with felt cladding construction with plaster board on the internal walls.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- The computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- Occasional supplementary heat is supplied by oil filled radiators.
- There is electric heating from wall mounted convector heaters.

3. Security

- There are Banham intruder alarms with a 24-hour response system via a central station. The outside doors are unlocked during the day; locked at night.

4. Control Methods Used to Reduce Risks

General

- There are fire call points in all of the temporary buildings on the Main site to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.
- There are smoke detectors in all areas except lavatories.

Fire Exits

- All classrooms have two exits.
- All external doors open onto paths, which have direct access to the assembly points.

Assembly Point

- The Hardcourt
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed.

The DT Block

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in departments' individual risk assessment documents. The building houses 'The Workshops', in effect a Design Technology classroom and adjoining workshops, and Innovation Centre.

1. Structure

- The buildings consist of one floor and are brick built with tiled roofs and with plaster board on the internal walls. There is a pebbledash pre-fabricated building attached which is used as a classroom.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- There is gas central heating.

3. Security

- There are Banham intruder alarms with a 24-hour response system via a central station. The outside doors are unlocked during the day; locked at night.

4. Control Methods Used to Reduce Risks

General

- There are fire call points in all of the temporary buildings on the Main site to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.

- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.
- There are smoke detectors in all areas except lavatories.

Fire Exits

- All rooms have access to a fire exit within the recommend travel distance that open onto paths giving direct access to the assembly point.

Assembly Point

- Sports Playing Fields on Cooper's Campus
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

Pavilion

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The building consists of two floors and of conventional brick construction under a tiled roof. Access to the first floor is by a staircase.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- Computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- There is gas central heating.

3. Security

- There is a Banham intruder alarm with a 24-hour response system via a central station. The outside doors are unlocked during the day; locked at night.

4. Control Methods Used to Reduce Risks

General

- There is an outside line telephone in the staffroom upstairs to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.

- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.
- There are smoke detectors in all areas except lavatories.

Fire Exits

- The downstairs classroom has an external door.
- The boys' changing room has an external door.
- The girls' changing room has an external door.
- Exit from the first floor is by an internal staircase.

Assembly Point

- Sports Playing Fields
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed.

The Theatre

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The Theatre consists of concrete floor slabs on ground beams/piled foundations, insulation and screeds where appropriate. Steel framed construction with composite steel deck/concrete floors and walkable flat roof areas. Cavity walls with wet cast stone masonry block exterior, Rockwool mineral wool insulation and medium density concrete block internal leaf. Internal walls in high density concrete block and some metal stud partitioning.
- Main flat roof in proprietary zinc covered aluminium sheeting on Rockwool mineral wool insulation and metal deck substrate.
- Glazing is by way of argon filled aluminium double-glazed units – double glazed Pilkington planar systems.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- The television, computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- Heating is by way of gas fired boilers located in the second-floor plant room area above the changing rooms feeding underfloor heating pipes throughout.

3. Security

- There is a Banham intruder alarm with a 24-hour response system via a central station. The outside doors are unlocked during the day; locked at night. There is a keypad door lock system in place.
- The building is also covered by external lighting operated by a timer.

4. Control Methods Used to Reduce Risks

General

- There are outside line telephones in the offices upstairs and the classroom downstairs to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.
- There are smoke detectors in all areas except toilets.

Fire Exits

- There are three protected staircases/routes from the first floor. One at the rear of the premises (north) and one from each wing (south-east and south-west) at the front of the building. Each staircase provides access to a set of double fire exit doors to open air and pathways leading to the muster point.

- Refuge points with an emergency voice communication (EVC) system have been provided within each internal protected staircases and the staircase down to the basement.

- There is an emergency escape lighting system in place set to meet the criteria as set out in BS 5266.

Assembly Point

- The Hardcourt
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed.

The Music Block

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in departments' individual risk assessment documents.

1. Structure

- The building consists of one floor with two classrooms and one office and are timber construction with plaster board on the internal walls under a tiled roof.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- The amplifiers, computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- Heat is supplied by under floor heating.

