

# HEALTH & SAFETY POLICY

## *Part I : Statement of Intent*

The Governors of Blundell's School recognise and accept that under the Health and Safety at work, etc. Act 1974 (the Act) they have a legal responsibility to provide so far as is reasonably practicable for the health, safety and welfare of all employees of the School, and also have certain duties towards pupils, the public, and people who from time to time use the premises of the school.

It is the policy of the Governors to take all necessary steps to meet their responsibilities under the Act, Regulations made under the Act and approved Codes of Practice. The Governors consider health and safety to be a matter of paramount importance in the School and will therefore take appropriate steps:

To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and pupils and to protect all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards.

To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.

To develop safety awareness amongst all employees and pupils.

To provide a safe environment for all visitors to the School, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the School's facilities.

To encourage full and effective two-way consultation on health and safety matters through the senior teaching and administrative and domestic staff in the School and the School's Health and Safety Committee.

To ensure that this Policy is used as a practical working document and that its contents are fully publicised.

To keep the details of this Policy under constant review and in line with changing safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars and other documents from time to time should be brought to the attention of the School's Health and Safety Committee and through that Committee to the attention of all relevant employees. The Governors wish to remind employees that under Section 7 of the Act:

*'It shall be the duty of every employee while at work –*

*a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;*

*and*

*As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.'*

## *Part II : Organisation for Health and Safety*

### **Premises**

The premises covered by this Policy are all the School buildings and all other premises owned by the School.

### **Organisation in the School**

The Head Master is responsible to the Governors for the Health and Safety of the employees, pupils and where appropriate, members of the public, in relation to the running of the School, the School premises and the activities carried on there. He will be assisted in this by the Bursar and the School's professional advisers, all or any of whom may from time to time visit the School.

Taking this assistance into account, the Head Master will monitor the effectiveness of this Policy and its implementations at all levels. Where he thinks significant modifications are necessary he will bring these to the attention of the Bursar. To achieve this he must have the co-operation of his staff at all levels.

There is to be a standing Health and Safety Committee of which the Bursar is chairman. Certain staff are ex officio members of the Committee; other staff may be appointed by the Head Master. The Committee shall meet at least twice a year and its brief is to consider all matters relating to health and safety in the school. The Head Master may invite the School's professional advisers or their representatives to attend meetings of the School's Safety Committee.

The Bursar is responsible to the Governors for matters relating to the maintenance of grounds and buildings owned by the School, provision of means of escape and prevention of the spread of fire in existing buildings, access generally and all equipment, plant and machinery operated by the School.

The Bursar is responsible through the School Architect for ensuring that the planning and design of all new structural projects take into account health and safety aspects of current Building Regulations, recommendations of the Department of Education and Science, and Regulations and Approved Codes of Practice made under the Act.

The Bursar is responsible to the Governors for ensuring that the catering staff, cleaners, caretakers, grounds and other domestic staff are aware of the aspects of this Policy that affect them. He is responsible for regularly monitoring the maintenance and means of escape, effectiveness of alarm systems and the positioning of appropriate fire extinguishers. He will liaise with the Maintenance Manager when repair and maintenance work is required. It is his responsibility, in consultation with House Parents and other staff responsible for escape procedures, to ensure that action is taken in respect of those decisions made by the Health and Safety Committee which relate to premises and fire.

The Head of each Administrative Department, i.e. The Maintenance Manager, the Catering Manager, the Head Groundsman and the School Porter, is responsible to the Bursar for ensuring :

That the Department is run according to the standards of this Policy and that staff working in the Department are aware of the contents of relevant circulars, guidance and other information.

That each member of staff working in the Department understands the practical application of this Policy and the extent to which it applies within the Department and in relation to other duties arising out of their employment at the School.

That each member of staff in the Department is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this is to be achieved.

e) The Head of each Academic Department is responsible to the Head Master for ensuring :

That the Department is run according to the standard of this Policy and that assistant teachers and teachers working in the Department are aware of the contents of relevant circulars, guidance and other information.

ii) That each assistant teacher and technician working in the Department understands the practical application of this Policy and the extent to which it applies within the Department and in relation to other duties arising out of their employment at the School.

