

18 October 2006

Applications Officer
Planning & Building Services
South Hill
St Helier
JE2 4US

File No: [REDACTED]
Application No: B/2006/1020

FIRE SERVICE REPORT

Premises: D'Hautree Annexe, Highlands College, St Saviour

Subject: Form window opening to north elevation of media block

Drawings: 3004/BL/51/34

Other References:

The above application has been examined and the fire safety measures indicated on the plans and in the schedule are considered acceptable to this department

Please supply this department with planning revisions as they occur.

This department must be notified of commencement date of works.

Yours sincerely

[REDACTED]

**Station Manager
Fire Safety**

direct dial +44 (0) 1534 [REDACTED]

email: [REDACTED]@gov.je

www.gov.je

13 November 2007

Our ref: [REDACTED]

Attention of:- Judicial Greffier

Licensing (Jersey) Law 1974

Premises:- Academy Restaurant, Highlands College, St. Helier

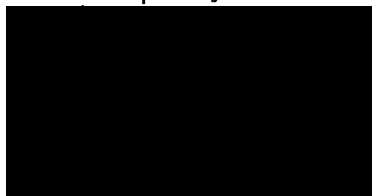
Subject:- Application for 3rd Category (Restaurant) Licence

An inspection of the above premises has been carried out relevant to fire safety. It is considered the premises will be suitable for the proposed use provided.

1. The doors separating the kitchen from all public bar/restaurant areas are to be self closing FD30S (intumescent strips and smoke seals). The existing doors are currently not fitted with fire resisting glazing or intumescent strips and smoke seals. The upgrade of these doors is required.
2. The existing maintained illuminated exit sign fitting within the public bar is to remain lit at all times during the hours of darkness when the public are on the premises.
3. Additional non maintained emergency light fitting are required in the following areas.
 - a. Larder adjacent to final exit
 - b. Veg prep room (opposite end to existing unit)
 - c. Public toilets

Occupancy:

The occupancy is assessed at: Loose tables and chairs 60 Persons
Standing Reception 80 Persons



Station Manager

Fire Safety

direct dial +44 (0) 1534 [REDACTED]


email: [REDACTED]@gov.je

www.gov.je

Cc Constable of St. Helier
Health Protection
Police Licensing
[REDACTED] Highlands
[REDACTED] Highlands

14th November 2005

Licensing Clerk
Judicial Greffe
Royal Court House
Royal Square
St Helier
JE1 1JG

Our ref: 

Licensing (Jersey) Law 1974

Licensing Report

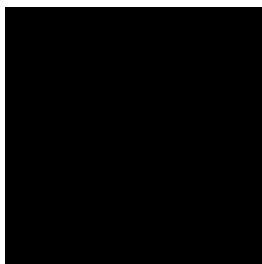
Premises: - Highlands College Training Restaurant, Highlands College, St Saviour

Subject: - Application for 3rd Category (Restaurant) Licence


An inspection of the above premises has been undertaken relevant to fire precautions and it is considered the premises will be suitable for the proposed use.

OCCUPANCY:

The occupancy has been assessed at:	Loose Tables and Chairs	60 persons
	Standing Reception	80 persons



Fire Safety Officer

Cc Constable of St Saviour
Police Licensing Unit
Health Protection


LICENSING REPORT

States of Jersey Fire and Rescue Service



File No:- G41X

Date:- 08 November 2001

Attention of :- **Attorney General**

Fire Service Headquarters, Rouge Bouillon
St. Helier, Jersey, JE2 3ZA.
Chief Fire Officer F.A. Greene, MIFireE, MIMgt.
Tel: 01534 737444 Admin Fax: 01534 766375
Fire Safety Fax: 01534 633555

Premises:-Highlands college Training restaurant, St Saviour.

Subject:- **Re-assessment of occupancy.**

Fire Certificate No:- N/A

Drawings:-

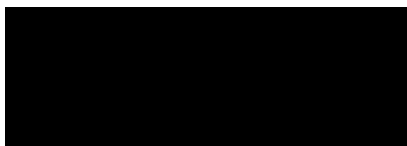
Other References:-Last report 06/08/01

Building Application:-

Following a visit to the above premises, this department has now carried out occupancy calculations based on a standing reception combined with the present escape routes and doors.

Two occupancies are proposed:-

- When in use with loose tables and chairs throughout 60 persons.
- When in use with a limited amount of furniture for a standing reception 80 persons.



Fire Safety Officer

cc Constable of St. Saviour
Police Licensing Unit
Environmental Health Officers
[Redacted] Highlands College.

LICENSING REPORT

States of Jersey Fire and Rescue Service



File No:- G41X

Date:- 06 August 2001

Attention of :- **Constable of St. Saviour**

Fire Service Headquarters, Rouge Bouillon
St. Helier, Jersey, JE2 3ZA.
Chief Fire Officer F.A. Greene, MIFireE, MIMgt.
Tel: 01534 737444 Admin Fax: 01534 766375
Fire Safety Fax: 01534 633555

Premises:- **Highlands College Training Restaurant**

Subject:- **Application for 3rd Category Licence**

Fire Certificate No:-

Drawings:-

Other References:-

Building Application:-

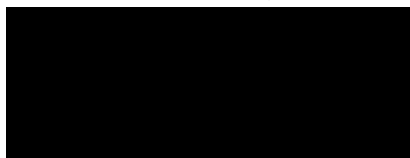
In compliance with your request, an inspection of the above premises has been undertaken relevant to fire precautions.

It is considered that the premises will be suitable for the proposed use providing the following is implemented :-

1. The emergency lighting in the kitchen is checked and upgraded to the current standard by a competent electrician.

OCCUPANCY:-

The current occupancy has been reduced to a maximum of 60 persons.



Fire Safety Officer

cc Attorney General
Police Licensing Unit
Environmental Health Officers
[Redacted] Highlands College, PO Box 1000, St.Saviour

CEO
CFO

3 fees 3rd £182

STATES TREASURY
LICENSING (JERSEY) LAW, 1974.



APPLICATION FORM

1. Full names of applicant GORDON HAROLD DE GRUCHY
Private address 6 CLOS DE LA ROCQUE, GROUVILLE
Nationality BRITISH Date and Place of Birth 26-1-51 JERSEY
Place/s of residence during the three years preceding date of application AS ABOVE

OR, IF THE APPLICATION IS MADE BY A LIMITED LIABILITY COMPANY;

Name of Company When registered.....
Address of Registered Office
Full name of Secretary

OR IF THE APPLICATION IS FOR A LICENCE OF THE FIFTH CATEGORY;

Name of Club When constituted.....
Full name of Secretary

2. Name and address of premises in respect of which the application is made HIGHLANDS COLLEGE TRAINING RESTAURANT, PO BOX 1000
Parish ST. SAVIOUR and name and telephone number of "Key holder" or other person with whom access to inspect the premises can be arranged GORDON HAROLD DE GRUCHY

3. State whether or not the premises, or any part of them, are registered under the Tourism (Jersey) Law, 1948.....
If so, state:-

In which register they are registered Tourism Registration: No. of persons.....
Whether there is a sitting room, other than a bar-lounge, for the exclusive use of persons accomodated for reward on the registered premises

In relation to 2nd Category only, state whether or not it is desired that the licence shall be granted subject to the condition that the business carried out on the premises shall be suspended during the Winter Season

4. State whether the Bailiff has granted a permit for public entertainment on the premises NO
Number of persons permitted 100
Whether entertainment is provided, or is to be provided, for residents or non-residents NO
In which room/s is the entertainment to be provided N/A
Nature of the entertainment to be provided N/A

5. State the number of open drinking bars on the premises:
(1) Residents Only Bar/s (2) Public Bar/s (3) Other Bar/s 1 (DINERS)

6. State the name of the lawyer presenting this application

I hereby apply for a licence/s of the 3RD category/ies for the sale of intoxicating liquor on the premises mentioned in paragraph 2, and I declare that the foregoing particulars are correct.

Date 2-7-01 Signature [Signature]

This form must be signed by the applicant or, in the case of a limited liability company, or a club, by its Secretary.

Memo

From: [REDACTED]

Date: 7th December 2000

Fire Awareness Confirmation

	Morning 9.00-12.00	Afternoon 1.00-4.00
January 2001		
Monday 15th	Int & Adv Engineering Group A (7) plus 4 Total 11	Int & Adv Engineering Group B (9) plus 4 Total 13
Tuesday 16th	Plumbing Induction (8)	Induction Carpentry & Joinery (7)
Wednesday 17th	Painting & Decorating (9) D/R & Mature	Engineering Craft Total 9
Thursday 18th	Full-time Construction (10) Blue Group Trowel Trades (2) Total 12	Full-time Construction (11) Red Group Trowel Trades D/R (2) Total 13
Friday 19th	Electrical Installation Part 1 C Group (9)	Electrical Installation Part 1 B group (11)
Tuesday 23rd		GNVQ Business Foundation (10) AVCE Single Award Con & BE (3) Total 13
Wednesday 24th	Electrical Installation Part 1 A Group (9)	Full-Time Building Services (8)
Total Students	132	

NOTE FOR CASE.

Premises Highlands College
Reference Alterations to Turner Building
Name of Contact [REDACTED]
Inspecting Officer [REDACTED]
Date 16th August 2000 File No. G.41 x

Visited premises

Agreed layout as shown on plan in file G41.

first floor Our plans do not appear correct

layout of floors at South end appears to have
a floor missing?

NOTE FOR CASE.

Premises Highlands - Turner Building
Reference General fire strategy
Name of Contact [redacted] (architect)
Inspecting Officer [redacted]
Date 8th Dec 1999 File No. 941x

Discussed general principle for M of E with separation to dead end conditions which also provides compartmentation.

Covered : Roof space separation.
suspended ceilings
exit threshold
removal of eave take up
fire doors to dead ends
like corridors adjacent theatre.

[REDACTED] G 41X [REDACTED]

8th October, 1998

[REDACTED]
Highlands College,
P.O. Box 1000,
St. Saviour,
Jersey,
JE4 9QA.

Dear [REDACTED]

Highlands College - Evacuation of Disabled - Turner Block

Further to our recent meeting, I would confirm the points we discussed.

