

Fire Safety Policy

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'Cheltenham College' refers to Cheltenham College Senior School *and* Cheltenham College Preparatory School (including Cheltenham College Pre-Prep and Nursery School)

'College' refers to Cheltenham College Senior School

'Cheltenham Prep' refers to Cheltenham College Preparatory School

'Nursery and Pre-Prep' refers to Cheltenham College Nursery School and Pre-Prep

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1. Policy Statement

This Fire Safety Policy is approved by Council and is designed to maintain a satisfactory standard of fire safety to protect pupils, employees and others working within or visiting Cheltenham College and to meet the legal requirements of the Regulatory Reform (Fire Safety) Order 2005 (RRO) and other relevant fire safety guidance.

Cheltenham College's policy is to have a fire safety system, which reduces the risk to people, property, and the environment from fire, to as low as reasonably practicable and meet the requirements of statutory legislation.

Compliance with the requirements of the RRO 2005 is a baseline for mitigating the risk to 'as low as reasonably practicable'. In most cases the required measure would be carried out unless the costs in time, effort or money are disproportionate to any reduction in risk.

Cheltenham College seeks to meet the requirements of fire safety legislation by:

- Undertaking fire risk assessments to identify and address potential fire hazards
- Deploying resources to control risks relating to fire
- Appointing staff and advisers to discharge fire safety requirements.
- Seeking to eliminate risk through selection and design of buildings, facilities, equipment, and processes. Where risks cannot be eliminated, they should be minimised using physical controls, safe systems of work and personal protective equipment.
- Ensuring that premises, machinery, plant, and equipment are maintained in safe condition.
- Ensuring that training is available to staff in fire safety and evacuation procedures and that staff and pupils participate in fire drills. Where necessary, personnel have both basic instructions in fire safety and fire training appropriate to their own role and the specific needs of their workplace.
- Engaging approved contractors who can demonstrate regard to health and safety who should ensure that its own workforce places a high priority on safety, including fire safety.
- Communicating and consulting with employees on matters affecting fire safety

2.0 Legislation and Guidance – College's obligations

College has statutory responsibilities under the Regulatory Reform (Fire Safety) Order (RRO) 2005 to ensure, so far as is reasonably practicable, that adequate and appropriate fire safety measures are in place to protect the safety of pupils, visitors and employees.

2.1 Fire Safety Management – Key Responsibilities

The responsibility for the provision and maintenance of fire safety rests with Cheltenham College.

The Finance Risk and Development Committee (FRD) oversees Risk Management on behalf of Cheltenham College Council and directs resources to implement the Fire Safety Policy.

The Bursar oversees the implementation and adequacy of the Policy.

The Health Safety and Risk Manager performs the role of College Fire Safety Officer (FSO), undertaking fire risk assessments of premises and seeking to ensure that the policy is fit for purpose.

Fire Risk Assessments are undertaken by independent consultants and improvements required are populated on to the Fire Safety Improvement Plan. The plan is prioritised by the Fire Safety

Working Group, where the risks are assessed to be delivered, or managed out. Progress with the Fire Safety Action Plan is reported to the Health and Safety Committee and in FRD reporting.

Each building in regular use has a person who has day to day oversight of fire safety supported by other members of staff who are appointed and trained to act as Fire Marshals (unless otherwise specified in Appendix 2). Where a building is not normally occupied by the same staff throughout the day, Fire Marshals should be appointed from an adjacent building. Fire Marshals are responsible for overseeing the safe evacuation of their buildings and ensuring that other occupants of their building know the fire evacuation procedure.

Cheltenham College Security and Portering Officers are available 24-hours a day 365 days a year on phone number 07887 547314 . When a fire alarm operates, they receive an automatic notification of the alarm and respond to the affected building.

2.2 Integrating Fire Risk Management - Prevention, Protection and Intervention

The Cheltenham College fire safety system aligns with the UK fire and rescue service's approach to integrated risk management - by securing the safety of pupils, employees, and visitors from fire by Prevention, Protection, and Intervention.

2.2.1 Prevention

The first and most powerful form of fire safety risk management is **prevention** of fires occurring.

A fire needs three elements; a source of ignition (heat), a fuel supply and oxygen – this is the 'triangle of combustion'.

Listed below is how Cheltenham College seeks to prevent fires from starting by managing fire risk and removing elements of the triangle of combustion.

- **Sources of ignition;** include electrical equipment, gas appliances, naked flames (e.g. matches and lighters), smoking materials (e.g. cigarettes) and arson. We reduce risks by:
 - Fixed electric installations inspections (5 yearly)
 - Portable appliance testing
 - Gas appliance and boiler tests
 - Maintaining electrical equipment
 - Cleaning lint from tumble dryer filters
 - No smoking policy
 - Fire risk assessments
 - Security surveillance
- **Sources of fuel;** includes wood, paper, cardboard, plastics, rubber, foam, textiles, furniture, and flammable solids, liquids, and gases. We reduce these risks by:
 - Regular refuse and recycling collections to prevent buildup of flammable materials in and around College buildings - this is to address accidental fire and arson risk.
 - Secure flammable storage cabinets for highly flammable liquids
- **Sources of oxygen;** include the air around us, but can also include oxidizing agents, for example chemical fertilizers or chemicals in science classrooms. We mitigate this by:
 - Doors and windows secured in empty buildings
 - COSHH and CLEAPS guidance, for managing chemicals used on site.
 - Safe storage of oxidizing materials

Lithium battery powered equipment, presents a particular risk as they can ignite rapidly when being charged and promote very rapid fire spread.