That each assistant teacher and technician in the Department is aware of the importance of achieving high standards of safety and where appropriate is provided with the necessary encouragement and time for this to be achieved.

Heads of Department should make themselves aware of the health and safety aspects of the various sciences, and/or practical work related to their subjects, taking into account current practices and requirements of the Enforcing Authorities and Professional Associations. They should be aware of current recommendations on uses and controls of equipment and chemicals, their storage and the extent to which certain chemicals are no longer required by various syllabi.

f) The Laboratory Technicians are responsible to the Head of Department for the security of all materials used in the science departments and for ensuring that all stores are kept securely locked except when the materials are actually being used.

g) House Parents have a particular responsibility for the security of means of escape in case of fire at night and this responsibility must take precedence over all others.

All employees of the School have a duty :

i) To notify the Bursar if they consider the condition of the buildings, grounds, furniture or equipment to be unsafe.

To notify the Bursar of any accident in which they are involved and which occurs on School premises.

To ensure that anyone injured on school premises receives first aid or, if relevant, is immediately taken to hospital.

To make themselves familiar on a continuing basis with means of escape, fire alarm systems, evacuation procedures and other associated matters. Most employees will have specific duties during fire practices and actual fire/bomb evacuations, as laid down in the Appendix 'C' "Fire and Emergency Procedures".

### ***Part III: Specific Provision***

The following specific aspects of this Policy are drawn to the attention of all employees :

#### **Evacuation in the event of fire or other emergency**

The procedures to be followed are laid down in the following documents, which are attached at Appendices C and D.

Appendix 'C' – "Fire and Emergency Procedures"

Appendix 'D' – "House Fire Orders – General"

It is the responsibility of each House Parent to draw up detailed Fire Orders which take into account the particular geography and circumstances of the House concerned. These Orders should be prominently displayed in all principal areas of the House and all occupants should be thoroughly conversant with them. Copies of these detailed Orders should be lodged with the Bursary for inclusion in the Health and Safety file.

It is the responsibility of each Boarding House Parent to carry out a fire evacuation drill in each School term and to notify the Bursary when these have taken place, together with any comments or observations on the procedure, serviceability of alarms, lights and other emergency equipment. The Bursary will maintain a record of all drills carried out and will take steps to rectify any defects notified. Drills in other School buildings should also be tested periodically.

## **2. First Aid**

### **Records**

A record must be kept of all treatment given and of every accident reported to have taken place on School premises or in connection with School activities which require medical attention. In the case of minor accidents to pupils, the necessary recording may be made by teaching departments, provided that a formal system of recording is properly maintained. More serious accidents should additionally be reported to the Bursary or to the Sanatorium Matron as appropriate in the circumstances (see para. 2 (b) below). All accidents to staff should be reported to and recorded by the Bursary.

### **Reporting**

There are more formal requirements set out in the RIDDOR Regulations for the external reporting of more serious injuries. These are summarised in Appendix 'A' to this document and must be rigorously observed where appropriate.

### **Equipment and Facilities**

The Sanatorium Matron is responsible for ensuring that adequate first aid facilities are available in the sick room and other parts of the School and for carrying out periodic checks. Use of any first aid equipment should be reported without delay to the Sanatorium so that it can be replenished and sufficient equipment made available for the next emergency.

## **Protective Clothing**

### **Generally**

It is the School's policy to provide protective clothing to members of staff in categories of work where this is considered necessary.

### **Eyes**

There is no specific legislation requiring the wearing of eye protection in schools but it is implicit in the Act that the standards laid down in the Protection of Eyes Regulations shall apply. Under those regulations BS.2092 has been approved, which provides for various specific grades of eye protection varying from general purpose impact grades to those that give very adequate protection against chemicals and molten metal.

In School, goggles to BS EN166 must be worn by teachers, technicians and pupils:

In laboratories when they observe or take part in operations involving chemicals in which there is a risk of dust, sparks, chemical splashes or flying particles affecting the eyes;

and

In art studios and craft workshops for any activity for which goggles are recommended in the Department of Education and Science Safety Pamphlet "Safety in Practical Studies".