1. The existing use of the upper floors of the Turner building for less ambulant students must be confined to areas where adequate means of escape are available.
2. The north end of the building has a "dead end" situation, where students would need to escape in one direction, which is in excess of acceptable limits for able bodied people.
3. Your proposal to construct an escape at the north end of the building would overcome the dead end condition and could incorporate facilities for the disabled, in the form of a refuge area. This escape route should be enclosed and connect on all floors in order to provide adequate means of escape.
4. The two main staircases exiting between Turner and the Business School can be regarded as protected means of escape routes with adequate refuge areas for disabled. In this respect the disabled could be held at the landings whilst the remainder of the students would evacuate down the staircase and designated members of staff or appropriate students, who would wait with the disabled, could then assist them carefully down the stairs.

5. Your proposal to convert the flat into additional classrooms would create a similar "dead end" condition to the north and although this could be regarded as reasonable provided we avoid their use to the disabled.
6. The conversion of the flat should take the form of creating large open spaced classrooms with the staircase to the attic space being separated with fire resisting construction. All rooms with access into the "dead end" should also be separated with 30 minutes fire resistance including all doors which should be fitted with self closures.
7. During the visit it was noted that considerable storage and displays of combustible materials were found within the main circulation corridor. This route should be kept clear and free from materials which would allow rapid spread of fire throughout its length.

Should you require clarification on the above or any further information, please contact this Department.

Yours sincerely,



Chief Fire Officer



STATES OF JERSEY FIRE SERVICE

Date:- 12 - 8 - 98

File No:- G 41X

Premises:- Highlands College Training Restaurant, St. Saviour.

For the Attention of:- Constable of St. Saviour

Subject:- Application for Third Category Licence

Fire Certificate No.:-

Drawings:-

Other References:-

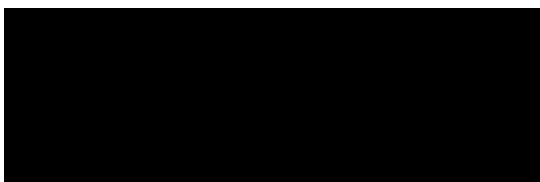
Building Application:-

RECOMMENDATIONS

In compliance with your request, an inspection of the above premises has been undertaken.

I would confirm this Department has no objections to the proposed use provided the existing fire safety measures are maintained in good order.

OCCUPANCY: The recommended occupancy for the main restaurant and bar area combined, is to remain at 100 persons.



Chief Fire Officer

cc Attorney General
Police Licensing Unit
The Manager
Environmental Health. Chief Env. Officer

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to 37444/5/6.

[REDACTED]

[REDACTED] G 41X [REDACTED]

24th January, 1997

[REDACTED]
Highlands College,
St. Saviour.

Dear Sir,

Re: Inspection of College Buildings

Further to Station Officer [REDACTED] visit I can now confirm the following comments and recommendations.

Pinewood

This building has little fire resistance and poor means of escape. The radiant electric fires used for space heating are badly sited and additional firefighting equipment is needed.

A carbon dioxide extinguisher should be provided in each classroom and the heaters should be relocated away from any combustible surfaces. Exits direct to open air should be provided from classrooms.

Wren

The structure of this building is fire resistant but because of its use the fire load within is quite high. Various alterations have been carried out to divide up the interior. This has made a poor means of escape into a very bad one. To overcome the problem the existing internal staircase should be screened at the head and a new exit provided from the eastern end of the first floor. Exits from the ground floor can be created by replacing windows with doors at appropriate locations.

Fire Extinguishers

From January 1997 all new fire extinguishers will be red regardless of the contents. They will have a coloured band near the top and be suitable labelled. It is 'not' necessary to replace all existing equipment immediately. However old and new should not be mixed within one building and replacement programme should be considered. This would also be a good opportunity to review the equipment provided throughout the premises. Your insurers should be consulted in this matter.

Fire Alarm/Detection

The systems installed are considered adequate to raise the alarm for life safety. However greater building protection could be achieved by the installation of automatic detection in all areas. Older systems may need replacement or at least upgrading. As with extinguishers, a programme should be set up to achieve this.

Exit Locks

Please find enclosed details of the kind of lock which would be suitable to secure final exits out of hours.

Log Books

As promised, a number of log books are also enclosed. These will enable you to keep records of fire precautionary matters in relation to each of the buildings.

Gas

With regard to the gas feed to the workshops, Station Officer [redacted] has discussed the matter with the Health and Safety Officer, Mr. [redacted], and officials of the Jersey Gas Company. It has been agreed to arrange a site meeting with yourself to progress a solution to the problem.

Yours faithfully,

[redacted signature block]

Chief Fire Officer

*met [redacted] and the gas man
on site. Agreed shut-off
in external box.*

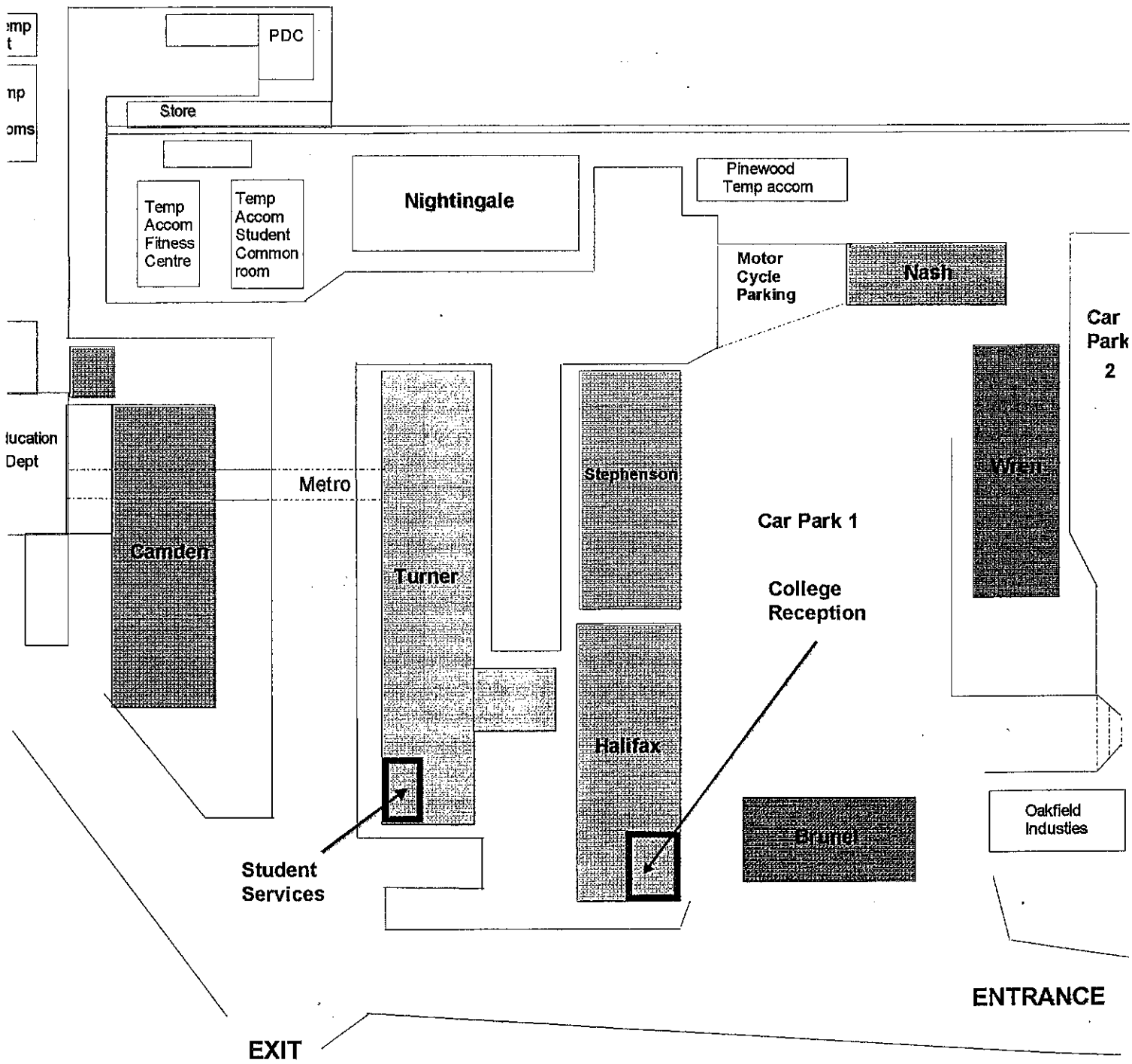
[redacted]

4/2/97.

Enc.

HIGHLANDS COLLEGE

Site Plan



Jersey Fire Service

Fire Service Headquarters

Rouge Bouillon

St. Helier

Jersey JE2 3ZA

Phone: 01534 37444

Fax: 01534 66375

Fax from : [REDACTED] Senior Fire Safety Officer

To : [REDACTED]

Number of pages with this page : ONE

Date : 14TH MARCH 1996

File No. : G.412

Premises : HIGHLANDS COLLEGE - MAIN HALL .
Subject : ARCHBISHOP DINNER - CANDLES .

[REDACTED]

Following a discussion with my CFO on the above matter,
I would confirm we have no objection to the use of
candles under proviso's :

1. Candles to be contained in suitable solid glass containers.
2. One candle per table.
3. No paper clothes or napkins.

The above to be specified on the Bailiff's relaxation permit for the event.

Regards.

[REDACTED]

Any problem with this fax please contact the above

[REDACTED] G 41X [REDACTED]

22nd February, 1996

Mr. [REDACTED]
Highlands College,
St. Saviour.

Dear [REDACTED],

Re: Highlands College

Further to the visit by one of my officers to your premises, I can now confirm the following recommendations:-

1. **Fire Points**

Extinguishers should be grouped together and indicated by suitable signs. All fire points should have a carbon dioxide extinguisher. If no hosereel is available then a 9 litre water or A.F.F.F. multi-purpose extinguisher should be provided. Dry powder extinguishers may be added in workshops where flammable liquids are used or welding is carried out. Sand buckets should be provided to cover liquid spillages and where metal swarf is produced. Fire points should normally be sited near exits or entrances.

2. **Exits**

All exit doors should be easily opened from inside without a key and be clearly indicated.