3. Security

- There are Banham intruder alarms with a 24-hour response system via a central station. The outside doors are unlocked during the day; locked at night. There is a keypad door lock system in place.

4. Control Methods Used to Reduce Risks

General

- There are fire call points in all of the rooms to summon help in the event of an emergency.
- There are outside line telephones in the office area to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.
- There are smoke detectors in all areas.

Fire Exits

- All classrooms have two exits.
- All external doors in the classrooms open onto paths or walkways, which have direct access to the assembly points.

Assembly Point

- The Sports Field
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed.

Cooper's Cottage

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The building consists of two floors, of conventional brick construction under a tiled roof. Access to the first floor is by a carpeted staircase. At first-floor level, rooms are isolated from the stairwell by doors.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- The computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- The gas central heating boiler is located at the rear of the building, accessible only from the exterior. A fire here could spread upwards to the rest of the building.

3. Security

- There is a Banham intruder alarm with a 24-hour response system via central station.
- The doors are unlocked during the day; locked at night.

4. Control Methods Used to Reduce Risks

General

- There are outside line telephones in the offices to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.

Fire Exits

- The front door opens onto the pathway that leads to the Sports Hall, from where personnel may proceed via the pathway to the assembly point on the sports pitches.
- The back door open onto the garden, which has access to the assembly point on the sports pitches.

Assembly Point

- The Sports Field
- In each space there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed.

The Sports Hall

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The premises consist of a purpose-built sports hall of one and two floors covering approximately 1000 square metres.
- Consisting of The main hall, an office area, changing rooms and an Erg studio on the first floor.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.

3. Security

- There is a Banham intruder alarm with a 24-hour response system via a central station. The outside doors are unlocked during the day; locked at night. There is a keypad door lock system in place.
- The building is also covered by external lighting operated by a timer.

4. Control Methods Used to Reduce Risks

General

- There are outside line telephones in the offices to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.
- Call points situated around the premises along with smoke detectors fitted to the ceiling in the main parts of the premises.
- Fire alarm system meets BS 5839.
- Plant room – The electrical and gas systems have been so designed that when the fire alarm actuates, the electrical and gas systems are closed down automatically in the plant room.

Fire Exits

- Side fire escape route to metal staircase with double fire doors opening onto a metal fire escape staircase, this leads down to a pathway which runs along the side of the building towards another set of metal stairs, and onto the muster point.
- Good access and egress from Clarence Lane into university/ school site. The fire assembly point is located on the playing fields adjacent to the main entrance of Clarence Lane.
- There is an emergency escape lighting system in place set to meet the criteria as set out in BS 5266.

Assembly Point

- Sports Field
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed.

The Refectory

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The Refectory consists of concrete floor slabs on ground beams/piled foundations, insulation and screeds where appropriate. Steel framed construction with composite steel deck/concrete floors and walkable flat roof areas. Cavity walls with wet cast stone masonry block exterior, Rockwool mineral wool insulation and medium density concrete block internal leaf. Internal walls in high density concrete block and some metal stud partitioning.
- Consisting of two halls, a servery, kitchen, pan wash area and an upper mezzanine.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- Heating to the Refectory building is provided by a sealed, low pressure hot water system.
- The system comprises of radiators, radiant panels and underfloor heating.

3. Security

- There is a Banham intruder alarm with a 24-hour response system via a central station. The outside doors are unlocked during the day; locked at night. There is a keypad door lock system in place.
- The building is also covered by external lighting operated by a timer.

4. Control Methods Used to Reduce Risks

General

- There are outside line telephones in the offices to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.
- There are smoke detectors in all areas.
- Plant room – The electrical and gas systems have been so designed that when the fire alarm actuates, the electrical and gas systems are closed down automatically in the plant room.

Fire Exits

- There are two protected staircases/routes from the first floor. Each staircase provides access to a set of double fire exit doors to open air and pathways leading to the muster point.
- Refuge points with an emergency voice communication (EVC) system have been provided within the staircase between the Sixth form study and the Mezzanine and a second refuge point is located at the end of the basement corridor.
- There is an emergency escape lighting system in place set to meet the criteria as set out in BS 5266.