Laboratory Technicians must wear a face shield or 8" visor to BS EN166 when handling large quantities of chemicals for dispensing or clearing up after spillage.

## **Science**

It is the School's policy to follow the recommendations of the Department of Education and Science and we subscribe to CLEAPPS and receive regular bulletins with updated advice. It is also the School's Policy to follow the recommendations of the Association for Science Education in the publication "Topics in Safety" (Third edition 2001)

## **CDT, Art and Pottery**

It is the School's policy to follow the recommendations of the Department of Education and Science as set out in the publication 'Safety in Science and Information Technology' (HMSO) as amended and updated from time to time.

## **Games, PE and Outdoor Pursuits**

It is the School's policy to follow the recommendations of the Department of Education and Science as set out in the publications "Safety in Physical Education" and "Safety in Outdoor Education" as amended and updated from time to time.

## **Kitchens**

It is the School's policy to follow the recommendations of the Health and Safety Executive as set out in the Publications "Safety for Hotel and Catering Employers" and "Catering Safety – Food Preparation Machinery", as amended and updated from time to time.

## **Boiler Rooms**

Although boiler rooms seem, because of their location in extensive basement areas, to be ideal for storage, boilers carry an inherent risk and therefore these areas must not be used for storage of:

- a) combustible material within 3 metres of any boiler

highly flammable material such as thermostatic plastic, flexible foam packaging material and polystyrene, anywhere in the boiler area.

Any asbestos material should either be properly sealed or removed. Once this work has been completed, all subsequent mechanical damage to the insulation of the pipes must be reported to the Maintenance Manager immediately.

If the boiler is in a basement, horizontal separation between it and the building above must be to a one-hour fire resistance. This requirement extends to the doors, walls and ceiling of the stairwell leading to the boiler basement. The door to the boiler house must normally be kept locked.

Any electrical wiring of a temporary nature must be replaced by permanent installation.

## **Electrical Appliances**

### **School owned**

As a general Policy, all electrical equipment purchased by the School will be required to meet the appropriate B.S. specification. New appliances supplied to teaching and non-teaching departments should be given a 'Commissioning Check' for safety and serviceability by an appropriate person on receipt. The appropriate person will normally be the School Electrician or Head of Department concerned but the check may be delegated to technicians or other support staff as appropriate. Existing equipment and appliances should be given a routine visual check at least annually to ensure their continuing safety and serviceability and any defects remedied by repair or replacement as necessary. In addition to a visual check, PAT Tests are also carried out by the electricians, and departmental technicians.

### **Privately owned**

No electrical appliances, which are not the property of the School, shall be brought into or used in houses without the knowledge and permission of the House Parents. When appliances are brought into School they must undergo a visual inspection by the House Parents, who should check the following :

The general condition of the appliance.

That the lead is in a safe condition.

That the correct amperage fuse is fitted in the plug top.

All appliances should preferably have a safety plug fitted to them.

If, as a result of the inspection, the House Parent is not satisfied with the appliance in any respect whatsoever it shall be referred to the Maintenance Manager for further examination.

## **10. Control of Radioactive Material**

The School is under a duty to limit the extent to which teaching staff are exposed to these materials, and the teaching staff are under a duty to use these materials in such a way as to limit their own exposure.

The Head of Science should appoint an appropriate member of staff as Radiation Protection Supervisor. This member of staff will have sufficient knowledge of the properties of radioactive materials and will also have knowledge of the teaching requirements.

The Radiation Protection Supervisor will prepare Rules, which will set the standards of control and use within the School as follows:

Isotope inventory and location

Location of storage with account being taken of fire resistance, corrosiveness of the storage environment and security.

The named person in charge of the security for storage.

A brief description of the intended use of the isotopes in the syllabus.

The methods of handling the isotopes.

Confirmation that the Fire Authority have been told of the isotope storage location.

Steps to be taken in the event of an emergency (the only emergency that is envisaged is one of loss or theft).

Arrangements for leakage testing.

Arrangements for disposal.

## **Control of Hazardous Substances**

The attention of all employees is drawn to the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (amended 2009). These regulations are the subject of Appendix 'B' and those affected should take the necessary action to ensure compliance.