3. **Fire Doors**

Fire doors should be indicated as such and may only be kept open by magnets released by the fire detection system. They should close properly and provide a good seal.

4. Gas

Where mains gas is in use, a shut-off valve should be provided in a prominent position and clearly labelled. The use of gases stored in cylinders is controlled by the Health and Safety Officers of the Social Security Department. Advice in their use should be sought from that department. Please note the Fire Service should be informed immediately of any cylinder which has been involved in fire.

5. Chemicals/Fuels

Suitable cabinets or stores should be provided and liquids should not be stored above chest height. Where there is a risk of leakage, the area should be banded. The bunding of some oil tanks needs improvement and drains should not be provided in oil fired boiler rooms.

6. Steps/Ramps

Changes of level should be overcome by ramps of 1:12 or semi public stairs as defined in B.S. 5395. Platforms are required outside exit doors to eliminate changes of level at the threshold.

7. Fire Alarm/Detection

The systems installed appear adequate to protect life and should be tested regularly. Greater protection of the buildings could be achieved by providing automatic detection in all areas.

8. The Caretaker's Flat

The location of the flat at the top of 'A' Block makes it vulnerable to any incident occurring in the building. Consideration should be given to either relocation or improved protection to the access.

This report covers only general points and questions relating to specific items should be referred to the Fire Safety Department for more detailed comment. Please find enclosed literature which I hope you will find useful.

Yours sincerely,



N. ST.H. LE COCQ,
Chief Fire Officer

Enc.

Fire Service

Fire Service Headquarters,
Rouge Bouillon,
St. Helier,
Jersey, JE2 3ZA.

Telephone: 01534 37444
Fax: 01534 66375



States
of
Jersey

COMPLETION OF WORK MEMORANDUM

Date:— 20th February, 1996

File No.:— G41

Premises:— Highlands College, "B" Block, St. Helier.

For the Attention of:— Development Control Section.

Subject:— New building

Fire Certificate No.:—


Drawings:—

Other References:—

Building Application:— 8663 AA

A further inspection of the above premises has been undertaken and I can inform you that the requirements/recommendations of this Department have been satisfactorily carried out.

Copy to:—


Chief Fire Officer

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to 

NOTE FOR CASE.

Premises Highlands College.....

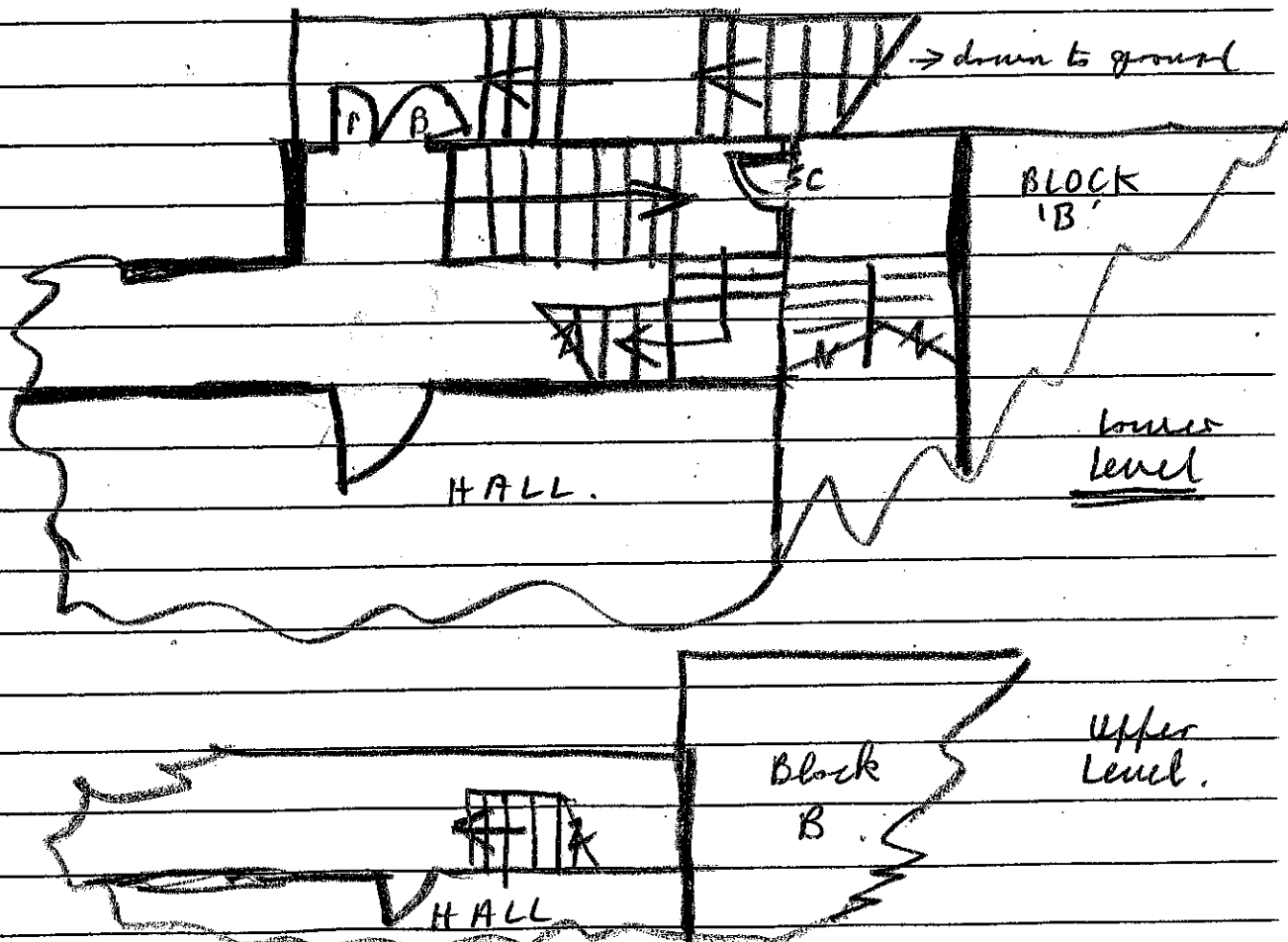
Reference

Name of Contact (engineer).....

Inspecting Officer

Date 24/1/96 File No. G 41X

Met on site. College management want a new connection between 'A' and 'B' Blocks at two levels. This will aid M of E from gallery level of the hall. Suggested layout below would be acceptable.



6 OCT 1995
States Fire Service



Our ref [redacted]

The Chief Fire Officer
States of Jersey Fire Service
Rouge Bouillon
St Helier

4th October 1995

Dear Sir,

The College has had a couple of visits from [redacted] of the Fire Prevention Unit.

One of my many tasks is Health and Safety and I would welcome Mr [redacted]'s experience in advising me on fire safety in all our buildings.

A visit twice a year may be useful to both parties.

As you know the College is very large with many buildings being used for a wide variety of activities and by a different population every day of the week.

Your advice would be appreciated.

Yours faithfully,

[redacted signature]

Chief Administrative Officer

C.F.O.	✓	-
C.F.O.		DAQ
C.F.O.	✓	ES

copied to

[redacted] - can you let C.F.O know full import of visit. re time, resource etc.

[redacted] - I do not think this is a reasonable request. It should be viable to provide advice from time to time (2-3 years) and ask above to attend safety course and use their training videos etc.

Please notify CFO

NOTE FOR CASE.

Premises Highlands College.
Reference B. and A Blocks.
Name of Contact [REDACTED]
Inspecting Officer [REDACTED]
Date 4/10/95 File No. G 41 X

Met on site, Toured new B Block with builder and architect. Pointed out defects on fire doors and exits. ie smoke seals missing, doors binding, peepholes to be removed, doors dragging on the threshold etc. These items to be completed before delivery is issued. While on site I noticed obstructions in an exit corridor, some exit signs to be repositioned and a 'look out eye' to be removed from the fire door by the lift (ground floor). Also existing fire doors in corridors have large gaps. All these items will be attended to by [REDACTED].

Fire Service

Fire Service Headquarters,
Rouge Bouillon,
St. Helier,
Jersey.

Telephone:37444



States
of
Jersey

NON - COMPLETION OF WORK MEMORANDUM

Date:- 25th September, 1995

File No.:-G 41

Premises:- Highlands College, 'B' Block, St. Saviour

For the Attention of:- Development Control Section

Subject:- New building

Fire Certificate No.:-

Drawings:-

Other References:-

Building Application:- 8663 AA

An inspection of the above premises has been undertaken and the following requirements/recommendations are outstanding:-

1. Numerous fire doors require smoke seals to be fitted and closers adjusted. Some doors are binding.
2. The gaps above the ceiling over certain fire doors need to be checked to ensure that they have been correctly filled.

Copy to:-


Chief Fire Officer

Mr. [REDACTED], States Architects Dept.
Mr. [REDACTED], Highlands College

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to [REDACTED]



STATES OF JERSEY FIRE SERVICE

Date:— 22nd May, 1995

File No:— G 41 X

Premises:— Highlands College Training Restaurant, St. Saviour

For the Attention of:— The Constable of St. Saviour

Subject:— Application for Third Category Licence

Fire Certificate No.:—

Drawings:—

Other References:—

Building Application:—

RECOMMENDATIONS

The above premises have been inspected and provided the existing fire precautionary and public safety measures are maintained they are considered suitable for the proposed use. The recommended occupancy for the main restaurant and bar area combined is 100 persons.

**N. ST.H. LE COCQ,
Chief Fire Officer**

c.c. Attorney General
Police Licensing Unit
Environmental Health Officers
[REDACTED], Highlands College

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to [REDACTED] ... 37444/5/6.

Fire Service

Fire Service Headquarters,
Rouge Bouillon,
St. Helier,
Jersey.

Telephone: 37444/5/6.
S.T.D. 0534, Telex: 41222.



States
of
Jersey

NON - COMPLETION OF WORK MEMORANDUM

Date:— 3rd April, 1995

File No.:—

Premises:—

Highlands College, St. Saviour

For the Attention of:—

Development Control Section

Subject:—

New Block 'B'

Fire Certificate No.:—

Drawings:—

Other References:—

Building Application:—

8663 AA

An inspection of the above premises has been undertaken and the following requirements/recommendations are outstanding:—

1. Smoke seals on fire doors require adjustment.
2. The infill panels above the ceilings over the fire doors to staircases to be checked to ensure there are no gaps.
3. The exit doors from the main hall onto the new escape staircase to be refitted to eliminate the step and increase the height of the doors to no less than 2m.