Assembly Point

- The Hardcourt
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

- All recommendations have been completed.

Bursary

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The building consists of two floors and of conventional brick construction under a tiled roof. Access to the first floor is by a staircase. The Bursary is situated on the ground floor, the first floor is residential flat.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- The computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- There is gas central heating.

3. Security

- There is a Banham intruder alarm with a 24-hour response system via a central station.
- The outside doors are unlocked during the day; locked at night.

4. Control Methods Used to Reduce Risks

General

- There are outside line telephones downstairs to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.
- There are smoke detectors in all areas except toilets.

Fire Exits

- The downstairs has an external door.

Assembly Point

- The front driveway of 138 Priory Lane

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- All recommendations have been completed.

Art School Classroom

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The building consists of one floor and is timber with felt cladding construction with plaster board on the internal walls.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- The computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- Occasional supplementary heat is supplied by portable convector heaters, which could cause a fire if flammable materials are left near them.
- There is gas central heating.

3. Security

- There are Banham intruder alarms with a 24-hour response system via a central station.
- The outside doors are unlocked during the day; locked at night.

4. Control Methods Used to Reduce Risks

General

- There is an outside line telephone in the Art School.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.

Fire Exits

- All rooms open onto a corridor.
- At each end of the corridor is an exit, which has direct access to the assembly point.

Assembly Point

- Sports Playing Fields
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

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- All recommendations have been completed apart from emergency lighting and fire control methods for the boiler.
- Emergency lighting has been installed in the Art Room and the corridor.
- There are no extinguishers next to the boilers as staff are not to tackle a boiler fire. The building must be evacuated and the fire brigade called.

The Swimming Pool

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The building consists of a single storey, with a galvanised steel framework and walls and roof of polycarbonate.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- The gas central heating boiler is situated in the changing room. A fire here could spread to the rest of the building. An additional gas central heating boiler is situated in the plant room.

3. Security

- The door is locked at all times except when the pool is in use.
- There are Banham intruder alarms with a 24-hour response system via a central station.

4. Control Methods Used to Reduce Risks

General

- There is an outside line telephone in the pool to summon help in the event of an emergency.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.

Fire Exits

- The fire exits open onto paths and paved areas that provide direct access to the assembly point in the Orchard.

Assembly Point

- The respective muster point for the Pre-prep, Prep or Senior school
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed.

The Lodge

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The building consists of two floors, of conventional brick construction under a tiled roof. Access to the first floor is by a carpeted staircase. At first-floor level, rooms are isolated from the stairwell by doors.

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- The computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- The gas central heating boiler is situated in the ground floor staff office. A fire here could spread upwards to the rest of the building.

3. Security

- There is a Banham intruder alarm with a 24-hour response system via central station.
- The front door is locked at all times.
- The back doors are unlocked during the day; locked at night.

4. Control Methods Used to Reduce Risks

General

- There are outside line telephones in the offices to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.

- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.

Fire Exits

- The front door opens onto Clarence Lane, from where personnel may proceed via a side gate to the assembly point on the hardstanding adjacent to Priory vehicle gate.
- The back and side doors open onto the garden, which has direct access to the assembly point on the adjacent hard standing.
- There is an external fire escape accessed from the first floor.

Assembly Point

- The Hardcourt
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- Emergency lighting has been fitted to the stairwell and to the lobby. The classrooms have external windows and doors into the emergency lit lobby. The first floor offices have an external window and a door from the rear office onto the fire escape. It is not necessary to have emergency lighting in these rooms.

The Prep School

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Department's individual risk assessment documents.

1. Structure

- The building consists of two floors and is of conventional brick construction under a tiled roof. Access to the first floor is by two staircases. At first floor level, all rooms are isolated from the stairwell by two fire doors

2. Fire Hazards

- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- Computer monitors and processors could overheat and ignite if objects are placed on or near their cooling vents and block them.
- There is electric under floor heating.

