

Policy Title: Westonbirt School Fire Prevention Policy - Applies to Westonbirt Senior School, Prep School and Westonbirt Leisure & Events	Effective Date:	September 2023
Staff Member Responsible: Director of Estates and Services	Review Date:	September 2024

Statement of Intent

The risk that fire presents to staff, student and visitor safety at Westonbirt School(s) as well as the risk it represents to the school's properties and business continuity is recognised. Fire management arrangements for both schools and leisure centre require strategic planning and financial decisions to be made at the highest level within the organisation. The school is committed to maintaining the highest of standards in fire safety, in order to protect its employees, students and visitors who may be affected by its activities. The school will take precautions to reduce the risk of fire by eliminating those risks where reasonably practicable, then managing and controlling the remaining residual risks. The school seeks to reduce fire risk by providing suitable and sufficient information, instructions and training to its staff and students. It is the school's policy, so far as is reasonably practicable to:

- Provide and maintain places of work, accommodation and recreation that have adequate structural protection and adequate means of escape for any building occupants in the event of a fire.
- Provide, test and maintain suitable and sufficient monitoring and alarm systems in the above places that ensure that building occupants receive adequate early warning of any fire related event.
- Provide and maintain suitable and sufficient information and communication systems that ensure timely and efficient response by the school staff and that provide adequate details to the emergency fire services.
- Provide suitable and sufficient information and instruction on fire safety to school staff, students and visitors.
- Provide management arrangements for identifying and controlling fire risks.
- Provide effective management procedures to respond to and deal with the aftermath of a fire.

Executive responsibility for fire safety lies with the Executive Chairman, Mr Sam Antrobus, who is deemed as the principal 'Responsible Person' for the school, as identified in the Regulatory Reform (Fire Safety) Order 2005. These duties are further delegated to the schools' Heads, Director of Estates and Services (DES) and Compliance Officer. In addition, all House Parents and designated Fire Wardens have duties as the 'Responsible Person', to the extent to which they have control of the buildings, and the activities operating within them. All school employees have a duty to observe and comply with the school's fire safety policy and are responsible for the behaviour and safe evacuation of their visitors whilst they are on the school premises. Students and visitors are also required to comply with the fire safety policy. The fire safety policy identifies the responsibilities and procedures in relation to fire safety that all parties must understand and undertake to ensure that fire safety in their areas of responsibility is sufficient.

Introduction

Every school in the Wishford Schools Group is committed to providing a safe environment for its staff, students, visitors and contractors. It is the school's responsibility to provide and manage fire safety systems and procedures. All members of the school, their visitors and contractors have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy. Fire is recognised as a major threat to the activities of the school. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities. The school will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, and any other relevant legislation that may impact upon it. The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the Westonbirt Schools footprint and to protect its assets.

1 Scope

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

2 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

The principal objectives of the Fire Safety Policy are:

- 2.1 To safeguard all personnel who may be affected by the outbreak of fire at any of the school's premises.
- 2.2 To safeguard the physical assets of the school, its staff, students, visitors and contractors
- 2.3 To reduce the incidence of fires
- 2.4 To minimise the potential for fire to disrupt the work of the school
- 2.5 To minimise the incidence of unwanted fire alarm signals and malicious false alarms
- 2.6 To protect the environment
- 2.7 To minimise the possibility of arson

3 Guidance

3.1 The School has in place procedures for:

- 3.1.1 Carrying out fire risk assessment.
- 3.1.2 Preventing fires.
- 3.1.3 Evacuation in the event of a fire. **(Annex A)**
- 3.1.4 Maintaining and checking all fire detection, alarm and fighting systems.
- 3.1.5 Responsibilities of personnel.

3.2 All fire marshals / wardens have the responsibility of ensuring that procedures for their buildings are implemented. (Annex D) This includes highlighting any high-risk areas or activities which take place. This is then to be brought to the attention of all employees and others who may be affected, by:

3.2.1 Bringing fire evacuation procedures to the attention of all employees, contractors and visitors

3.2.2 Providing at least one trained Fire warden in every building and boarding house. All Fire wardens are trained to provide "safety assistance" in the event of a fire.

3.2.3 Providing regular refresher training for Fire Wardens.

4 Fire Risk Assessment

4.1 All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person. The person undertaking the assessment should liaise closely with the DES and Compliance Officer.

4.2 The fire risk assessment will be reviewed annually or in the event of significant changes to the buildings or their usage.