PP. 

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to 

NOTE FOR CASE.

Premises RICHMONDS
Reference FIRE DRILL
Name of Contact [REDACTED]
Inspecting Officer [REDACTED]
Date 21/9/94 File No. B.41X

Visited premises on request: to give advice on fire drill.

All blocks now have a separate fire alarm panel so evacuation numbers are now reduced. I told [REDACTED] to stay with their present policy of meeting in the central car park, as this is easily accessible from all blocks.

He asked the question if one block was on fire how would students pass it to get to the car park. I told him that the construction ~~and~~ would allow ample time before a fire escalated and the fact that a fire alarm was installed, this would give adequate time to evacuate the building and detect a fire in its early stages.

As the car park is somewhat congested now I suggested the meeting point to be in the rear lane away from traffic/congestion

[REDACTED] : G.41X [REDACTED]

10th February, 1994

Mr. [REDACTED]
States Offices,
South Hill,
St. Helier.

Dear Sir,

New 'B' Block, Highlands

Further to your letter of 7th February 1994 I can confirm that the fire resisting breaks as indicated on the enclosed drawings are as discussed and agreed. However, further breaks must be made between the new building and the hall of A Block.

Whatever material is used to seal any gaps it should be fire resistant. Rockwool and intumescent mastic are two common ways of doing this. This is particularly important where high risk areas (boiler room) are concerned.

Yours faithfully,

[REDACTED]
B.E.R. MALLETT, Q.F.S.M.
Chief Fire Officer.





PUBLIC SERVICES DEPT.

P.O. Box 412, States Offices,
South Hill, St. Helier, Jersey
JE2 4UY, Channel Islands
Telephone 0534 601690
Fax 0534 68950

hm → S.I. 1.0.2
KS

Our Ref: [redacted] 4/2/5

Your Ref:

7th February 1994

RECEIVED

09 FEB 1994

States Fire Service

F.A.O. [redacted]
The Chief Fire Officer
States of Jersey Fire Service
Rouge Bouillon
St Helier
Jersey

Dear Sirs,

NEW 'B' BLOCK, HIGHLANDS COLLEGE

I refer to a meeting between Mr [redacted] and Mr [redacted] on 3rd of February 1994, to discuss the above development which is presently under construction.

The Main Contractor has asked us to provide drawings showing the location of all walls designed to act as fire breaks. I have referred to your report to the Development Control Section dated 5th November 1992, file no G.41 which does not appear to require firebreak walls.

Generally, however, all blockwork walls for this building are taken up to 10mm of the underside of the suspended concrete floor slabs, and the gap taken up with 10mm flexicell, to allow for any deflection in the slabs.

Following Mr [redacted] advice, I enclose two copies of our floor plan drawings nos 2928/5.6.7 and 8, one copy of which is highlighted to show walls which it is suggested should be firebreak walls.

Would you please advise if any other form of sealing apart from the Flexicell, is required along the top of these walls, and also what form of sealing is required where services pass through these walls e.g. on cable trays.

Yours faithfully

[redacted signature]

Principal Architect

Contact [redacted] Direct Dial [redacted]

Chief Executive Officer John Mulready
MSc(Eng.) C.Eng., FI. Chem. E., M.I.W.E.M., M.B.I.M.



[REDACTED] : G.41X

10th June, 1993

Mr. [REDACTED]
Education Department,
P.O. Box 142,
St. Saviour.
JE4 8QU

Dear [REDACTED]

HEALTH AND SAFETY AT WORK (JERSEY) LAW 1989
Highlands College, St. Saviour

Further to our recent discussions on assembly points and other fire precautionary matters associated with the main teaching block A, I would comment as follows:-

Assembly Points

1. The demolition of the old temporary building block B has affected the distribution of those exiting from the building.
2. The present exiting arrangement facilitates routes from the east and south of the building. Due to the nature of the building works it would be difficult to maintain a single assembly point in the main car park. It appears necessary to arrange for a secondary assembly point in the road leading to the Education administration block. From this point it will be necessary to link-up with the primary assembly point.
3. I would not anticipate a fire situation involving the mass evacuation of all the separate buildings. In this respect the fire alarm system has been arranged to provide evacuation from the building involved in fire only. Consequently it will not be necessary to aggregate evacuation numbers for all building, this allows the two locations to be reasonable for the numbers envisaged.

General Fire Precautions

During the discussions the means of escape from the library at first floor and the north end of the second floor, was inspected. Whilst it is the intention to carry out a complete report on the college as soon as practical, my provisional thoughts are:-

4. The travel distance from the library to the first protected staircase could be regarded as reasonable provided an additional half hour fire resisting screen and door is constructed in the corridor. This should be positioned between the staircase and the first-aid room.
5. All the doors and partitions in this area should be self closing, half hour fire resisting. Some doors were noted as being fire resisting.
6. The travel distance from the rooms on the north end of the second floor is a greater problem. It would appear that in addition to the excessive travel distance, the partitions are either constructed or lined with a fibre board material.
7. The use of this area together with the compartmentation as in 4 and 5 above, needs careful consideration. It may be necessary to vacate this area or to demolish the partitions which sub-divide this area and to provide an open plan design as in the library below.
8. In addition to the above, I would express some concern over the amount of equipment and storage within the main artery corridor which serves as the means of escape. This should be reduced to non combustible items which will not impede exiting throughout the area by the numbers of people concerned.

Yours sincerely,

[REDACTED]

P.P. B.E.R. MALLETT, Q.F.S.M.,
Chief Fire Officer

cc [REDACTED], Education

STATES OF JERSEY FIRE SERVICE

REPORT OF FIRE

no action
required
17/2/93

Parish St. Saviour Call No.
Date and Day of Call 17/2/93 Wednesday Discovered by [redacted]
Method of Calling F.B. A.F.D. Time of Discovery 0947
Weather Overcast Time of Call 0947
Road Condition Dry Time of Arrival 0952
Wind light Time under Control 0953
Time of Stop Message 0955
Date and Time when last
appliance returned to Station 1005
..... 17/2/93

Address of Fire:- Highlands Collye, Wellington Rd.
Occupier Education Committee Owner AM occupier
Trade or Business Educational Collye

Where Fire Started Corridor int floor Where Fire Spread to N/A
main building

Supposed Cause careless disposal of smoking materials
into waste paper sack ignited paper contents

Description of Property Involved: Open Land Area N/A

Stores N/A

Walls N/A

Roof N/A

Floors N/A

Particulars of Contents N/A

Confined to: / Extended to sect of origin

Description of Damage small amount of paper burnt

Method of Extinguishing before arrival of Fire Service *Small quantity of water*
Sack removed to open air
 Method used by Fire Service *Nil* *Inspection carried out* *Fire*
Alarm reset

PERSONS RESCUED

Name(s)	Age	Person effecting rescue	Method of Rescue

CASUALTIES

Name(s)	Age	Address(es)	Nature of injury

APPLIANCES ATTENDING

Pump 2 - 3

**FIRE SERVICE OFFICERS IN ATTENDANCE
(BEFORE STOP MESSAGE)**

Stn 0 [redacted] *8/0* [redacted]

ANY OTHER REMARKS

Insurance of Contents Premises

ACTION	INITIALLED
CHECKED	[redacted]
FORWARDED	[redacted]

Signature [redacted] *8/06J*
 Officer reporting

Date *17/2/93*



STATES OF JERSEY FIRE SERVICE

Date:— 5th November 1992 File No:— G.41

Premises:— Highlands College, St. Saviour.

For the Attention of:— Development Control Section

Subject:— New Block 'B'

Fire Certificate No.:—

2756/2

Drawings:—

2928/5-12

(FF-FO)
8663AA

Other References:—

Building Application:—

RECOMMENDATIONS

Agreed with [redacted] exit from oval side only. Confirmed with Mr [redacted]. [redacted]

1. Exiting from the galleries of the main hall must be maintained either by connection into the new building or by the provision of new exits within the existing structure. *17/11/92*
2. All internal doors to staircases and the doors between the library and the storage area to be smoke stop, self closing, half hour fire doors.
3. New staircases should comply with the requirements for a semi public staircase as defined in BS.5395. They should be no less than 1.05m in width.
4. All exit doors to be openable from within without the use of a key.
5. Fire alarm/detection to be installed.
6. Emergency escape lighting to be installed on staircases and exit routes.
7. Fire fighting equipment to be provided.
8. The lift installation must satisfy the requirements for an escape lift for the disabled.

pp. [redacted]
B.E.R. MALLETT, O.F.S.M.,
Chief Fire Officer

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to [redacted] 37444/5/6.



STATES OF JERSEY FIRE SERVICE

Date:— 31st December, 1991 File No:— G.41

Premises:— Highlands College, St. Saviour.

For the Attention of:— Development Control Section

Subject:— New block 'B'

Fire Certificate No.:—

Drawings:— 2928/3
4

Other References:—

Building Application:—

(Oe, Pe, Qe)
8663AA

RECOMMENDATIONS

1. Exiting from the galleries of the main hall must be maintained either by connection into the new building or by the provision of new exits within the existing structure.
2. All internal doors to staircases and the doors between the library and the storage area to be smoke stop, self closing, half hour fire doors.
3. New staircases should comply with the requirements for a semi public staircase as defined in BS.5395. They should be no less than 1.05m in width.
4. All exit doors to be openable from within without the use of a key.
5. Fire alarm/detection to be installed.
6. Emergency escape lighting to be installed on staircases and exit routes.
7. Fire fighting equipment to be provided.

B.E.R. Mallett

B.E.R. MALLETT, Q.F.S.M.,
Chief Fire Officer

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to 37444/5/6.