Lithium Battery Powered Equipment – Large Equipment

Large lithium battery powered equipment, for example, e-scooters, e-bikes and golf carts are a serious fire risk, responsible for many serious fires around the country, particularly when they are being charged. To seek to control this serious fire risk;

- Pupils are not permitted to bring this kind of equipment into College
- Resident staff are not permitted to bring this kind of equipment inside boarding houses
- Where resident staff do wish to bring this type of equipment into College, they must agree how it is stored and charged with the Health, Safety and Risk Manager

Lithium Battery Powered Equipment – Smaller Equipment

Smaller lithium powered devices like mobile phones, iPads and Laptops are more commonplace and unavoidably they will be brought into College. To control this risk;

- The correct Battery Charger must be used for the equipment and be UKCA or CE marked, PAT tested and visibly in good condition (i.e. plug, connector and leads)
- Extreme caution in purchasing after-market chargers – purchased from reputable sources and clear safety markings. If in doubt consult with the Health Safety and Risk Manager

2.2.2 Protection

Should a fire occur, Cheltenham College and staff rely upon **Protection** measures to prevent fire and smoke spread, and to protect pupils, employees, and visitors by providing safe escape routes. Protection measures are classified as being 'Passive' or Active'.

Passive: Passive fire safety measures are the structural design features of the building fabric; they are designed to contain fires and prevent spread of flame or smoke. Passive protection is a key component of protecting fire escape routes. Examples of passive protection are:

- Fire resisting walls
- Fire resistance of floors and ceilings
- Fire resisting glazing
- Smoke seals
- Fire resisting doors
- Fire safety signage (instruction notices and exit routes)

Active: Active fire safety measures have an 'action' in the event of a fire – these include:

- Fire alarms (smoke and heat detection)
- Fire alarm monitoring system
- Emergency lighting
- Fire door self-closing mechanisms (including electronic hold-open devices)
- Fire suppression systems in kitchens
- Fire dampers in ducting
- Smoke control systems (Westal and College Lawn)

College undertakes tests and routine maintenance of its 'active' and 'passive' fire safety systems in accordance with manufacturer's and regulatory guidance.

2.2.3 Intervention

The next line of defence against fire is intervention. Interventions are the actions that employees and pupils take in the event that a fire starts.

Intervention includes:

- Requesting Fire and Rescue Service attendance
- Fire extinguishers and fire blankets (to tackle minor fires and to help escape)
- Fire evacuation drills – pre-preparedness for emergency evacuation
- Fire Safety and Marshal training

2.2.4 Fire Escape Routes

Fire escape routes, including corridors and stairwells are provided to secure the escape of persons in the event of a fire and must be kept maintained – that is you must not introduce items or materials that could either block an escape route or introduce flammable materials that could ignite and cause fire spread on an escape route. Key risks include:

- Creating assembly areas on corridors and stairwells by placing items of furniture in them
- Allowing refuse to build up on escape routes and blocking escape doors
- Introducing electrical or other ignition sources into escape routes
- Wedging open fire doors that are protecting fire escape routes

3. Fire Risk Assessment

3.1 Schedule of Premises

The schedule of the properties affected by this policy are listed at Appendix 2 to this policy. The Appendix also provides the operating capacities for the major multiple occupancy rooms.

3.2 Fire Safety Risk Assessment

Fire Risk Assessments (FRAs) should be undertaken for each regularly occupied College building and be documented and reviewed/updated by the College Fire Safety Officer (FSO).

Fire Risk Assessments and their Reviews are conducted by suitably qualified assessors. Where an independent assessor is engaged they should hold third party certification (for example Institution of Fire Engineers or IFSM).

The FSO oversees the implementation, maintenance, and monitoring of the FRA programme and monitors the competence of the fire risk assessors.

Interval periods for Fire Risk Assessments by the independent assessor:

Cheltenham College Locations	Independent Assessment	Review by FSO
Boarding Houses, Prep Main Building and Chapel	5-6 - years	Annually
Academic Buildings	6-7 - years	Annually
Support Buildings (including Sports)	7-8 - years	Annually
Shared Residential Houses	10 - years	Annually

College owned houses occupied by a single-family unit are not subject to Fire Risk Assessment, but landlord duties exist to provide smoke alarms, carbon monoxide alarms and gas boiler inspections.

A review may be prompted ahead of this schedule, and this should be addressed according to risk. Reasons for an earlier risk assessment review could be:

- A major change in design, layout, or construction of a building
- A major change of use or occupancy of a building
- A change in fire safety legislation or guidance relating to that building type or use
- Where there has been a fire in a College building or similar property type elsewhere.
- If there are any concerns over a building.