4.3 A copy of the fire risk assessment will be made available on SharePoint.

4.4 Fire hazards will be eliminated or the risk reduced to as low as is reasonably practicable by implementing control measures and safe systems of work.

4.5 Regular assessments will be made by staff, to ensure that the walkways are kept clear of obstruction and tripping hazards.

5 Fire Detection

Each of the School premises has adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons (compliance officer/competent contractor).

6 Fire Alarm

6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

6.2 The fire alarm system in each location is to be tested weekly at the following times:

WESTONBIRT SENIOR SCHOOL – Wednesday each week between 1245hrs and 1300hrs

WESTONBIRT PREP SCHOOL – Thursday each week at 1045hrs

WESTONBIRT LEISURE – Monday at 1030hrs, or as dictated by timetable owing to sensitive or vulnerable persons within the building.

This will be managed by the School Compliance Officer. The alarm will be activated using a different call point each week, where this is practicable, and recorded in the fire logbook.

6.3 The fire alarm system will be serviced every year by a competent contractor.

6.4 Records of these tests and servicing are to be kept by the Compliance Officer.

7 Fire Fighting Equipment

7.1 The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

7.2 Fire extinguishers, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/system. Fire extinguishers are inspected monthly by the Compliance Officer.

8 Emergency Lighting

8.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure e.g. stairs, passageways and emergency exits.

8.2 Records of monthly testing and servicing of emergency lights will be maintained by the Compliance Officer.

8.3 Testing of the system will be carried out by a competent contractor.

9 Emergency Procedures

9.1 Written emergency procedures will be provided by the school. These written instructions will include procedures in the event of a fire/emergency and can be seen at **Annex A** to this policy.

9.2 Information must be displayed in each building of the School premises detailing the action to take in the event of a fire and highlighting the assembly in the event of an emergency. (**Annex B**)

9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

9.4 The means of escape will be regularly inspected by the Compliance Officer/Maintenance Team to ensure they are kept clear of obstructions and trip hazards.

9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place. Visitors will be escorted by their host.

9.6 Teaching staff are responsible for escorting their pupils safely out of the building quietly and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Fire Warden. It is the responsibility of the Fire Warden to ensure that this information is passed to the Emergency services as soon as they arrive.

9.7 Summoning the Fire Brigade. There are to be standing instructions in the form of fire notices in every building which have the emergency contact numbers and the instructions to direct the emergency services to the scene of the incident. All staff are made aware of these on their initial workplace induction and should familiarise themselves with the ones in their workplace. All staff are made aware that they are responsible for alerting the emergency services in the event of a fire.

This is to be done by dialling 999 and giving the following information:

YOUR NAME

WESTONBIRT SCHOOL - GL8 8QG

GIVE DETAILS OF ANY RENDEZVOUS POINTS AND ANY OTHER INFORMATION PERTINENT TO THE SCHOOL.

9.8 Fire drills will be held in the first week of term in all buildings. Drills in boarding houses will be conducted through the silent hours every term.

9.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Compliance Officer. The fire report must be completed after every drill/evacuation.

10 Fire Training

On arrival at Westonbirt school/leisure all staff will undergo an induction of their workplace, including fire risks within their specific building and the site in general. **(Prep at Annex D, Senior at Annex E)**

10.1 Staff will be informed of:

- 10.1.1 action to take if they discover a fire, including how to activate the fire alarm.
- 10.1.2 action to take on hearing the alarm, including location and use of exits and escape routes.
- 10.1.3 action to take in the event of an incident occurring.
- 10.1.4 areas of greater risk of fire on the school site.

10.2 Pupils will be informed of exits and escape routes.

10.3 Fire Wardens (**Annex F**) will be trained in:

- 10.3.1 emergency evacuation procedures
- 10.3.2 use of fire extinguishers
- 10.3.3 emergency procedures
- 10.3.4 how to spot fire hazards

10.4 Visitors and contractors:

- 10.4.1 On arrival at the School, ALL visitors and contractors will be made aware of the procedures and assembly points in the event of an evacuation.

10.4.2 For events with large numbers of attendees, such as open days, an announcement will be made at the beginning of the event regarding evacuation arrangements.

11 Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented, every member of staff will:

11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials, including storage and use of dangerous substances ([DSEAR](#) & [COSHH](#))

11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.

11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken.