STATES OF JERSEY FIRE SERVICE

Date:- 15 August 1991

File No:-

G41

Premises:- Highlands College, St Saviour

For the Attention of:- Development Control Section

Subject:- NEW FLATS

Fire Certificate No.:- 17

18

Drawings:- 2611/19T

20

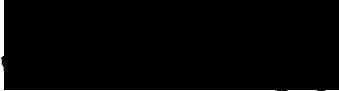
Other References:- 23

Building Application:-

(He - Oe)
8 663 X

RECOMMENDATIONS

1. Doors to lobbies and flats to be smoke stop, self closing half hour fire doors.
2. Final exit doors to be openable from within without the use of a key.
3. Smoke alarms to be installed.
4. Emergency escape lighting to be installed on staircases.
5. Fire fighting equipment to be provided.
6. Details of any gas installation to be submitted for comment.


PP: E.R. MALLETT, Q.F.S.M.,
Chief Fire Officer.

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to  37444/5/6.

Fire Service

Fire Service Headquarters,
Rouge Bouillon,
St. Helier,
Jersey.

Telephone: 37444/5/6.
S.T.D. 0534, Telex: 41222.



States
of
Jersey

COMPLETION OF WORK MEMORANDUM

Date:— 29th November, 1990

File No.:— G 41

Premises:— 'N' Block, Highlands College, St. Saviour

For the Attention of:— Development Control Section

Subject:— new class rooms, staff rooms and student accommodation

Fire Certificate No.:—

Drawings:—


Other References:—

Building Application:—

8663 U

A further inspection of the above premises has been undertaken and I can inform you that the requirements/recommendations of this Department have been satisfactorily carried out.

Copy to:—


PP Chief Fire Officer

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to 

G41

Mr. [REDACTED]
Highlands College,
St. Saviour.

31st May, 1990

Dear Sir,

re: Restaurant Occupancy

Further to your telephone enquiry I can confirm that on checking our records the area indicated reception lounge on the enclosed sketch was not taken in as part of the restaurant. The area in question could accommodate the additional twenty persons you wish to seat for special occasions.

I would advise you to contact the licensing authorities to check whether the restaurant licence requires modification in these circumstances.

Yours faithfully,

[REDACTED]
B.E.R. MALLETT
Chief Fire Officer

B

[REDACTED]



STATES OF JERSEY FIRE SERVICE

Date:- 31st January, 1990

File No:- G 41

Premises:- Highlands College, St. Saviour

For the Attention of:- Development Control Section

Subject:- New flats

Fire Certificate No.:-

Drawings:- 2611/22
23

Other References:-

Building Application:- (Md, Nd, Od)
8663 X

REQUIREMENTS/RECOMMENDATIONS **RECOMMENDATIONS**

1. A lobby approach to be provided between the staircase and the entrances to the flats at ground and first floor levels with the staircase exiting direct to open air.
2. Doors to lobbies and flats to be smoke stop, self closing, half hour fire doors.
3. Emergency lighting to be installed on staircases.
4. Exit doors to be openable from within without the use of a key.
5. Details of the type of space heating to be used and any gas installation to be submitted for comment.
6. Fire fighting equipment to be provided.


pp. **B.E.R. MALLETT.**
Chief Fire Officer.

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to 37444/5/6.

██████████
Applications Officer
Planning and Building Services
South Hill
St Helier
JE2 4US

31 October 2007

File No: G41Z
Application No: B/2007/1043

FIRE SERVICE REPORT

Premises: Highlands College, Highlands Lane, St Saviour

Subject: Part internal refurbishment of building to include remedial works to walls, timber floor, and lintels. New electrical installation, new heating system and upgrade fire safety of building.

Drawings: 137-01 to 137-08

The above application has been examined and the fire safety measures indicated on the plans and in the schedule are considered acceptable to this department.

Please supply this department with planning revisions as they occur.

Yours sincerely

██████████
██████████
Fire Safety Officer

Direct dial: +44 (0) 1534 ██████████

Email: ██████████@gov.ie

www.gov.ie

FIRE SERVICE REPORT

States of Jersey
Fire and Rescue
Service



File No:- G.41z

Date:- 8th November 2001

Premises:- All used for Holiday Clubs

For the attention of :- Mrs [REDACTED]
Playcare Officer

Fire Service HQ
Rouge Bouillon
St Helier
JE2 3ZA

Tel: 01534 737444
Fax: 01534 633555

Subject:- Proposed Fire Precautions

Following the inspection of some of the premises used for the Holiday Clubs, I detail below this department's recommendations.

1. All floor coverings to be securely fixed so as to ensure a tight fit over the whole floor area and all edges to be taped down.
2. Exits to open air from the parts of the school that is being used are to be unlocked prior to the arrival of children, clearly indicated and kept free from obstruction.
3. Corridors to be kept free of obstructions, ensuring a clear walkway and not used to store items of spare clothing, shoes, food or displays of work undertaken by the children.
4. Adequate containers, in size and construction, to be provided for the disposal of combustible materials. These containers to be emptied regularly so as to prevent the contents overflowing and before the premises are closed at the end of the day.
5. A means to be provided of sounding the alarm if there is a need to evacuate the premises, this means should not be used for any other purpose
6. A means to be provided to alert the emergency services, if a mobile phone is to be used then this is to be carried on the person of whoever is in charge.
7. Full list of contact telephone numbers of all children to be readily available to the person who is in charge.
8. An assembly area identified and made known to all staff and children.
9. Whenever possible all activities should be confined to one level which should be the ground floor.

[REDACTED]
[REDACTED]
Fire Safety Officer

G.41z/66

23rd March 2001

Mr [REDACTED]
Health & Safety Officer
P O Box 142
Education Department
St Saviour
JE4 8QJ

Dear Mr [REDACTED]

Fire Precautions for Education Premises

Following our meeting, I now confirm the items that were discussed.

1. All inspection reports will be sent to you who will be responsible for implementation.
2. All schools that have a fire alarm installed be connected to a central monitoring station.
3. Programme be established for the installation of a fire alarm in schools not covered.
4. Education be responsible for the supply and installation of fire related signs/notices.
5. A general policy be agreed for evacuation and assembly point procedures.
6. A procedure be introduced for the recording of visitors, including tradesmen, to all premises.
7. Restricted access to high risk areas, electricity cupboards, lift motor rooms etc. These areas not to be used for storage under any circumstances.
8. Areas that tradesmen have been working in to be checked 30 minutes after their departure.
9. Checks to be made to ensure persons using premises after normal hours have access to a telephone to call emergency services. (after school & holiday clubs, evening classes)
10. Confirmation that emergency lighting and fire alarms are tested at regular intervals.
11. All staff are made aware of the importance of keeping corridors, stairs and exit routes clear.

Yours Sincerely

[REDACTED]
[REDACTED]
Fire Safety Officer

██████████/G41Z

2nd August 2000

Mr ██████████
Estates Manager
Education Department
PO Box 142
St Saviour

Dear ██████████

Education Premises - Hand Fire Fighting Equipment

Arising from our recent meeting on the above, I have had the opportunity to discuss matters with Mr ██████████, Senior Extinguisher Engineer with Securicor.

During our discussions, we covered general principles which would satisfy the Fire Service in the provision of adequate and reasonable fire fighting equipment in Educational premises.

1. Fire fighting points should be provided at strategic positions within the main corridors. These fire points to comprise 1 x 9l AFFF and 1 x 2kg CO² extinguishers.
2. In large rooms containing valuable stock (ie library, computer suite) it may be necessary to provide additional extinguishers.
3. All extinguishers to be mounted on wall brackets with appropriate signage.
4. Boiler rooms and external stores do not need extinguishers.
5. Where schools are refurbished, all extinguishers should conform to the European Standard EN3 (red body type) and be of the same operation.
6. Where existing extinguishers do not conform to the EN3 standard but are in good condition, they can be relocated to another school.

7. Where extinguishers are relocated or the school has adequate extinguishers not conforming to EN3, the fire points can comprise any combination of two, with water or AFFF as one type.
8. Special risks such as ADT Rooms need individual consideration.

The Health and Safety at Work Law places a duty to ensure a safe place of work, to achieve this in respect of hand fire fighting equipment, BS 5306 Part 3 1985 covers the selection, installation and maintenance of portable fire extinguisher.


The formation of a policy should consider the following:

- Maximum life span for extinguishers.
- Standardisation of type, number and locations, as outlined in 1 - 8 above.
- Maintenance arrangements.
- Experience and training of service engineers.


The British Approvals for Fire Equipment (BAFE) have very recently introduced a Registered Technicians Scheme for supply and servicing of portable fire extinguishers. This Scheme, which also covers training (with a control facility using a "Service Technicians Portfolio"), has appointed Assessors and Internal Verifiers.

Whilst the local service engineers are not currently affiliated, the Fire Service has obtained the relevant information and is considering the value of this approach.

Yours sincerely



Senior Fire Safety Officer

cc Mr  Senior Extinguishing Engineer

██████████ G 412

18th May, 2000

Mr. ██████████
Resource Director,
Education Department,
P.O. Box 142,
Highlands,
St. Saviour, JE4 8QJ.

Dear ██████████

School Fire Safety Inspections and Key Stage Training

Over the last five years the Fire Safety Department have worked towards incorporating reasonable fire safety measures during "new build" works in close liaison with your Building Projects Team.

Whilst we intend to continue this work it may now be prudent to consider a programme of basic fire safety inspections for all schools. This would be similar to those carried out many years ago, although it would be more logical to inspect the schools with your safety officer either with the head or with their permission. We would then produce a short report to be sent to your Building Maintenance Team.

During the inspection of Primary Schools we would also intend providing a programme of fire safety to Year 4. (8 year olds.) This would be designed as an active session in conjunction with the teacher and the school time table.

If you are happy with the above could you inform all schools and we can then liaise direct with the appropriate people.

I am currently preparing a fire safety strategy for the above which will also incorporate the fire safety element of the Child Accident Prevention (CAP) week where we reach those children in their last year at primary school. When this is ready I will send you a copy for comment.

Yours sincerely,

██
██

Senior Fire Safety Officer

c.c. Mr. ██████████ Buildings Manager.
Mr. ██████████ Health & Safety Officer.

██████████/Daycare
██████████ G 41Z

23rd March, 2000

██████████,
Manager of Day Care Services,
Education Department,
P.O. Box 142,
Highlands,
St. Saviour,
JE4 8QJ.

Dear ██████████

Family Day Carers - Childminders

Thank you for your kind comments about the two workshops ██████████ provided recently; he is particularly committed to community fire safety.