The FRA's recommendations should be prioritised onto a central register of Fire Safety Recommendations by the FSO, allocated a review date and then reviewed by the Fire Safety Working Group (FSWG). The FSWG meets termly.

If an FRA recommendation is critical (e.g. a faulty fire alarm) immediate remedial action should be taken. For other works, where a recommendation is agreed as being achievable, affordable, and necessary, it should be implemented as soon as practicable. Review dates may be changed, dependent upon the nature of the action and the risk presented, by the FSWG and reported at the next H&S Committee meeting.

Recommendations that would incur an investment level outside the Estates Bursar's delegated authority, should be added to the project list prioritisation and allocation of resources if approved.

Where a high risk is deferred, interim risk reduction should be implemented and both the measures and justification recorded.

3.3 Workplace Inspections

A schedule of regular workplace inspections, with the details of responsibilities, frequencies, and records are summarised at Appendix 3.

The Estates Bursar provides oversight of the management of:

- Fixed wire electrical systems - tested as part of a 5-year test and inspection programme. The date of inspection is displayed on the main electrical intake panel.
- Portable Electrical Appliances are tested and records are maintained
- Relevant domestic and communal gas appliances, fittings and pipe work - tested for safety annually by Gas Safe registered engineers.
- That bins and skips are emptied at sufficiently frequent intervals to reduce arson risk.

HsMs and Heads of Departments provide oversight for the following:

- Being the main point of contact and coordination for fire safety in their building and seek to ensure that staff in their building are aware of the actions to take in the event of fire
- To ensure that Departments/Houses receive induction, training, and fire drills
- To nominate Fire Marshals to attend training and to brief them as to how they should co-ordinate their responsibilities in the event of fire
- Updating the fire logbook as appropriate, including for fire alarm actuations
- Reporting fire safety requirements to Estates.

- Ensuring arrangements are made that routine checks of their building are undertaken, verifying that;
 - Fire doors and fire exits are not being wedged/held open (electronic hold-open fire doors excepted)
 - There are no obstructions to fire exits and fire escape routes
 - Fire exit doors that are not fitted with either a thumbscrew release, crash bar or alarm triggered release are unlocked when the building is occupied
 - Boiler rooms are not being used for storage
 - Waste material is disposed of in bins or skips provided and that the bins and skips are kept in the designated areas away from buildings to prevent arson
 - Action to take in the event of fire notices are displayed

3.4 School Holidays - Lettings

During school holidays the oversight of buildings passes to the Lettings Department when coordinating occupation by third parties.

3.5 Dangerous and Highly Flammable Substances

Sources of fuel; combustible materials, highly flammable substances, and waste should always be separated from sources of ignition, including work equipment, lighting, hot surfaces, and processes.

The risk of arson should be considered when selecting where to store combustible materials.

Dangerous substances should only be stored in the appropriate storage facilities and never in boiler or switch rooms.

No new work involving a dangerous substance may commence without the work being risk assessed and appropriate measures required by The Dangerous Substances and Explosive Atmospheres Regulations (2002) DSEAR implemented.

3.6 Persons at Risk

Anyone, who has immediate concerns of serious and imminent danger, must advise the FSO or Estates Bursar immediately. The FSO/Estates Bursar will take action to instigate the appropriate response and ensure that the situation is made as safe as is reasonably practicable.

3.7 Information for Employees

Regularly occupied buildings have notices prominently displayed to indicate actions to be taken in the event of a fire. HoDs/HSMs ensure staff who regularly work in their building are aware of the actions that should be taken in the event of fire.

3.8 Contractors including Hot Works Permit

Contractors should be provided with fire safety information as part of a contractor signing-in process.

Contractors must have a method of work statement approved prior to the issue of a Hot Work Permit .

3.9 Frequency of Review

This Policy would normally be subject to a review at least every 2 years unless required more frequently or following a significant fire event.

3.10 Fire Safety - Management Plan and Working Group

The composition of the Fire Safety Working Group is normally the Estates Bursar, FSO, Assistant FSO and Estates Managers (Appendix 1). The group meets termly.

On completion of the FRAs the Fire Safety Working Group will:

- Develop actions to address identified risks having regard to the principles of fire prevention and maintaining fire protection
- Prepare and oversee a programme of physical improvements and management actions to address the points raised in Fire Risk Assessments
- Prioritise and timetable for implementation, manage the programme and identify any compliance failures taking the necessary remedial action where required
- Review the programme of the action plan at regular intervals and record progress in implementing the work

3.11 Employment of Young People

Cheltenham College recognises that due to their age and inexperience, young people could be at greater risk in a working environment as they may encounter unfamiliar risks from the work that they carry out, and from the working environment. Cheltenham College assesses the risks to young persons and puts controls in place to reduce those risks.

4. Staff Training & Consultation

4.1 Staff Induction & Responsibilities

Staff are given H&S induction when they start work at Cheltenham College, including fire safety arrangements for their workplaces. Staff are required to familiarise themselves with the actions to be taken in the event of hearing a fire alarm, identifying available fire exits and appropriate fire extinguishers in buildings that they are not familiar with.

