



To: Bursar/Deputy Bursar
Health and Safety Committee
Compliance Committee

From: Health Safety and Risk Manager

Whole School Fire Drills

- Prep School – 4th March 2025
- Chapel – 29th January 2025
- Senior College – 7th October 2024

Fire Drills have taken place in academic buildings during the first half of the autumn term.

Building name	Date	Time of Day	Time to evac	Staff lead	Observer
Prep Whole School Drill	4 Mar 2025	10.55	2.45	Kit Perona Wright	Steve Pocket
Prep Boarding (Spring term)	10 Jan 2025	19.00	2.50	Jack Avery	Tom Beale
Chapel	29 Jan 2025	08.45	2.23	Ester Leach	Steve Pockett
Main Building	7 Oct 2024	10.15	4:27	Sue Hopkins	Steve Pockett
Restaurant and Common Room	7 Oct 2024	10.15	4.50	Tristram Hagar	Richard Carruthers
Centenary Block	7 Oct 2024	10.15	2:35	Brendon Enright	Mandy Miller
Design and Technology	7 Oct 2024	10.15	2:00	Henry Franks	Jim Onions
Pavilion and Lower Gym	7 Oct 2024	10.15	1.45	No overall lead	Jim Onions
Science Block	7 Oct 2024	10.15	3:36	James Copeland Jordan	Olivia Spencer Callendine
Thirlestaine House	7 Oct 2024	10.15	2:15	Keri Price	Jay West
Wilson Block	7 Oct 2024	10.15	3:10	Holly Brooke	Mark Peacey

Feedback from observers was positive with staff and pupils responding well to the exercises.

There continues to be issues in the larger buildings like the College Main Building and Restaurant Block where Heads of Department need to be reminded of their responsibility to report to the Fire Marshal that their areas were clear. Fire Marshal lead is also required for the Pavillion.

An issue was also raised regarding musical instruments in corridors in Thirlestaine House.

J Onions

J Onions
College Fire Officer