Extinguisher training could be provided for owners, managers and staff of playgroups and day nurseries at Highlands. The general concept would be:

- (i) The training to incorporate some health and safety and fire safety issues.
- (ii) The groups to comprise 15-18 people per session.
- (iii) The costings to be as that charged to the Construction and Engineering section at Highlands at £135.50 per session. (Normal cost to industry £310.00 per session.)

I would be happy to continue providing a one hour session twice a year for childminders as part of their basic course.

Yours sincerely,

██████████
██████████
Senior Fire Safety Officer

Our Ref: [REDACTED] Daycare Services/Letters/Fire

STATES OF JERSEY
EDUCATION

PO Box 142 Jersey JE4 8QJ

Tel. (01534) 509500

Fax. (01534) 509800

Email: educdept@super.net.uk

Director of Education
TW McKeon, BEd, MBA, FRSA

17 March 2000

Mr [REDACTED]
Senior Fire Safety Officer
Fire Service Headquarters
Rouge Bouillon
St Helier
JE2 3ZA



[REDACTED] Well done
Any comments or
request?
↓

Dear [REDACTED]

I am writing to thank you for your support in the provision of the two workshops on fire safety. Both of [REDACTED]'s sessions this week were well received and he produced useful information for both groups of registered providers. At the end of the session last night, which was for owners, managers and staff in playgroups and day nurseries, there were requests for sessions on using fire extinguishers and other fire fighting equipment. Would it be possible to have information on these sessions, with costing and if possible reductions for special groups?

Following the positive response from the registered family day carers (childminders) I asked [REDACTED] if it would be possible to include him in the basic course that we provide for this group of providers. This would be a one hour session twice a year, in May and September.

All registered family day carers are required to attend this eight week course during their first year as a condition of re-registration.

Unfortunately as the childcare is provided in the registered person's own home, they do not get a visit from your department, so education is important.

Should you wish to discuss any points in this letter, please do not hesitate to contact me on telephone: 509490.

Yours sincerely

[REDACTED]

Manager of Day Care Services

[REDACTED] /Day Care
G 412

17th February, 2000

[REDACTED]
Manager of Day Care Services,
Education Department,
P.O. Box 142,
Highlands,
St. Saviour,
JE4 8QJ.

Dear [REDACTED]

Playcare Groups

Thanks for your letter dated 9th February, 2000 about the new Playcare registration scheme.

I would be happy to be involved with the initial process of registration, together with some guidance for the "Playcare" officer, [REDACTED]

Your suggestion of inspecting every two years appears practical and maintains the arrangements with nursery schools.

I would be interested in establishing the anticipated number of "groups" for projected planning purposes.

Yours sincerely,

[REDACTED]
[REDACTED]
Senior Fire Safety Officer

Our Ref: [REDACTED] Day care services/letters/britton

STATES OF JERSEY
EDUCATION

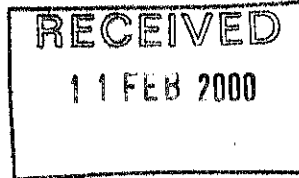
PO Box 142 Jersey JE4 8QJ

Tel. (01534) 509500

Fax. (01534) 509800

Email: educdept@super.net.uk

09 February 2000



Director of Education
TW McKeon, BEd, MBA, FRSA

[REDACTED]
Senior Fire Safety Officer
States of Jersey Fire Service
Rouge Bouillon
St Helier
JE2 3ZA

Dear [REDACTED]

I am writing to advise you that we have appointed a Play Care Officer, to undertake registration of group care of children aged 5 to 12 years, to meet the requirements of the Children (Jersey) Law 1969. Her name is [REDACTED] and she is located in our section of the Education Department at Day Care Services.

Am I correct in assuming that the same procedure will apply to Playcare, as was agreed regarding Playgroups and Day Nurseries? That is, that your officers will be involved with new registrations, visit the following year, then every two years thereafter.

As this is a new registration experience for all of us, we intend to review the whole process later in the year. Will the fire officer who undertakes the visits be able to be included in this review?

If there are any points in this letter that you wish to discuss, please do not hesitate to contact me on tel: 509490.

Yours sincerely

[REDACTED]

[REDACTED]

Manager of Day Care Services

825405 - C.A.12

Our Ref: [REDACTED] Day care services/letters/britton

STATES OF JERSEY
EDUCATION

PO Box 142 Jersey JE4 8QJ

Tel. (01534) 509500

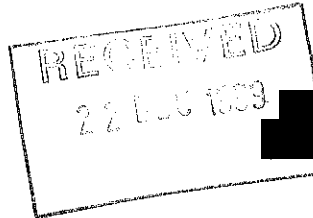
Fax. (01534) 509800

Email: educdept@super.net.uk

Director of Education
TW McKeon, BEd, MBA, FRSA

21 December 1999

[REDACTED]
Senior Fire Safety Officer
States of Jersey Fire Service
Rouge Bouillon
St Helier
JE2 3ZA



[REDACTED] - info + file
see C.A.12

Dear [REDACTED]

I write in response to your letter which I received today.

Please find enclosed information on the group care premises and the month of each annual re-registration. I shall continue to send this in December each year as the dates may vary from year to year.

Thank you for agreeing to provide training for the owners and managers of these premises and a session for Family Day Carers (previously childminders). I will be in contact in February to confirm these arrangements.

May I extend my thanks for the support and advice provided by your Service over the past year, and I look forward to this positive working relationship continuing in the future.

My best wishes for Christmas and the New Year, to you and your officers.

Yours sincerely

[REDACTED]

[REDACTED]
Manager of Day Care Services

CC: [REDACTED] - Assistant Director Community Services

Enc:

[REDACTED]/G.412

20th December 1999

[REDACTED]
Child Care Co-Ordinator
Child Care Trust
16 Royal Square
St Helier
JE2 4WA

Dear [REDACTED]

Fire Emergency Instruction Guide

Thanks for the draft copy of your guide dealing with fire and emergency evacuation.

The principle of producing a guidance code on child care which includes fire safety aspects is to be encouraged and we are happy to be involved with this.

Whilst the general guidance points cover most aspects I am inclined to feel that fire and crisis procedures should be separated since there is an element of opposite reaction i.e. "evacuate" and "stay put".

The guidance should also ensure someone contacts the Fire Service.

I have enclosed a short guide on "Fire Safety for Community Centres" which you might find helpful.

Yours sincerely

[REDACTED]

[REDACTED]
Senior Fire Safety Officer

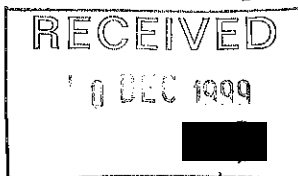


16 Royal Square St. Helier Jersey JE2 4WA
Telephone: 01534 629901
Facsimile: 01534 629902
Mobile: 07797 712011
Email: child@super.net.uk

Our new email: child@cinergy.co.uk

December 8, 1999

[REDACTED]
Fire Officer
Fire Service
Rouge Bouillon
St. Helier JE2 3ZA



Dear [REDACTED]

Recommendations for Fire, Emergency Evacuation and Crisis Procedures

We are in the final stages of producing a guidebook on crèche provision. As you may know, crèches are not subject to regulation in Jersey. [REDACTED] and I hope that the Crèche Pack will go some way to improving the quality of island crèches.

I am enclosing the section on Fire and other procedures. I would be very grateful if you could comment on the content and suggest any amendments or additions.

Thanks for your help.

Sincerely,

[REDACTED]

[REDACTED]
Child Care Co-ordinator

6. PROCEDURES

Every company or organisation will need to formulate their own individual policies and procedures. The information outlined in this chapter is given as a guide and covers the points that require consideration. There may be points or chapters that are not relevant to some organisations or companies.

1. Fire, Emergency Evacuation and Crisis Procedures
2. Unable to Locate a Child
3. Accidents and Incidents
4. First Aider Duties
5. Cleaning and Maintenance of Equipment
6. Toilet Procedure
7. Bodily Spillage
8. Nappy Changing
9. Care of Young Babies
10. Children's Outing
11. Discipline Procedure
12. Bullying Policy
13. Child Protection
14. Tactility
15. Protecting Staff
16. Food Preparation
17. Feeding Children in the Crèche

1. *Fire, Emergency Evacuation and Crisis Procedures*

On arrival at each site the senior staff member should contact the manager of the venue and familiarise themselves with the appropriate Fire and Emergency evacuation procedures for that site. ✓

When he/she is clear about these he/she should ensure that the fire and emergency evacuation procedures are clearly displayed for the benefit of all staff and parents. ✓

Parents should be informed NOT to return to the crèche in the event of an emergency evacuation but to meet up with staff and children at the designated assembly point. ✓

The senior staff member should ensure that all staff have read and are aware of the emergency evacuation procedure. ✓

The procedure should be practised so that staff are able to execute it with speed and precision. ✓

In the event of a suspected crisis a prearranged code word, for example "Nipperbout Everyone", could be used to alert staff to the fact that there is an emergency. ✓

Senior staff should collect all registration cards and guard entry points to ensure no one comes in or out while staff gather the children together. ✓

Children should be gathered into a prearranged area. Staff should ensure that all are accounted for and that numbers correspond with the registration details. ✓

Thereafter the children must be taken out through the recommended exit and gathered outside the crèche area, being counted as they leave. Children should be escorted calmly and carefully to the evacuation assembly point. At least one staff member should lead the procession and one should remain at the rear. ✓

One previously designated member of staff should stay behind to check all areas of the crèche including toilets and utility areas for staff and children. In the event that a child or member of staff is unaccounted for, senior centre staff and the emergency services should be informed immediately. Remain at the assembly point until instructed to leave. ✓

If a parent returns to collect the child ask them to come with you to the fire meeting point so that you can then sign the child over. If the parent insist on taking a child get a signature. If this is impossible make sure at least two members of staff witness the child being removed. Inform security or the police as soon as possible. ✓ ?

A person forcing their way into a crèche, for any reason, should be impeded. Avoid physical injury. Contact security immediately and repeat the above procedure in order to minimise any risk to the children. Staying calm is vital. In extreme circumstances attempt to delay the situation and send for help. ✓

Senior Staff, or the acting deputy, must remain in the crèche during a crisis. Send a member of staff to contact security if no telephone is available.