Staff also need to ensure that they:

- Participate in fire evacuation drills and observe practical fire safety arrangements
- Know, and co-operate with, the person with oversight for their workplace
- Report to their line manager any concerns about fire safety
- Do not wedge fire doors open, nor block or obstruct them
- Promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk
- Comply with the 'No Smoking' rules

4.2 Refresher Training

The FSO will review when refresher training is needed and how it will be provided. This is particularly relevant should any of the following occur:

- The installation of, or changes to fire safety equipment
- A change of use of a building or room within it

- The construction of a new building

The review should include the following: -

- Staff identified to be trained in the use of fire safety equipment.
- Staff identified to be trained in the operation of fire alarm panels
- Staff identified to be trained for Fire Marshal duties
- Staff identified to register visitors at assembly point(s)
- Ensuring staff have had sufficient instruction and training for fire evacuation
- The method of ensuring visitors / contractors have sufficient information on procedures in the event of an emergency evacuation

4.3 Specific Training

The FSO will arrange Fire Marshal Training, to include the correct selection and operation of fire extinguishers, for staff with specific fire safety responsibilities.

4.4 Consultation

Cheltenham College ensures that employees are provided with essential information related to fire safety and consults with its employees on matters of fire safety arrangements. Cheltenham College will keep staff informed of changes that are made to its' fire safety procedures and fire risk assessments. A fire safety briefing forms part of induction training. College will also ensure that visitors are either briefed in evacuation procedures or not left alone unless they are aware of, and familiar with, available escape routes.

5.0 Emergency Procedures

5.1 Fire Marshals

There should be two trained Fire Marshals for regularly occupied buildings (some buildings may require more). The distribution of fire marshals is detailed in Appendix 2 and they may be either teaching or support staff, trained in how best to support College in the event of a fire evacuation. In the event of a fire or fire drill, fire marshals are responsible for ensuring their building is evacuated.

Fire marshals should be familiarised with their duties in a building evacuation by the HoD/HSM for the building. Training of fire marshals and other staff will be recorded in the fire log book.

5.2 Fire Evacuation Drills

Regularly occupied buildings (Appendix 2) are subject to fire evacuation drills which will be recorded in the fire log book by the HoD/HSM. Fire drills confirm to occupants the correct manner to evacuate a building in a fire. Evacuation drills should be undertaken at the following frequencies:

- **Boarding Houses:** A minimum of one fire drill per term in Boarding time (Boarding time refers to any time outside of the normal school day; after lessons and formal activity periods cease). Houses should include a fire drill when most boarders are asleep
- **All Other Regularly Occupied Buildings.** An annual Fire Drill

HoDs/HSMs will raise any concerns with the FSO, so that issues may be resolved promptly. Any unsatisfactory matters identified during a drill (e.g. fire alarm faults, structural defects, obstructed escape routes, etc.) should be followed up and remedied at the earliest opportunity.

5.3 Fire Alarm & Emergency Lighting Tests

Fire Alarm Testing. The FSO oversees weekly tests of fire alarm systems and that the test results are recorded in the building's Fire Logbook. During the tests the sounders, automated door release and automatic ventilation systems are observed for correct operation. Activation tests of call points are undertaken on rotation. Defects should be reported via a requisition to the Estates Department. The FSO should be notified of serious failures,

Emergency Light Testing (in accordance with BS 5266-8:2004) Emergency lighting is provided in areas that form part of an emergency escape route. The FSO oversees that emergency lighting receives a monthly test and an annual service (including battery discharge test). This is arranged and recorded through the Estates Department.

Records of Monthly testing should be recorded in the fire log books. The Estates Department hold records for annual testing. Defects should be reported to the Estates Department.

5.4 Personal Emergency Evacuation Plans (PEEPs)

Personal Emergency Evacuation Plans (PEEPs) set out plans for a pupil or staff who may need help evacuating from a building in an emergency. The HSM of a pupil, or the line manager of a member of staff requiring a PEEP, should undertake a risk assessment and complete the PEEP form. A copy of the form should be kept in the Fire Box at the building and a copy sent to the FSO. HoDs/HSMs and their fire marshals should be aware of PEEP in their buildings. The PEEP form can be found on the Health and Safety Portal.

5.5 Actions on discovering a fire:

- Raise the alarm immediately by activating the nearest Fire Alarm Call Point. Fire alarm call points are in boarding houses and regularly occupied buildings (except stand-alone offices) and are activated by pressing hard against the glass with your thumb
- Evacuate immediately using the nearest available fire exit
- The Fire Alarm **does not** make an automatic call to the Fire and Rescue Service
- If you observe signs of a fire (smoke/flame) - call the Fire and Rescue Service on the 999-emergency system
- Do not delay evacuation to pick up any personal possessions, or to shut windows, but the last person out of a room should close the door behind them
- Teachers with students in a classroom, should evacuate them from the building and send them to the nearest assembly area, and inform the FSO/Fire Marshals as to the location of the fire if known
- If safe to do so, fire marshals will sweep the building to ensure that it is empty
- If a member of staff is with a visitor, that member of staff must ensure the visitor is accompanied to the nearest assembly point. The visitor should then be checked off against the visitor logbook

6. Maintenance of Fire Detection & Fire Fighting Equipment

The Estates Bursar oversees the management of routine maintenance of fire detection and fire-fighting equipment (including dry risers) in College buildings (Appendix 3).