## **12. Use and Storage of Pesticides**

All pesticides, fertilisers and other environmental chemicals should be stored in suitable lockable store in accordance with the guidelines contained in the H M Agricultural Inspectorate annex 'Storage of Pesticides on Farms and Similar Premises' produced by the Health and Safety Executive. They should be used strictly in accordance with manufacturer's printed instructions and

with suitable protective clothing. It is also recommended that the School should follow the guidance contained in the 'Code of Practice for use of approved Pesticides in Amenity Areas' available from:

The Secretary

National Turfgrass Council

3 Ferrands Park Way

Harden, Bingley

West Yorkshire BD16 1HZ.

### **13. Swimming Pools**

Those concerned with the use or maintenance of swimming pools should familiarise themselves with the Health and Safety Executive publication 'Safety in Swimming Pools' and the School's published Swimming Pool Operating Procedures.

### **14. Publications**

Copies of documents and publications, as amended from time to time, should be held by Departments concerned. Copies of all documents and publications are additionally held by the Bursary for consultation as necessary.

## Appendix 'A'

### **THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995. (RIDDOR)**

These regulations impose particular responsibilities on employers and relate to both employees and School pupils.

The regulations are relatively complex and no attempt has been made to reproduce them in the space of this appendix. A copy is held in the Bursary for inspection and those departments which are more exposed to risk (e.g. Laboratories, Workshops etc.) may take them away on short loan for further study.

The Bursary will undertake the reporting of incidents to the Health and Safety Executive **on receipt of information from departments**, and/or the School Sanatorium. Essentially, information is required in the following cases :

#### Employees (but not Pupils).

Fatal or specified major injury or condition.

Injury causing incapacity for more than three days.

#### Persons on Premises other than Employees (including Pupils)

Fatal or specified major injury or condition

The term 'specified major injury' is defined in the regulations but, as a guide, includes:

Most fractures (excluding bones in the hand or foot).

Amputation.

Certain eye injuries.

Burns and electrical shock.

Injury which results in immediate admission to hospital for more than 24 hours.

The term 'condition' is also defined in the Regulations under the heading of Reportable Diseases. In the main these are categorised under:

Poisonings

Skin Diseases

Lung Diseases.

This is a specialised area and full details are held by the Sanatorium Matron.

**IF IN ANY DOUBT – REPORT THE ACCIDENT OR OCCURRENCE**

## Appendix 'B'

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS, 2002(amended 2009) (COSHH)**

The greater part of the COSHH Regulations 2002 (amended 2009), which are intended to protect employees from the effects of working with substances hazardous to health, came into force on 1<sup>st</sup> October 1989. The duty to make assessments (see below) came into force on 1<sup>st</sup> January 1990. These Regulations build on the Health and Safety at Work Act's general requirements for the protection of staff and pupil's health, and should be consistent with existing good safety practices.

Whilst staff and pupils in schools are not exposed to hazardous substances to the same degree as some industrial and other workers, the Regulations still apply to Schools and some measures are needed. Certain Regulations also relate to the protection of non-employees, predominantly pupils.

The COSHH Regulations require all employers to carry out assessment so as to prevent or, when this is not reasonably practicable, adequately control exposure to those substances used in their workplaces which will be hazardous to health. In schools such substances (if, those marked irritant, corrosive, harmful, toxic or poison) will be found in laboratories, practical workshops, cleaners' cupboards etc. but they may also be created by practical work, such as wood dust from machining, the products of chemical experiments, etc.

The hazards and the precautions themselves are not new, but COSHH does require a more systematic and comprehensive approach than may have existed previously.

The principal duties under COSHH rest with an employer but employees have related duties to make full and proper use of control measures, personal protective equipment, etc. and to report defects to their employer.

The Regulations require suitable and sufficient assessment of risks to health from exposure to substances used (or created) in schools and the steps needed to meet the requirements of COSHH. The assessment involves working out the chances of any substance causing harm in the actual circumstances of its use or production (i.e. the Risk) and then, in the light of that, determining the precautions that are needed.

Under the regulations, employers must ensure that exposure to substances hazardous to health is either prevented or adequately controlled. The Regulations specifically state that prevention of exposure, if reasonably practicable, should take precedence over control measures.