3. Security

- There is a Banham intruder alarm with a 24-hour response system via a central station.
- The outside doors are unlocked during the day; locked at night.

4. Control Methods Used to Reduce Risks

General

- There are outside line telephones in the staffroom, the offices, the laboratory and the Art Room to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.

Fire Exits

- All downstairs classrooms have external doors that give access to the assembly point on the Prep School Playground.
- There is an external door in each of the three entrance lobbies.

Assembly Point

- Prep School Playground
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- All recommendations have been completed.

New School Building

The scope of this assessment includes the building as a whole and its fittings. It excludes any considerations of safety that apply to activities that may take place in it, which are set out in Departments' individual risk assessment documents.

1. Structure

- The building consists of two inter-connecting blocks (Priory Wing and Clarence Wing) arranged over three/four floors and of conventional brick/stone construction under a single ply roofing membrane over mineral wool insulation. Access to the upper and lower ground floors is by five staircases and two lifts, one in each block, for use by the disabled.

2. Use

- The building is large and houses in **New School**: 19 classrooms, 6 laboratories, a library over two floors, science preparation rooms, offices and lavatories.

3. Fire Hazards

- There are wooden pupil lockers containing clothing and books. Pupils are not allowed to bring any form of fire lighting materials to School.
- The building contains quantities of flammable materials that could burn if exposed to sparks or excessive heat, notably in the ground floor chemical store.
- Faulty electrical equipment could cause overheating and consequent combustion of insulating materials.
- Air cooled electrical equipment could overheat and ignite if objects are placed on or near their cooling vents and block them.
- Central heating is provided by gas fired under floor heating.

4. Security

- There is a Banham intruder alarm with a 24-hour response system via a central station.
- The outside doors are unlocked during the day and locked at night.

5. Control Methods Used to Reduce Risks

General

- There are telephones in the offices and science prep rooms to summon help in the event of an emergency.

Electrical

- A qualified electrician checks all electrical appliances regularly.
- The users make visual checks.

Fire

- Flammable materials are kept away from all electrical equipment.
- The manufacturing company tests all extinguishers annually.
- Testing records are stuck to each appliance.
- There is an automatic fire detection and warning system, which is checked annually by the manufacturers.
- There are smoke detectors in all areas.
- The five staircases lead naturally to the fire exits. If any staircase is blocked, the alternative can easily be used.
- All external doors open onto paths which have direct access to the assembly points outside the building.

Fire Exits

- Exits are numerous. The ones designated for use are: First Porch; Second Porch, Third Porch and the lower ground floor exit facing Macleod House. However, in the event of an exit being blocked, Second Porch exit south to the woods at ground level and the three exits on to the Piazza can be used.
- Evacuation routes are as detailed in Appendices 1-3 to this document. Diagrammatic representations of these routes are included in these.

Assembly Points

- The Hardcourt
- In each classroom there are fire route and muster assembly point maps to guide those exiting the building.

CFS Systems: Risk Management Assessment and Evaluation

- Inspection complete. Report and recommendations received and actioned.

CONCLUSION

Health and safety issues take priority over all other considerations at Ibstock.

Fire presents the most serious hazard, with the risk of death or injury to people and the destruction of property.
The School acknowledges its responsibilities to comply with legal requirements and ensure that everything possible is done to ensure the protection of personnel and property.

The Health and Safety Policy sets out the School's requirements, which include a commitment to maintain and improve provisions for safety.

To this end, employees are constantly alert to potential hazards and by following guidelines for best practice, seek to provide a safe and secure environment for pupils and for themselves.

Queries

Queries on this policy should be directed to the Bursar.

Review and Verification

This policy is reviewed annually by the Bursar.

Appendices

See Appendices 1 – 3 for Fire Drill, Muster Point and Escape Route information.

Appendix 1

Evacuation Protocol

In the event of a fire, an alarm will sound, and this indicates that all pupils and staff on the school site must make their way to the muster point for each campus.