College fire extinguishers are serviced annually by an approved contractor. The Estates Department hold a stock of extinguishers to replace any that have been used.

7 Building Refurbishment and Replacement Programmes

7.1 Purchase and Specification of Materials or Goods

When specifying new buildings or refurbishing existing buildings, consideration is given to containment of fire by design, construction, and layout and by effective communication and safe evacuation. In particular:

- Materials specification, design, security, fire resisting construction and inspection of buildings, fire doors and escape routes, considering the needs of pupils, employees, people with disabilities, contractors, and visitors
- Appropriate safe and secure location of building services e.g. gas and electrical distribution boards
- Provision of clear fire safety signage for escape routes and final exits
- Provision of prominently located Fire Action Notices (e.g. by Fire Alarm Call Points) to inform people of the action to be taken in the event of fire

7.2 Control of Contractors

Cheltenham College operates a permit to work systems for contractors. The Estates Department ensures competence and ongoing safety performance for their contractors.

The Estates Bursar ensures that, when taking ownership of either a new or substantially refurbished building, the contractor hands over fire safety information, including operation and maintenance manuals, relating to the design and construction of the building and its services, fittings, and equipment.

7.3 Physical Improvements to Domestic and Non-Domestic Premises

New building work and building alterations are carried out, and completed, in accordance with the fire safety requirements of Building Regulations 2010.

8. Fires Occurring on College Premises

8.1 Investigation of Incidents or Near Misses involving Fire

If there is a fire in Cheltenham College premises, the FSO should be notified as soon as possible. After the incident has concluded, the FSO will investigate the incident and ensure the Fire Log Book has been updated with details of the incident.

Where a small fire occurs and is extinguished without activating the fire alarm system, it must still be reported to the FSO.

Unwanted fire alarm (false alarms), have a negative effect on fire safety as they cause complacency and erode confidence. It is Cheltenham College's aim to minimise false alarm activations.

8.2 Fires Occurring Out of Hours

If there is a fire out of normal working hours, the fire marshals or other staff members will manage the safe evacuation of the building and call the Fire and Rescue Service. The Security number (07887 547314) should be rung to alert the Security Team and FSO to the incident.

8.3 Contact with the Gloucestershire Fire and Rescue Service

If Gloucestershire Fire and Rescue Service attend, the HSM, HoD or fire marshals will provide them with essential information relating to the building affected by the incident. The FSO updates the Fire & Rescue Service about new, or significant modifications to Cheltenham College buildings.

9 Performance and Monitoring

9.1 Performance.

Cheltenham College monitors performance in relation to this policy via the following Key Performance indicators:

- Buildings with current fire risk assessments
- Number of Fire Risk Assessment recommendations relating to physical works or management actions not yet implemented.
- Progress in relation to completing fire risk assessment reviews.

9.2 Monitoring

The Health & Safety Committee monitors progress of:

- The Fire Risk Assessment programme
- The implementation of Fire Risk Assessment recommendations

Cheltenham College maintains the following records

- Fire Risk Assessments and Annual Reviews (Health and Safety Portal)
- Records of fire training (Cascade)
- Record of fire drills (Fire logbooks).
- Records of weekly tests of fire alarms, final fire exits (Fire logbooks).
- Record of annual inspection and testing of firefighting equipment (Estates)
- Records of periodic tests of emergency lighting (Estates logs)
- Records of maintenance of fire detection and alarm systems (Fire logbook)
- Records of electrical and boiler inspections, storage of hazardous substances and other hazards identified with fire safety (Estates)
- Records of any unwanted alarm activations and action taken (Fire logbooks).
- Plans of Cheltenham College Buildings (paper copies, in or next to, fire boxes).