If prevention is not reasonably practicable, adequate control is necessary. The Regulations require that controls other than personal protective equipment are used in so far as is reasonably practicable. Fume cupboards or exhaust ventilation on woodworking machines should therefore take precedence over fume or dust masks. However, if this type of control measure is not reasonably practicable or is not adequate when used alone, then personal protective equipment should be adopted.

For detailed information the following publications are available from the Bursary for consultation:

- COSHH Assessments
- COSHH – Approved Codes of Practice
- COSHH – Guidance for Schools

APPENDIX ‘C’

Department ..... Assembly Point.....

Inform  
.....

## **FIRE AND EMERGENCY PROCEDURES**

### Action to be taken in the Event of Fire

1. The person discovering the fire will raise the alarm by shouting “Fire, Fire” and operating the nearest fire alarm bell. (Break glass to activate).
2. The same person should ensure that the Fire Brigade is called, either by doing so personally, or by delegating. On all School telephones dial 9999 (4 x 9).
3. That building should be evacuated immediately in a quiet, calm manner, closing all windows and doors as the last persons leave. Everyone should proceed to the designated assembly point shown above. **DO NOT RE-ENTER THE BUILDING.**
4. The Head Master and Bursar or their deputies must be informed as soon as possible.

### During Normal School Teaching Periods:

- 1) If you are in the building where the fire is, members of staff should move with their class to the assembly area, where they should check that all pupils that they have been teaching are present.
- 2) In other buildings, all staff and pupils on hearing or being aware of the emergency should remain in their classes until further instructions are received.

### During School Non-Teaching Periods:

- 1) The building where the fire is, should be evacuated immediately and everyone is to assemble in their respective House Common Rooms. House Parents / Tutors should call the Roll and establish where their House Members are.
- 2) The occupants of all other buildings, on hearing that there is a fire in the School, are to return to their House for Roll Call. All members of the academic and non-teaching staff, not attached to a House, should proceed to Big School and await further instructions.

### General

- 1) A “Command Centre” will be set up; 9.00am – 5.00pm in the Bursary  
5.00pm–9.00am in Blundell House
- 2) The Command Centre will co-ordinate further movement of pupils / staff and make decisions on when or if to reoccupy the buildings. There must be **NO RE-ENTRY** to the buildings without their approval.

### **Action to be taken in the event of a Bomb Alert**

- 1) Anyone receiving or hearing of a bomb warning will immediately inform a member of staff who will contact the Head Master and the Bursar.

2) In the event of a Bomb alert during the day, the School Porter will be instructed to ring the School bell intermittently and for the Chapel bell to ring continuously. In the event of a bomb alert during the evening, or night, House fire alarms will be sounded.

3) All pupils and staff on School will assemble by Houses on the Main Car Park at the rear of Big School. House Parents must call the roll and establish the whereabouts of all pupils. Priority will be given to ensuring that Big School is clear of any bomb. Once that is done, all staff and pupils will move into Big School.

4) Once the building has been declared safe, a “Command Centre” will be set up as quickly as possible in the Bursary. On completion of Roll Calls, two Monitors will be sent to the Bursary to act as messengers.

5) No one is to re-enter School buildings until authorised to do so by the Head Master or his Deputy.

DAY AND BOARDING HOUSES

House Parents are to ensure that they produce and display Fire and Emergency Procedures to cover all times when pupils are resident in Houses. They are to include Actions to be Taken, Routes, Exits and Alarm Systems, Assembly Areas.

FIRE PRACTICES

1) Each house is to undergo a fire practice at least ONCE in every term.

Each Department is to undergo a fire practice at least ONCE per term.

3) A Fire Practice Report, as shown at Annex C, is to be submitted to the Bursary within one week of any fire practice.

Important Telephone Numbers	<b>Escape Routes:</b>
Head Master’s Secretary: 301	
Head Master’s Home: 372	
Main Office: 302/305	
Second Master: 304	
Second Master’s Home: 258389	
Bursar’s Secretary: 309	
Bursary: 300	
Estates Assistant: 311	
Maintenance Manager 313	
(Mobile:07747760406)	

## **Appendix 'D'**

### **HOUSE FIRE ORDERS – GENERAL**

The purpose of these orders is to give general guidance to House Parents and other House staff on the factors to be considered in the event of Fire or other similar emergency. They are not a substitute for the detailed Fire Orders referred to in Part III, paragraph 1 of the attached Policy Statement but are intended to be complimentary thereto.