11.4 Carryout portable appliance testing (PAT) annually and maintain a record of these tests.

11.5 Consult regularly with the Compliance Officer and Estates Manager.

11.6 Include fire prevention and evacuation procedures during the induction process with all new starters.

11.7 Pay close attention to the activities of contractors as appropriate.

12 Fire Records

Records must be kept of training; inspections; evacuations and maintenance of systems and equipment. These will be maintained by the Compliance Officer.

Recommended review period: Annual

Reviewed by: Compliance Officer, Director of Estates and Services

Next Review Date: September 2023

ANNEXES

- A. Actions on discovering a fire
- B. Assembly points
- C. Fire alarm system arrangements
- D. Prep School Fire Evacuation Plan
- E. Senior School Fire Evacuation Plan
- F. Fire Wardens

Actions on discovering a fire

If you notice a fire

1. Activate the fire alarm using the nearest Break Glass Call Point
2. LEAVE THE BUILDING IMMEDIATELY using the nearest exit
3. Inform a member of staff immediately
4. Follow the Evacuation Procedures: -

On hearing the alarm in the day (during daytime hours 08.00 – 20.00)

- a. LEAVE THE BUILDING IMMEDIATELY using the nearest exit
- b. Do not collect your belongings
- c. Keep calm and silent
- d. Do not run
- e. Report to your assembly point
- f. Line up by Class, or Boarding House if after teaching hours
- g. Await instruction from your Teacher or Houseparent

On hearing the alarm at night (during evening hours 20.00 – 08.00)

- a. Make sure everyone in the dormitory is awake
- b. LEAVE THE BUILDING IMMEDIATELY using the nearest exit
- c. Do not collect your belongings
- d. Keep calm and silent
- e. Do not run
- f. Report to your assembly point
- g. Line up by Boarding House
- h. Await instruction from your Houseparent

Assembly points

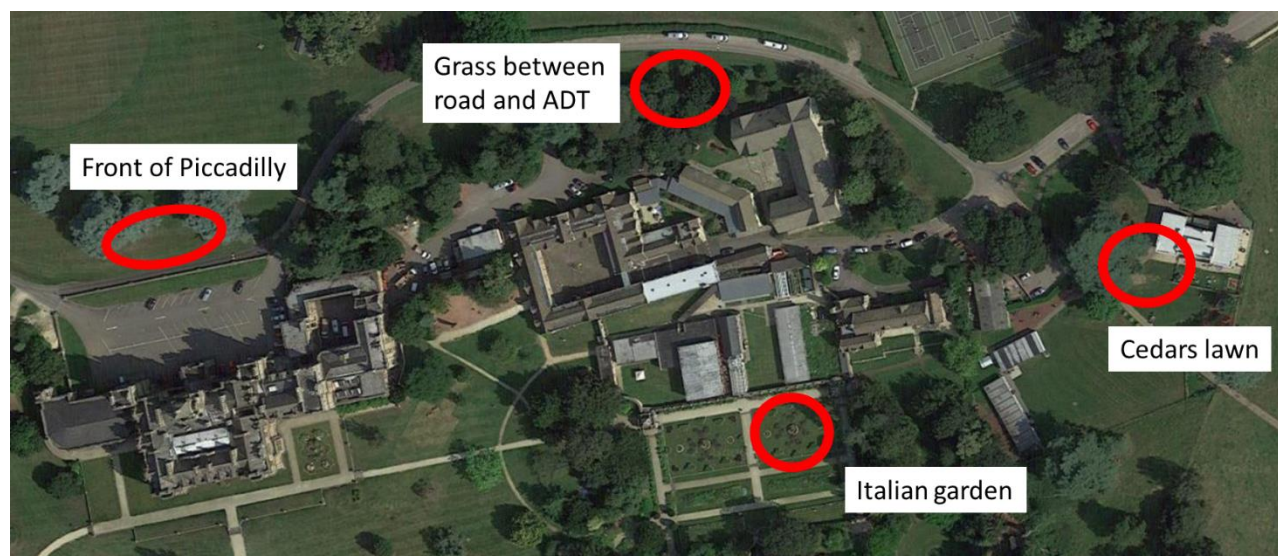
In the event of an alarm activation, all occupants of the affected building are to form up at the following muster points. These differ between day and night:

Day time (08.00 - 20.00)

Building	Evacuation Point
Senior School	Playing fields at the front of Piccadilly
Prep School in a Senior School building (Year 6 hub, ADT Lecture Theatre)	Grass between ADT and the road
Querns	Cedars lawn
Garden classrooms	Cedars lawn
Cedars	Cedars lawn
Leisure Centre	Leisure Centre grass
Sports hub	Sports hub car park
Grounds hut	Sports hub car park
Holford House	Holford House car park
Holford House Cottages	Holford House car park