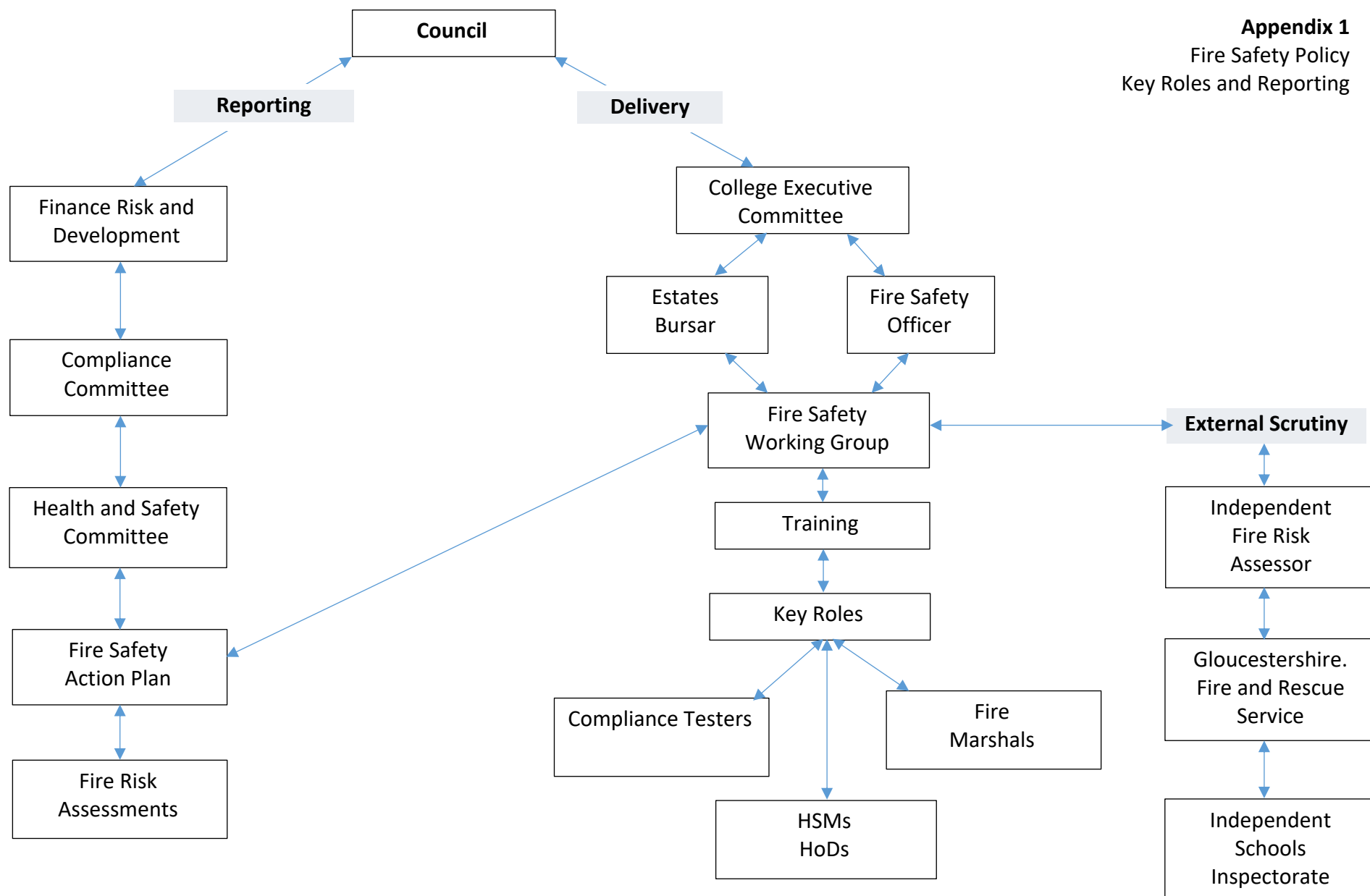
10.0 Communicating the Policy

A copy of this policy is posted on Cheltenham College's Digital Zone

Cheltenham College seeks to ensure that any person it employs (directly or indirectly) is provided with information related to fire safety and consults with its' employees on matters of fire safety policy and arrangements.

Staff are informed of any significant changes that are made to the fire safety procedures and fire risk assessments. A fire safety briefing forms part of the induction training for new members of staff. Cheltenham College also ensures that visitors to its' premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, available escape routes.

Appendix 1
Fire Safety Policy
Key Roles and Reporting



Appendix 2 to Cheltenham College Fire Safety Policy - Schedule of Premises

The Fire Safety Policy applies to the following premises in Cheltenham College and Cheltenham College Preparatory School:

Boarding Houses	Subsidiary Areas	Approx. Date Built	No. Fire Marshalls	Person overseeing building	Fire alarm fitted?	Fire Logbook	Safe Operating Capacities
Ashmead GL53 7JD		2000	2	HSM	Y	Y	
Boyne GL53 7JD		1830-40	2	HSM	Y	Y	
Chandos GL53 7AA	Chandos Lodge & Rosleigh	1820-50		HSM	Y	Y	
	West and South Wings	Early 1990's			Y		
	East Wing	1999			Y		
Chandos Cottages GL53 7AA		1820's	2	Asst HSM	Y	Y	
Christowe GL53 7BL		1866	2	HSM	Y	Y	
College Lawn GL53 7AG		1860	2	HSM	Y	Y	
Hazelwell GL53 7JD		1866	2	HSM	Y	Y	
Leconfield GL53 7JE		1866	2	HSM	Y	Y	
Newick GL53 7AW		1866	2	HSM	Y	Y	
Queens GL53 7AE		1855-60	2	HSM	Y	Y	
Southwood GL53 7AA		1820's	2	HSM	Y	Y	
Westal GL53 7AH		2013	2	HSM	Y	Y	