The over riding principal must always be the preservation of life and minimizing of risk.

On discovery of a fire the first action should be to alert all in the immediate vicinity and to activate the nearest fire alarm.

Telephone the Fire Service by means of a 999 call. All pupils should know how to do this properly and should be aware of the nearest telephone.

Fire extinguishers are provided to put out small fires. IF TIME ALLOWS and if the fire is of a limited nature, an attempt may be made to put it out using the equipment provided. IF THERE IS ANY DOUBT WHATSOEVER – LEAVE THE BUILDING.

On leaving, doors and where possible, windows should be closed.

There should be a designated assembly point at a safe distance from the building. It should be chosen so as not to impede fire, police or ambulance services.

A roll call must be taken when evacuation is complete.

Detailed House Fire Orders must be quite specific in terms of exit routes from areas within the House. 'The nearest available exit' is an inadequate instruction and may lead to confusion.

The Head Master and the Bursar (or if unavailable their deputies) must be informed as soon as practicable.

## ANNEX A

### ALARM SYSTEMS.

Departments Fire Alarm Systems:-

1. **Big School / Dining Hall / Kitchen**

Main Building Alarm System

2. **Biology Department**

- a. Block Alarm System
- b. Inform Physics/Chemistry Department
- c. Inform Main Building (para. 6 refers)

3. **CDT / PE / IT / Economics Department Block**

- a. Block Alarm System
- b. Inform Main Building (para. 6 refers)

4. **CCF / Range**

- a. Verbal Alarm (Shouting "FIRE, FIRE, FIRE")  
Inform Main Building (para. 6 refers)

5. **Chapel**

- a. Verbal Alarm - Controlled Exit
- b. Inform Main Building

6. **English Department / Library / IT Rooms**

Main Building Alarm System

7. **Gymnasium**

- a. Verbal Alarm (shouting "FIRE, FIRE, FIRE)
- b. Inform Main Building (para. 6 refers)

8. **History / Geography Department**

- a. Verbal Alarm (shouting "FIRE, FIRE, FIRE)

- b. Inform Main Building (para. 6 refers)

**ANNEX A cont.**

**9. Modern Languages / Mathematics Department / Junior Department / TESOL / Psychology**

Main Building Alarm System

**10. Music Department**

- a. Department Alarm System  
Inform Main Building (para. 6 refers)

**11. Ondaatje Hall / Art Department**

- a. Electronic Alarm System
- b. Inform Main Building (para. 6 refers)

**12. Physics / Chemistry Block**

- a. Block Alarm System
- b. Inform Biology Department
- c. Inform Main Building (para. 6 refers)

**13. Sports Hall / Squash/Fives Courts**

- a. Verbal Alarm (Shouting “FIRE, FIRE, FIRE”)
- b. Inform Main Building (para. 6 refers)

**14. Sixth Form Centre**

Main Building Alarm System

**15. Special Educational Needs**

- a. Verbal Alarm (Shouting “FIRE, FIRE, FIRE”)
- b. Inform Main Building (para. 6 refers)

**Laundry**

Verbal Alarm ( shouting “FIRE, FIRE, FIRE”)  
Inform Main Building (para. 6 refers)

ANNEX B  
**ESCAPE ROUTES.**

Department Escape Routes:-

1. **Big School**

- a. Main Entrance

Fire Doors on West Side of Hall

2. **Biology Department**

- a. B1, B2, via Emergency doors  
b. B3, B4, prep room via front door of Department block

3. **CDT / PE / IT / Economics Department Block**

- a. Main Block door  
b. Rear door (PE Block)  
c. Side/Rear door (Work Shop)

4. **CCF / Range**

Individual Block door

5. **English / Library / IT**

- a. Main Stairway under Tower Arch to Chapel Lawn  
b. Through Library to Masters Common Room to back Stairway to rear of building  
c. Through breakthrough panel in Room 8. Follow "Fire Exit" in School House

6. **Religious Studies**

- a. Main School Entrance under Tower Arch  
b. Back door near stairway to Common Room.