Night time (20.00 – 08.00)

Building	Evacuation Point
Main House (Dorchester and Staff Accommodation)	Playing fields at the front of Piccadilly
6 th Form Courtyard (Gloucester)	Grass between ADT and the road
Beaufort	Grass between ADT and the road
Holford House	Holford House car park



Westonbirt Prep School

Day Assembly Point (08.00 – 20.00)

Cedars Lawn – adjacent to Reception garden fence

Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Year R	Nursery
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N.B. If there is a fire in the Garden Block classrooms (Portacabins) or the Grounds Compound, then children evacuating from Querns House will congregate in the Italian Gardens.

Westonbirt Senior School

During the day all students from the Senior School congregate on the grass in front of Piccadilly. At night Gloucester and Beaufort Houses evacuate to the assembly point between ADT and the road.

Day Assembly (08.00 – 20.00)

YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12	YEAR 13
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Sports hub and grounds hut

The evacuation point for the sports hub and the grounds hut is in the sports hub car park.

Holford House

The evacuation point for Holford House is the same at night as during the day. All personnel should form up in the car park to the west of the main house.



Fire Alarm System arrangement

There are multiple panels across the site which control the fire alarm system, split into Senior School, Prep School and the Leisure Centre.

Senior School linked panels

Main House Yeomans

Main House Orangery

6th Form Courtyard, including Palm House, the Year 6 hub and the Walled Garden

Beaufort Boarding House, including ADT

Prep School linked panels

Querns

Cedars

Prep School Garden Cabins

Leisure Centre

Leisure Centre

Senior School panels

The four senior school panels are linked together, however each group of buildings sets off its own alarm separately. I.e. an alarm in Beaufort will sound in Beaufort and ADT, but not in the Main House. If an alarm goes off anywhere in Senior School, all 4 panels will emit a beep until the alarm is silenced.

You can control an alarm from all 4 panels. If an alarm is sounding you can go to any of the 4 panels and the screen will tell you where the activation was.

The senior school panels are all linked to the Yeomans panel which is, in turn, connected to the Alarm Receiving Centre (ARC). The four Senior School panels will all, therefore, activate the out of hours monitoring system.

Prep School Fire evacuation plan

Responsibilities - Teachers and Nursery staff are to calmly take all of the children out of the classroom, via the nearest door, ensuring their room is clear. Different members of staff will be in charge of sweeping areas of the prep school, checking for anyone that is not within their classroom, in the event of the fire alarm sounding. Please be aware which pupils are at private lessons i.e. golf, music.

When clearing a zone, please sweep through checking each space quickly and, where possible, make sure doors are shut behind you. Report back to Lesley at the fire meeting point to say your area is clear. This should take no longer than 1 minute to complete the sweep.

Teachers report classes to:	Sean/Ann
Staff register with and fire wardens check in with:	Lesley
Fire Panel:	Carol and Receptionist

Zone	Fire Warden
<p>Cedars Zone one. Help organise Y2 out of the building then: Come down the back stairs, sweep the staff toilet, Y2 cloak room, activity room, nursery toilets, sleep room and front staff toilet, collecting the staff signing in book. Exit via the front door.</p>	<p>Y2 TA Collect zone card and high vis from the Y2 cloakroom.</p>
<p>Cedars zone two. Help organise Y1 out of the building then: from the Y1 classrooms, check no one is on the stairs, sweep the two upstairs toilet areas, Cedars Library, the storeroom, Ann's office, Photocopier room and the Y1 cloakroom. Exit via the Y2 fire escape.</p>	<p>Y1 TA Collect zone card and high vis from the door handle of Y1KT's second door</p>
<p>Garden block Zone one. Help organise the Reception class out the building then: Sweep through the toilets, the spare classroom. Exit out the end door by Y4KA Second TA sweep past the tent! Sweep past the tent and check there is no one inside via one door.</p>	<p>Reception TA Collect zone card and high vis from the reception entrance area.</p>
<p>Garden block Zone two. Help organise the Y4 children out then: Sweep the Y4 cloakrooms (KB) and staffroom.</p>	<p>Y4 TA. In the PM, the Reception TA also does this area if no TA is about Collect zone card and high vis from the Y4KB cloakroom.</p>