Prep School	Subsidiary Areas	Approx. Date Built	No. Fire Marshalls	Person overseeing building	Fire alarm fitted?	Fire Logbook	Safe Operating Capacities
Prep Main Building (excl. Boarding Accommodation) GL53 7AB	Ground Floor Main Corridor	1908		Assistant Head Operations	Y	Y (Prep. Reception)	
	Cellars	1908			Y	Y (Prep. Reception)	
	Dining Hall & Kitchens	1908	2		Y	Y (Prep. Reception)	190 or 245 with double door unbolted
	Day End Teaching	1908			Y	Y (Prep. Reception)	
	Assembly Hall	2001			Y	Y (Prep. Reception)	250
	Cellars	1908			Y	Y (Prep. Reception)	
Prep School (Cade Boarding House) GL53 7AB	Boarding House on First and Second Floors	1908	2	Assistant Head Operations & Houseparent	Y	Y (Prep Reception)	
Pre-Prep GL53 7AB	Pre-Prep Main Building Extension		2	Head of Pre-Prep	Y	Y Prep Reception	
Woodlands Nursery GL53 7NJ		2022	2	Head of Nursery	Y	Woodlands Nursery	
Coach House GL53 7AB			2	Director of Learning	Y	Y (Lake House Foyer)	
The Lodge			1	Head of Humanities	Y	Y Prep Reception	
Lake House GL53 7AB	Music Department	Acquired 1957	2	Director of Music	Y	Y (Lake House Foyer)	
Old Nursery Cottage and Cabin (attached to Lake House)	Prep Learning Support Prep Drama Prep Sports Coaches	1830	2	Director of Music	Y	Y Lake House Foyer)	

Prep Art GL53 7AB				Head of Art	Y	Y (Science & Technology)	
Prep Science & Technology GL53 7AB		1965		Science HoD	Y	Y (Science & Technology)	
The Barn GL53 7AB		1960	Supervisor		Y	Y (Main Entrance)	
Lower School GL53 7AB		2002	2	Head of Lower School	Y	Y (Prep Reception)	
Davies Block GL53 7AB		1989	2	Head of Upper School	Y	Y (Prep Reception)	
Prep Staff Common Room GL53 7AB		c1988	1 + Supervisor	Head of Prep Common Room	Y	Y (Prep Reception)	

Regular Use Buildings	Subsidiary Areas	Approx. Date Built	No. Fire Marshalls	Person overseeing building	Fire alarm fitted?	Fire Logbook	Safe Operating Capacities
College Main Building	Big C	1843	2	Bursar	Y	Y (Reception)	450 (standing) 330 (seated)
GL53 7LD	ICT/CR/Rear Offices/Toilets				Y	Y (Reception)	
	Front Offices/Reception				Y	Y (Reception)	
	Library/Cadbury/Symondson				Y	Y (Reception)	
	Drama/Director of ICT	1850			Y	Y (Reception)	Library 215 but 490 with double doors unlocked
	Old Junior Ground Floor (including offices)	1886		Geography HoD	Y	Y (Reception)	6 th form social 215
	Old Junior First Floor	1930's			Y	Y (Reception)	

Regular Use Buildings	Subsidiary Areas	Approx. Date Built	No. Fire Marshalls	Person overseeing building	Fire alarm fitted?	Fire Logbook	Safe Operating Capacities
Common Room Restaurant, Kitchens, College Coffee, Classrooms, College Office, Song school GL53 7LD	English Department	1858	3	English HoD	Y	Y (Reception)	
	Classics, History of Art, Sports Science, Song School, and Lower School Office			HoDs	Y	Y (Reception)	
	College Office	1858		Office Manager	Y	Y (Reception)	
	Dining Hall and Kitchens, College Coffee, and Holroyd Howe Offices	1858		Holroyd Howe Manager	Y	Y (Reception)	Dining Hall 360
	Housekeeping and Sports Professionals				Y	Y (Reception)	
	Common Room Ground Floor				Y	Y (Reception)	LCR Dining Room 100
	Common Room First Floor				Y	Y (Reception)	Hadley Bar 60 UCR + Hadley Bar 100
Centenary Block GL53 7LD	Maths, History, TPE and Archive	1938	3	Maths HoD	Y	Y Next to Front Door	
Chapel GL53 7LD	Chapel, Crypt and Vestry	1896	3	Chaplain	Y	Y (Narthex)	500
Design & Technology, Fives Courts	Workshops	1860's	1	DT HoD	Y	Y (Textiles Entrance Lobby)	
	Changing Rooms & Clothing Store	2007			Y	Y (Textiles Entrance Lobby)	
	Estates Garage	1864			Y	Y (Textiles Entrance Lobby)	
	Ladies Toilet & store	1864			Y	Y (Textiles Entrance Lobby)	

Design & Technology (Main Building)	Resistant Materials and Textiles		1		Y	Y (Textiles Entrance Lobby)	
	Outside Gentlemen's Toilets				N	N	
Science Department GL53 7AA	Teaching and Prep labs and library		4	Science HoD	Y	Y (Science Dept. Lobby)	
Thirlestaine House GL53 7LD	Music (main block)	1823/1840/45	2	Director of Music	Y	Y (Main Lobby)	
	North Wing incl. TLG		2	Head of Art	Y	Y (Main Lobby)	TLG 90
	Ground Floor Main & South wing incl. downstairs toilet		2	MFL HoD	Y	Y (Main Lobby)	
	Cellars		Safe system of occupancy		Y	Y (Main Lobby)	
Wilson Block First Floor GL53 7AB	First Floor Business, Economics and EAL		2	HoD	Y	Y (North Door Hall)	
Wilson Block Ground Floor GL53 7AB	Ground Floor Health Centre		2	Lead Nurse	Y	Y (North Door Hall)	