The muster points for the **Clarence Lane** site are:

- Prep – **Maclead House Playground**
- Pre- Prep – **Priestman House Playground**
- Senior – **Hardcourt**

The muster point for **Coopers Campus** site is:

- Pre-Prep/Prep/Senior – **Sports Field**

Pupils and Staff

All pupils and staff exiting the building must ensure that they do the following:

1. The class teacher or member of staff will inform pupils of the route to follow to exit the building and or alternatives if these are blocked. The lift must not be used. Students on PEEPs should make their way to the nearest EVAC point and await assistance.
2. Staff should take their school device with them so that they can complete the fire register at the muster point.
3. Pupils must lead out in single file with staff bringing up the rear after closing the classroom door.
4. On stairs and in corridors, two parallel files of pupils may walk together to clear the building as rapidly as possible
5. A strict no talking rule must be maintained. Pupils must walk from the building and not run
6. Where there are double doors, staff should ensure that both doors are opened to facilitate exit.
7. Anyone who is not in class when the fire alarm sounds must go immediately to the muster point
8. At the muster point, pupils will be directed to line up in class groups and the register taken by the class teacher to ensure that all pupils are accounted for.
9. Class teachers should report to the respective Heads of School (Prep, Pre-prep, Lower, Middle, LVI) any missing students.
10. Staff who are not teaching at the time, non-teaching staff or peripatetic teaching staff are registered by the Director of Safeguarding and Attendance officer at the Senior muster point.
11. Pupils must maintain total silence from the time when the alarm sounds until they are dismissed by the Fire Marshall for each muster point, so that they can hear any instructions

Sweepers and Fire Marshalls
The Maintenance team are the sweepers and have been given pre-allocated roles and areas to manage in the event of an evacuation. These may be subject to change on the day depending on circumstances.
All sweepers must ensure that they do the following:

- Check classrooms, offices, loos, etc are clear for their allocated area
- Leave the building and report via walkie talkie to the Chief Fire Marshall that their area is clear or task completed

All Fire Marshalls have allocated responsibilities. They will either be:

- Liaising with emergency services and or establishing the nature of the emergency on the school site
- Managing a key muster point, responsible for collating missing people and coordinating messaging.

Fire Marshall post holders
Chief Fire Marshall - JH
Deputy Fire Marshalls – PD/KB
Senior Fire Marshall (Clarence Campus) – JPR
Senior Fire Marshall (Coopers Campus) – LFA
Prep Fire Marshall - LPA
Pre-Prep Fire Marshall - ADE

Whole Site Evacuation:

If instructed by Emergency Services or by the School Incident Management Team, to evacuate the whole site, all pupils will be taken by class from the initial muster point to the designated Off-Site Assembly Point.

Off-site Assembly Point: *Palewell Park*

Ibstock Place
CO-EDUCATIONAL DAY SCHOOL

Evacuation Protocol

In the event of a fire, an alarm will sound, and this indicates that all pupils and staff on the school site must make their way to the muster point for each campus.

The muster points for ***Clarence Lane*** site are:

- Prep – **Maclead House Playground**
- Pre- Prep – **Priestman House Playground**
- Senior – **Hardcourt**