<p>Querns house Zone one. Sweep the photocopier room, Library, staff loo, LS office, LS room, EL's office, the boys top floor cloakrooms/toilets. Exit via the top floor fire escape.</p>	<p>Y3 TA or SS</p> <p>Collect zone card and high vis from the photocopier room.</p>
<p>Querns house Zone two. Sweep the downstairs girls' toilets, girls changing rooms, Sean's office/meeting room, visitor's toilet, front office, main hall, back two rooms. Exit via the uniform shop fire exit.</p>	<p>Y6 TA or SS</p> <p>Collect zone card and high vis from the girls cloakroom room.</p>
<p>Y6 Hub Quickly sweep the toilets near Y5TB/corridor. Exit via the main hub door.</p>	<p>Y5 TA's, or Y5TB Teacher if in an afternoon and no TA's.</p>

Assembly Points

Cedars Lawn – adjacent to Nursery garden fence

Year 6	Year 5	Year 4	Year 3	Year 2	Year 1	Year R	Nursery
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N.B. If there is a fire in the Garden Block classrooms (Portacabins) or the Grounds Compound, then children evacuating from Querns House will congregate in the Italian Gardens.

If you are in other parts of the school, please assemble as stated below.

Building	Evacuation Point
Main House	Playing fields at the front of Piccadilly
PE Office	Grass between the road and ADT
6 th Form Courtyard	Grass between the road and ADT
Palm House	Grass between the road and ADT
New 6 th Form	Grass between the road and ADT
ADT	Grass between the road and ADT
Year 5 hub	Grass between the road and ADT
Querns	Cedars lawn
Garden classrooms	Cedars lawn
Cedars	Cedars lawn
Leisure Centre	Leisure Centre car park

Senior School Fire Evacuation Plan

Throughout the day Year Groups and Tutor Groups may be split between buildings, both during lessons and at break times. Teaching and support staff will also move between buildings throughout the day. A system of Fire Wardens has been put in place to ensure that a building is checked as it is evacuated.

The buildings have been split into zones, each with designated Fire Wardens. It is the Fire Warden's role to ensure that all areas of the building have been cleared and that this has been declared to the lead for that area.

Accounting for pupils

During the day when an alarm is activated in any part of the Senior School a member of the support staff will also activate the remainder of the school from the panel in Yeomans. The whole school will assemble on the grass in front of Piccadilly.

Students

Students will form up on the grass in front of Piccadilly in Year groups and be accounted for by their tutors.

Staff and visitors

Members of staff, particularly non-teaching staff, move between buildings regularly throughout the day. It is therefore very difficult to account for them at all times. The sweep of the building by the Fire Wardens will ensure that no one is left behind during an evacuation.

Visitors should be informed of the evacuation procedures on arrival at the school. They should be accompanied from the building by the member of staff with whom they are visiting.

Fire Wardens

The following staff have been trained as Fire Wardens.

Name	Responsibility	Course Date
Amanda Houston	Whole estate oversight	19/10/2020
Lisa Bradbury	6 th Form	04/10/2020
Sally Gould	Main Building – Boarding	09/10/2020
Chris Ash	Maintenance team	02/10/2020
David Runciman	Events	27/02/2020
Alice Mount		07/10/2020
Jo Baker	HOWT areas / tours	05/10/2020
Matt Mullins	Whole School (Estates)	30/09/2020
Fiona Winter	Prep School	14/10/2020
Sean Price	Prep school	
Anthony Clarke	Grounds	23/09/21
Paul Cameron	Maintenance team	23/09/21
Isabelle Nicolaou	Holiday Club	23/09/21
Mick Walsh	Maintenance team	23/09/21
Chris Ash	Maintenance team	23/09/21
Carol Jones	Prep school	23/09/21
Anthony DiClaudio	Maintenance team	23/09/21
Adam Brammeld	Maintenance team	23/09/21
Catriona Crowley	Teaching staff	23/09/21
Charlotte Van Uden	Prep school staff	20/09/22
Alice Bell	Prep school staff	08/02/22
Sarah Ravenhill	Prep school staff	20/09/22
Tina Paronage	Prep school staff	08/02/22
Sue Filmer	Prep school staff	01/10/20
Kalina Dunin-Brzezinska	Prep school staff	20/09/22
Sue Thomas	Prep school staff	08/02/22
Pauline Smith	Prep school staff	08/02/22
Claire Smith	Prep school staff	08/02/22
Rosa Brooks	Prep school staff	08/02/22
Nel Penley	Prep school staff	08/02/22
Sharon Sharpe	Prep school staff	08/02/22

Fire Warden Instructions

- a. On hearing an alarm, the Fire Warden should collect the luminous vest and Zone card for their area.
- b. The Fire Warden should sweep the area designated on the Zone card, checking in every room, including ablutions.
- c. Once they have swept the area, the Fire Warden should proceed outside via the nearest exit and report their area to be clear.