Regular Use Buildings	Subsidiary Areas	Approx. Date Built	No. Fire Marshalls	Person overseeing building	Fire alarm fitted?	Fire Logbook	Safe Operating Capacities
Sports Centre GL53 7AH	Sports Hall, Balcony & Receptions	1996		Sports Centre Manager	Y	Y (Sports Centre Reception)	720
	Swimming Pool, Changing and Plant room				Y	Y (Sports Centre Reception)	
	Squash Courts				Y	Y (Sports Centre Reception)	
	Outside Changing Rooms				N	N	
	Tennis Club				N	N	
Gymnasium incl. cricket pavilion and rackets	Old Gym	1864		Rackets Pro.	Y	Y (Stairway Ground Floor)	100
	Rackets	1864			Y	Y (Stairway Ground Floor)	
	Upper Gym	1864			Y	Y (Stairway Ground Floor)	60
	Pavilion & changing	1864	1 + Supervisor		Y	Y (Stairway Ground Floor)	100
Support Services Building GL53 7AA	Deputy Bursar Team HR and Payroll Lettings		2	Health, Safety & Risk Manager	Y	Y (Building Lobby)	
The Lodge GL53 7LD		1853	2		Y	N	
CCF GL53 7AH			1 + Supervisor	SSI	Y	Y (Sports Centre Reception)	
Estates GL53 7AH	Estates Porters and Security Housekeeping	2015	2	Estates Bursar	Y	Y (Dept. Entrance)	
Karenza (leased 2015-2025)	Gardens, Grounds and Plant storage		1	Estates Bursar	N	N	

Laundry (rear of Boyne House) GL53 7JD			1	Housekeeper	Y Boyne System	Y (Boyne)	
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Irregular Use Buildings	Subsidiary Areas	Approx. Date Built	No. Fire Marshalls	Person overseeing building	Fire alarm fitted?	Fire Logbook	Safe Operating Capacities
The Armoury		1843		Director of IT	Y	N	
Estates Store (Prep playing field west side)				Head Groundsman			
Estates Store (Prep playing field south side)				Head Groundsman			
Cricket Pavilion (Prep small playing field)				Head of Boys Games			
Electricity Sub Station switch room (Sports Complex)				Estates Bursar			
Stores (2- adjacent to Tennis Club)				Head Groundsman			
PortaKabin (Science)							
PortaKabin (Old Estates)							
Martin Stovold Score Board College Lawn		2012		Head Groundsman			
Reeves Field Pavilion				Head Groundsman			
Prep Barn Stores (2)				Head of Boys Games			
Mobile Coffee Shop		2015		Deputy Bursar			

Thirlestaine House Lodge (South Boundary Wall)		1830-40		Head of Science			
Thirlestaine House Lodge (North Boundary Wall)		1830-40		Estates Bursar			
Science Chemical Store				Head of Science			

Note:

During School holiday periods the responsibility for overseeing buildings passes to the Lettings Department for Lets

Appendix 3 Cheltenham College Fire Safety Policy - Schedule of Fire Safety Testing

Test/Check	Frequency	Person overseeing this function	Normally Undertaken By	Where Records Kept	Remarks
Fire Alarm Functionality Tests Fire Door Release Systems	Weekly Weekly	FSO FSO	Porters Porters & Housemen	Building Fire Logbook Building Fire Logbook	Call stations checked on rotation Undertaken with fire alarm check
Emergency Lighting 3 hr Discharge Test Emergency Lighting Functionality Test	Annual Monthly	FSO FSO	Contractor (Arranged by Est. Dept.) Houses: Housemen Other Buildings: Estates Dept.	Estates Department Building Fire Logbook	In months when discharge test not run
Smoke Vent Dry Riser	6 Months 6 Months	FSO FSO	Contractor (Arranged by Est. Dept.) Contractor (Arranged by Est. Dept.)	Building Fire Logbook Building Fire Logbook	Annual pressure test, 6 Mth inspection
Fire Extinguishers Statutory Service Fire Extinguishers Visual Check	Annual Monthly Daily	FSO HoD/HSM HoD/HSM	Contractor (Arranged by Est. Dept.) Asst. FSO/Houseman Fire Marshal/Houseman	On Extinguisher & Est. Dept. Building Fire Logbooks	Presence and Tag check Clear of obstructions

Fire Exit Door Visual Check				Exception reporting	
Fixed Wire Testing (except pool)	5 Yearly	Estates Bursar	Contractor	Estates Department	
Fixed Wire Testing (Pool)	Annually	Estates Bursar	Contractor	Estates Department	
PAT Testing	Annually	Estates Bursar	Contractor	Estates Department	
RCD/RCBO Functionality Test	6 Monthly	Estates Bursar	Houses: Housemen Other Buildings: Estates Dept.	Stickers on Consumer unit	
Gas Boilers and Systems	Annually	Estates Bursar	Contractor	Estates Department	
Refuse Disposal	Daily/weekly	Estates Bursar	Contractor	Estates Department	