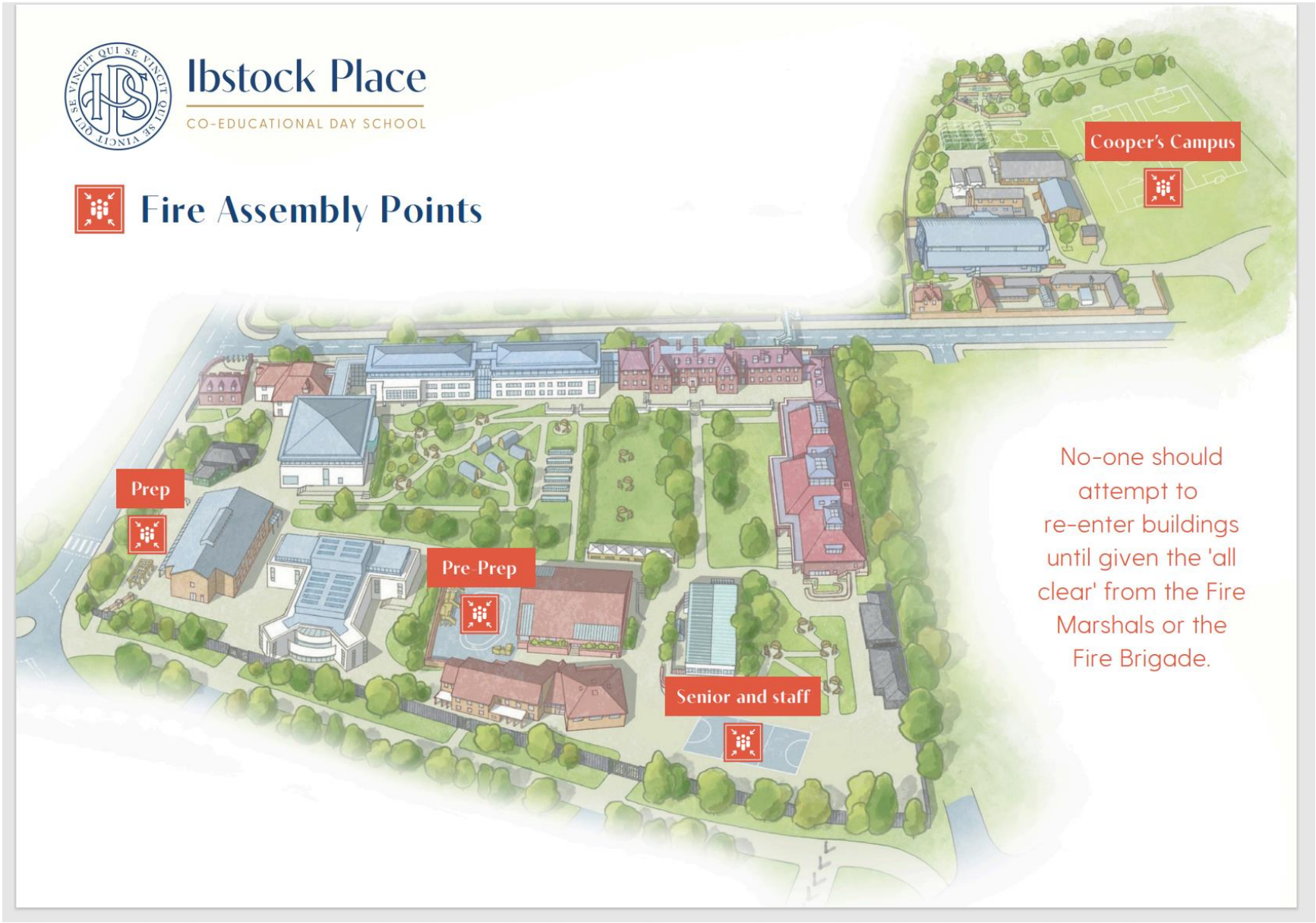
The muster point for ***Coopers Campus*** site is:

- Pre-Prep/Prep/Senior – **Sports Field**

Pupils and Staff

All pupils and staff exiting the building must ensure that they do the following:

1. Staff will direct pupils to exits or alternatives if blocked.
2. Do not use the lift.
3. Pupils on PEEPs go to nearest EVAC point for assistance.
4. Staff take school device to complete register at muster point.
5. Pupils exit in single file; staff follow last, closing the door.
6. On stairs/corridors, pupils may walk in two files for speed.
7. No talking; walk calmly, do not run.
8. At double doors, staff ensure both are opened.
9. Anyone not in class goes straight to the muster point.
10. At muster point, pupils line up in class groups; teachers take register.
11. Missing pupils reported to Heads of School.
12. Non-teaching staff/peripatetic staff registered at Senior muster point by Safeguarding/Attendance staff.
13. Silence must be maintained until Fire Marshal dismisses.


Ibstock Place
CO-EDUCATIONAL DAY SCHOOL
Fire Assembly Points
Cooper's Campus
Prep
Pre-Prep
Senior and staff
No-one should attempt to re-enter buildings until given the 'all clear' from the Fire Marshals or the Fire Brigade.