Fire Warden Coordinator

On hearing an alarm, the Fire Warden Coordinator should immediately evacuate the building and proceed to the assembly area. They should then collect in the zone cards as the Fire Wardens join the assembly area.

Fire Panel Controller

- a. On hearing an alarm, a member of the support staff should check the fire panel
- b. On identifying the location of the fire, they should then check that location

On discovering a fire

- c. If a fire is discovered, they must leave the building immediately via the nearest exit
- d. Once they have left the building, they must immediately dial 999
- e. They must then contact one of the numbers below

On discovering no fire

- f. If they are content that there is no fire and that there has been a false activation, they must then contact one of the numbers below
- g. The panel can then be silenced and reset and the building reoccupied

Key telephone numbers

Fire Wardens should ensure that they have access to these numbers, in case of an alarm activation.

Role	Name	Number
Compliance Officer	Martyn Humphreys	07774 941551
Estates Manager	-	-
Maintenance Manager	Mark Dancey	07785 611026
DES	Alex Cornell	07470 019301
Between 18.00 and 22.00	Chris Ash	07849 407063

List of Fire Warden Zones

The following zones cover all of the areas to be checked by Fire Wardens in the event of an emergency. The designated Fire Warden should ensure that all cards are accounted for in the Assembly Area.

Card	Fire Panel Activation	Building and area	Fire Warden
1	Main House	Cellar	Maintenance Team
2	Main House	East Wing, Ground, Kitchen	Catering
3	Main House	East Wing, Ground, House Keeping	House Keeping
4	Main House	East Wing, Ground, Office a,b,c to Hades	Operations Manager
5	Main House	East Wing, 1 st , English and LS	English / LS / ELT
6	Main House	East Wing, 1 st , Service Wing`	Support staff
7	Main House	East Wing, 1 st , IT to changing rooms	IT
8	Main House	Ground, Head's area	Head's office
9	Main House	Ground, Drama and Orangery	Drama
10	Main House	Ground, Dining room and kitchen	Catering
11	Main House	Ground, Reception and Public rooms	Admissions
12	Main House	Ground, Marketing and conference room	Marketing
13	Main House	1 st , Staff flat	Resident
14	Main House	1 st , Badminton	HM / AHM
15	Main House	1 st , staff flat round the balcony to staff flat	Deputy Heads
16	Main House	1 st , W, X, Y, Z classrooms	English / Classics
17	Main House	2 nd , SAN	SAN staff
18	Main House	2 nd , Dorchester	HM / AHM
19	6 th Form Courtyard	PE Office and changing rooms	PE staff
20	6 th Form Courtyard	Ground, 6 th form study and common room	HOSF / HAS
21	6 th Form Courtyard	Ground, Corner of classrooms Q and R	English / RS / staff office
22	6 th Form Courtyard	Ground, staff room to Leiths	Food
23	6 th Form Courtyard	Ground 6 th form bar, H to K, offices	MFL
24	6 th Form Courtyard	Ground, Maintenance and boiler room	Maintenance Team
25	6 th Form Courtyard	Ground, Classrooms A to F	Humanities
26	6 th Form Courtyard	1 st , Gloucester boarding house	HM, AHM
27	6 th Form Courtyard	1 st , 6 th Form Study Hub and New Music	Music
28	6 th Form Courtyard	Matrons Cottage flat	Resident
29	6 th Form Courtyard	Palm and Camelia House	Maintenance Team
30	6 th Form Courtyard	Year 6 Hub	Prep staff
31	6 th Form Courtyard	New Music Centre	Music
32	ADT and Beaufort	ADT, Ground, Design Technology	DT
33	ADT and Beaufort	ADT, Ground, 6 th form lab	Lab Technicians
34	ADT and Beaufort	ADT, Ground, Labs and lecture theatre	Lab Technicians
35	ADT and Beaufort	ADT, 1 st , Art and photography	Art Technician
36	ADT and Beaufort	ADT, 1 st , labs	Lab Technicians
37	ADT and Beaufort	Beaufort boarding house	HM / AHM
38	6 th Form Courtyard	Walled Garden Classrooms	Maths, Business studies