7. **Gymnasium**

- a. Main Entrance  
b. Emergency Doors

8. **History / Geography Departments**

Main Entrance

9. **Junior Department**

- a. Door to quadrangle  
b. Exit through kitchen

- c. Exit through private side
- d. Exit to School House patch
- e. Exit through School Front Door

**ANNEX B cont.**

**10. Dining Hall/Kitchen**

Kitchen Back Doors

**11. Mathematics Department**

Corridor / Stairway to outside doors

**12. Modern Languages Department**

- a. Stairway to outside door
- b. Via Language Lab Stairway past Second Masters' study

**13. Music Department**

- a. Rear doors to School Car Park
- b. Front doors Big School to main road

**14. Ondaatje Hall / Art Department**

- a. Main Door
- b. Fire Exits around building

**15. Physics / Chemistry Block**

- a. Physics
  - i P2, P4, via front door of block
  - ii P1 via back door of block
  - iii P3 Emergency Exit in P3
- b. Chemistry
  - i C1, C2, C3 via main Stairway to front door
  - ii C4, C5 Prep room via front door

**16. Sports Hall / Squash Courts / Fives Court**

- a. Main Hall
  - i Main Entrance
  - ii Fire Exit (Rear of hall)
- b. Squash Courts
  - Main Entrance
- c. Fives Court
  - Court door

**17. Chapel**

- a. North, South, West Doors
- b. Through Lady Chapel, East Door

**ANNEX B cont.**

**18 Sixth Form Centre**

- a. Main Sixth Form Entrance
- b. Fire Exit through Modern Languages Department
- c. Fire Exit to Big Field

**ANNEX C**

FOUNDED 1604



*Pro Patria Populoque*

***Blundell's School***

***FIRE DRILL REPORT FORM***

***Boarding House or Department.....***

DATE:..... TIME:.....

REASON (give details i.e. Practice; Accidentally Activated; Actual Fire etc.)....

.....  
.....

Time taken to evacuate the building.....

Did the Emergency Services attend?.....

Were ALL personnel accounted for?.....

Was any 'Fire Fighting' equipment used?.....

GENERAL PROCEDURE REPORT.....

.....  
.....

FIRE SAFETY SYSTEMS. Report on whether systems functioned satisfactorily i.e. Emergency Lighting, Sounders, Fire Exit Doors etc.....

.....  
.....

Is any remedial action required?.....

COMMENTS.....

.....  
.....

**Signed** ..... **Name (Please print)**.....

**Position**.....

**ANNEX D**

**ASSEMBLY AREAS**

In the event of fire, occupants of the buildings listed below, must assemble in the areas designated.

1. **Main School Buildings** including:

School House, Religious Studies, English, Modern Languages, Mathematics, Clothing Shop, 6th Form Centre, Common Room, Library.

At **Edge of Big Field outside the Friends of Blundell's Room**. In the event of extreme weather, move into the Gymnasium.

2. **History, Geography, SEN and Science Departments:**

In the **Car Park outside School House**. In the event of extreme weather, move into the **Chapel**.

3. **CDT, ICT, Economics, Art and Ondaatje Hall:**

In the **Main Car Park at the rear of Big School**. In the event of extreme weather, move into **Big School**.

4. **Music Dept., Kitchens and Dining Hall, Big School:**

In the **Main Car Park at the rear of Big School**. In the event of extreme weather, move into **Ondaatje Hall**.

5. **Gymnasium:**

At **Edge of Big Field outside the Friends of Blundell's Room**.

**Sports Hall, Squash Courts and Five Courts:**

In the **Field at the Rear of Gorton House**. In the event of extreme weather, move into **Ondaatje Hall**.

**Bursary and Workshops:**

**Outside the Art Department**. In the event of extreme weather, move into **Ondaatje Hall**.

**Sanatorium:**

On the pavement outside Thornton House

**All Houses:**

Should move to the **areas nominated** by the House Parents and used during fire practices.