2. Unable to Locate a Child.

NEVER announce that you can not find a child.

If help is needed to locate a child use a prearranged code word or phrase.

If you hear another member of staff say these words respond immediately. Find out calmly and discreetly who is missing and where he/she was last seen.

Children should then be called for a session into the centre of the room or prearranged area. Whilst one member of staff engages the children's attention (a story or sing song are useful) other staff

[REDACTED] G 41Z

17th December, 1999

[REDACTED]
Manager of Day Care Services,
Education Department,
P.O. Box 142,
Highlands,
St. Saviour, JE4 8QJ.

Dear [REDACTED],

Nursery School Inspections and Training

Further to our recent meeting I would confirm the arrangements we agreed with [REDACTED]
[REDACTED]

1. This Department will always remain available for advice on the design and constructional details of nurseries and playgroups and at any time where your Department is concerned and requests a visit from us.
2. We will continue to inspect all premises, registered with the Education Department on a 24 month basis with an annual inspection for those premises classified as operating in their first year.
3. We would be happy to provide two training sessions at Highlands for those involved with running playgroups or nurseries in addition to a session for childminders. These sessions would be a maximum duration of one hour and specific to the purpose group. The points to be covered would be agreed and defined and an attendance certificate could be provided.

Yours sincerely,

[REDACTED]
[REDACTED]
Senior Fire Safety Officer

c.c. [REDACTED] Youth Services Manager.

Your Ref: [REDACTED]/G412

Our Ref: [REDACTED]/Daycare Services/Letters/Fire

7 December 1999

STATES OF JERSEY
 EDUCATION

PO Box 142 Jersey JE4 8QJ

Tel. (01534) 509500

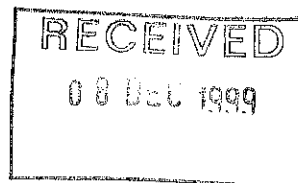
Fax. (01534) 509800

Email: educdept@super.net.uk

Director of Education

TW McKeon, BEd, MBA, FRSA

[REDACTED]
Senior Fire Safety Officer
Fire Service Headquarters
Rouge Bouillon
St Helier
JE2 3ZA



Dear [REDACTED]

I write in response to your letter regarding the proposed changes in the annual re-registration of playgroups and day nurseries.

Many thanks for the revised recommendations which have been included in the proposed "Requirements for Registration", to be submitted to the Education Committee.

Regarding the proposed changes in inspection, this will be a new experience for me, as I have had the support of your officers at each annual inspection for the past ten years. In view of what I see as an added responsibility on myself, as the person registering the premises, would it be possible to have a meeting with you and my line manager the Assistant Director [REDACTED], to discuss what these would be? We can also discuss your suggestion about community fire education at the meeting.

If you could telephone me on my direct line we could arrange a mutually convenient time.

I look forward to hearing from you in the near future.

Yours sincerely

[REDACTED]
[REDACTED]
Manager of Day Care Services

[REDACTED]/G412

16th November 1999

[REDACTED]
Manager for Day Care Services
Education Department
PO Box 142
Highlands
St Saviour
JE4 8QJ

Dear [REDACTED]

Nursery/Playgroup Information and Inspection Program

I gather from my inspecting officer Sub Officer [REDACTED] that you are currently revising the guidance note provided for nursery/playgroups.

We have discussed the general details relating to the fire safety aspects and I enclose our latest guidance on the matter for inclusion in your handout.

In the light of increasing demands on my inspecting officers, I would like to suggest extending the inspection period for all nursery/playgroups to 24 months. From our records it appears that once the premises have been set up, they operate with very few problems.

If we are able to extend the normal annual inspection in this way, we could program an element of community fire safety education with the children during our inspection.

Yours sincerely

[REDACTED]
Senior Fire Safety Officer

[REDACTED] G 41Z [REDACTED]

1st December, 1998

[REDACTED]
Oakfield Industries Limited,
Bon Air Lane,
St. Saviour,
JE2 7LJ.

Dear [REDACTED],

Fire Safety - Oakfield Industries

Further to my recent visit to your premises I list below recommendations which, when implemented, will enhance general fire safety within the above premises. Since my visit I have studied the file on these premises and notice a previous visit by my colleague in 1996 resulted in a recommendation of improved fire separation. I am willing to discuss this point at your convenience.

1. The door, or partition, to the inner office being created within the reception area should be provided with a vision panel.
2. The fire blanket, within the canteen, should be relocated to a position remote from the stove.
3. A CO² extinguisher should be provided adjacent to the electrical intake room.
4. A fire point should be created in a central position within the workshop area. This fire point should consist of a minimum of a one 9 litre multi-purpose extinguisher; one 5kg dry powder extinguisher and one CO² extinguisher.
5. A further fire point located in the vicinity of the public entrance to the premises should be created and consist of one 9 litre multi-purpose extinguisher and one CO² extinguisher.

N.B. Both fire points should be conspicuously marked as such.

6. The multi-functional use to which the premises are put, together with the different processes undertaken, warrants the installation of an electric fire alarm system. A simple manual/electric system (call points plus sounders) will suffice at present. This will allow the option to include automatic detection as necessary as the business develops in the future.
7. The flammable substances used during the various processes (French polish, methylated spirit, printing ink, cleansers, etc.) should be stored correctly when not in use and soaked rags etc. disposed of in a suitable manner.
8. The current policy of smoking not being permitted throughout the premises should be maintained and endorsed by the provision of conspicuous signs to that effect.
9. Access to the emergency exit door at the rear of the premises must be kept clear of obstruction.
10. All employees must be trained in what to do in case of fire. Information on a Fire Safety Awareness Course is available in the Training and Development Opportunities Prospectus 1998 and is available from States Personnel Department. The Course is administered by the Jersey Safety Council and held at the Western Fire Station.

For any further advice or clarification of any of these recommendations please contact me on [REDACTED]

Yours sincerely,

[REDACTED]

N. ST. H. LE COCQ,
Chief Fire Officer

Jersey Fire Service
Fire Service Headquarters
Rouge Bouillon
St. Helier
Jersey JE2 3ZA
Phone: 01534 37444
Fax: 01534 66375

Fax from : [REDACTED]
Senior Fire Safety Officer



To : [REDACTED] Fax : 509800

Number of pages including this page : one

Any problem with this fax
please contact the above

Date : 06/03/98

File No. : G41

Premise :

Subject : Education Premises - Fire Safety Measures

[REDACTED]

Further to our conversation I would indicate the current position on the above

- All schools have a fire alarm system installed. Some of these incorporate full detection facilities.
- Schools which have been altered/extended or built in the last four years have incorporated full fire safety measures including
 1. Fire alarm detection systems to BS 5839 type L1
 2. Full fire safety construction in accordance with Building bulletin No7 "Fire Design and Construction of Educational Buildings"
 3. Access and emergency exiting facilities for disabled
- All schools were the subject of a basic fire safety inspection in 1993 to establish any major hazard and to create a priority program for their gradual improvement. A number of reports were submitted and implemented at that time
- Our present agreed policy is to incorporate the latest fire safety measures in any building project by close liaison at the early stages of all developments

Should you need any further details on the exact position of the individual schools I would be happy to view this at a later date

Regards

[REDACTED]

NOTE FOR CASE.

Premises Education Dept.
Reference Alterations to reception
Name of Contact [REDACTED] / [REDACTED]
Inspecting Officer [REDACTED]
Date 21 - Nov 1997 File No. G.41.2

Visited premises

Agreed new screen at foot of staircase need
not be fire resisting.

Door at rear of reception to be se F030S

██████████
Applications Officer
Planning and Building Services
South Hill
St Helier
JE2 4US

17th March 2008

File No: G32
Application No: B/2008/0206

FIRE SERVICE REPORT

Premises: D'Hautree School , St. Saviour Hill, St Saviour

Subject: Provision of temporary classroom accommodation, offices and toilet facilities

Drawings: 138-10/12

Other References:

The above application has been examined and the fire safety measures indicated on the plans and in the schedule are considered acceptable to this department.

Please supply this department with planning revisions as they occur.

Yours sincerely

██████████
Station Manager
Fire Safety

Direct dial: +44 (0) 1534 ██████████
Email: ██████████@gov.je
www.gov.je

cc. ██████████

██████████
Applications Officer
Planning and Building Services
South Hill
St Helier
JE2 4US

29 January 2008

File No: G32
Application No: B/2008/0056

FIRE SERVICE REPORT

Premises: D'Hautree School, St. Saviours Hill, St Saviour.

Subject: Provision of temporary classroom accommodation, comprising of 9 No. classrooms, 4 No. staff offices and toilet facilities

Drawings: 138-4 -6

The above application has been examined and the following fire safety measures should be included in **addition** to existing fire safety measures and those indicated on the plans and in the schedule.

1. Suitable life safety systems need to be provided to ensure full evacuation of the structure. Due to the very nature of fire behaviour of insulating core panels, their use for internal structures can present particular problems with regards to fire spread. Appendix B of **Building Bulletin 100: Design for fire safety in schools** should be considered at the design stage. The States of Jersey Fire & Rescue Service will not take any undue risks in fighting fires within such structures.

Please supply this department with planning revisions as they occur.

This department must be notified of commencement date of works.

Yours sincerely

██████████
██████████
Station Manager
Fire Safety

Direct dial: +44 (0) 1534 ██████████
Email: ██████████@gov.je
www.gov.je

cc. ██████████ Architect

18 October 2006

██████████
Applications Officer
Planning & Building Services
South Hill
St Helier
JE2 4US

File No: G41X & G32
Application No: B/2006/1020

FIRE SERVICE REPORT

Premises: D'Hautree Annexe, Highlands College, St Saviour

Subject: Form window opening to north elevation of media block

Drawings: 3004/BL/51/34

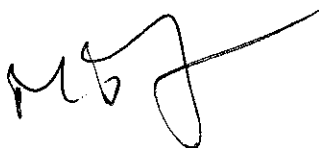
Other References:

The above application has been examined and the fire safety measures indicated on the plans and in the schedule are considered acceptable to this department

Please supply this department with planning revisions as they occur.

This department must be notified of commencement date of works.

Yours sincerely



██████████
Station Manager
Fire Safety

direct dial +44 (0) 1534 ██████████
email: ██████████@gov.je
www.gov.je

NOTE FOR CASE

Premises D'Hautree House School

Reference Rear Spiral Fire Escape

Name of Contact [REDACTED] (Education)

Inspecting Officer [REDACTED]

Date 01-04-04

File G32

Visited site to discuss the rear spiral escape, students have been climbing up the escape and on to the flat roof of the refectory building.

We discussed the following proposals:

1. Removal of the staircase – This would mean taking the top floor of the school out of use – Not an option
2. Enclosing the staircase – Feasible but expensive
3. Placing a gate on either side to stop access
4. Fencing the flat roof area to try and stop access

[REDACTED] was going to investigate and cost out the options and will inform us of any works that may be undertaken.

Jersey Fire Service
Fire Service Headquarters
Rouge Bouillon
St. Helier
Jersey JE2 3ZA
Phone: 01534 737444
Fax: 01534 633555

Fax from : [REDACTED]
Senior Fire Safety Officer



To : [REDACTED]

Number of pages including
this page : 1

Fax No 768950

Any problem with this fax
please contact the above

Date : 12/03/01

File No. G32

Premises: D'Hautree School - Temporary Law Courts
Subject : External Means of Escape

[REDACTED]

Thanks for your letter and sketch plan for the above.

Whilst this would appear to be unusual I do not have a problem with your proposal since those escaping from the building are out in a place of comparative safety.

The important feature is to ensure adequate signage and emergency lighting along the escape route.

Provided the fencing is robust the provision of a panic bolted escape gate will ensure adequate escape to final safety in the rear car park.

Regards

[REDACTED]

[REDACTED]



PUBLIC SERVICES DEPT.

P.O. Box 412, States Offices,
South Hill, St. Helier, Jersey
JE4 8UY, Channel Islands
Telephone 01534 601690
South Hill Fax 01534 768950
Bellozanne Fax 01534 733578
La Collette Fax 01534 727041

Our Ref: [redacted]/31/1/2

Your Ref:

26th February 2001



[redacted]

Fire Service Headquarters
Rouge Bouillon
St Helier
JE4 8ZD

Dear [redacted]

TEMPORARY LAW COURTS D'HAUTREE – ST SAVIOUR

The police have asked for additional security be provided at the above mentioned building. They have asked specifically for the fencing that presently runs alongside the old swimming to be extended to the main building, as shown on the enclosed sketch. We have expressed concern that this effectively blocks off the fire access from the escape ramp, however it is being proposed that an emergency crash bar be fitted to the gates where shown, thereby allowing people to escape from there. Before we respond to the police formerly on this matter we would appreciate your views on whether or not this arrangement is acceptable as a legitimate fire access. Should you wish to meet with us on site to discuss this further, please do not hesitate to contact us.

Yours sincerely

[redacted signature]

PRINCIPAL ARCHITECT

Contact Name: [redacted]

Direct Line: [redacted]

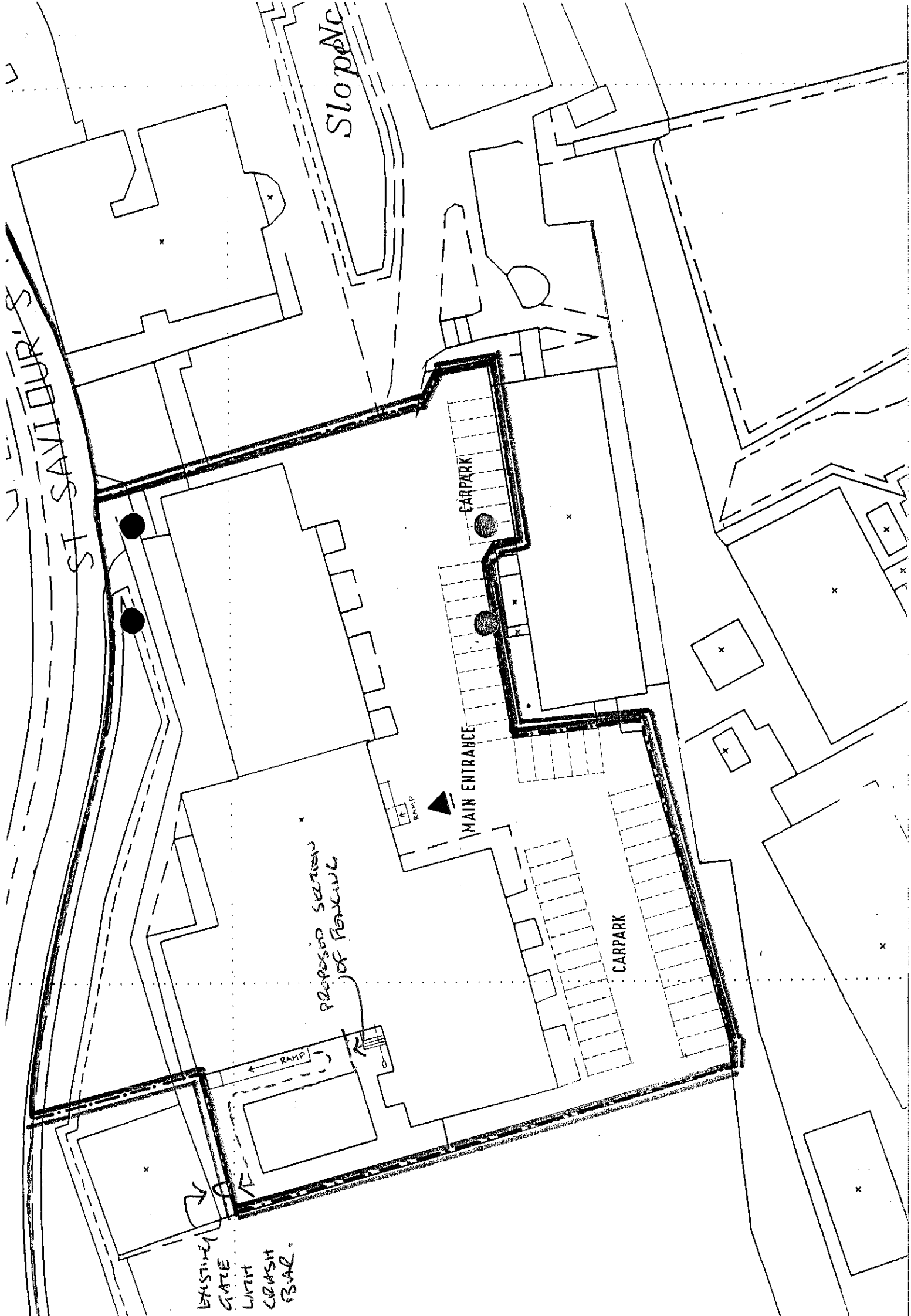
[redacted line]

Chief Executive Officer
Dr Clive Swinnerton
F.C.I.W.E.M., M.I.C.E., C.Eng



ST SAVIOUR'S

Slope



EXISTING GATE WITH CRASH BAR

PROPOSED SECTION OF FENCING

MAIN ENTRANCE

CARPARK

CARPARK

RAMP

RAMP

THE BAILIFF OF JERSEY
SIR PHILIP BAILHACHE.



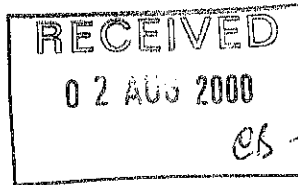
THE BAILIFF'S CHAMBERS
ROYAL COURT HOUSE
JERSEY JE1 1BA

Your ref

Tel. (01534) 502100

Our ref S.6/1

Bailiff's Secretary
Fax: (01534) 502199
Bailiff's Private Secretary
Fax: (01534) 502198



1st August 2000

Dear [REDACTED],

I write to inform you of the arrangements made for sittings of the Royal Court during the refurbishment of the Royal Square building.

As you will be aware, temporary Courts have been constructed in the lawn block of d'Hautrée School, St Saviour's Hill.

You, your colleagues and such staff as you consider appropriate, are invited to view the furnished premises between 1000 and 1400 on Thursday 31st August 2000.

All Royal Court sittings, including the Samedi Court, will take place at d'Hautrée School from ***Tuesday 5th September*** with the sole exception of the Assise d'Heritage which will be held in the Royal Court on 14th September. The refurbishment of the Royal Square building is scheduled to take until October 2002.

There is a large parking area immediately adjacent to the temporary courts. Should you wish to avail yourself of the opportunity, Highlands College canteen and training restaurant are within a short walking distance.

Please note that the Bailiff's Chambers will remain at its present accommodation in the Royal Square during the refurbishment. We expect to move into new offices within the building about 18 months from the commencement of work. In the meantime, access to the Bailiff's Chambers will be by way of the Bailiff's entrance in the Royal Square. This door will remain open between 0845 and 1300 and 1400 to 1715 daily (1645 on Fridays)


I am confident that the facility offered at d'Hautrée will be more than adequate for our temporary needs and trust that any inconvenience suffered will be minor. However, if, in the light of any experience you may have of using the building, you have any suggestion for its more efficient use, then please do not hesitate to contact me.

Telephone numbers at d'Hautrée will be advised in due course. Those at the Bailiff's Chambers remain unchanged.

Yours sincerely,

A large black rectangular redaction box covers the signature of the Bailiff's Secretary.

Bailiff's Secretary



Chief Fire Officer,
Fire Service,
Rouge Bouillon,
St Helier,
JE2 3ZA

[REDACTED]

From: [REDACTED]
Sent: 15 June 2000 17:27
To: [REDACTED]
Subject: D'Hautree House

[REDACTED]

Further to our conversation I would confirm the situation with the installation of a kiln within the basement section of the above.

My original letter to [REDACTED] dated 20th April 1998, indicated the need to remove all storage from within the basement and to contain the boiler and oil tank in separate fire resisting rooms.

Provided the above has been carried out to a reasonable standard, the installation of a kiln within a fire resisting area of the basement would also be acceptable.

It is essential that the kiln is separated from combustible material and that it is adequately vented to open air.

I have also accepted the principle of the kiln on the basis that the basement is only used by members of staff or for the maintenance of equipment and that it is made secure.

Lighting in the basement should be by a means which cannot be turned off whilst the basement is occupied

Regards
[REDACTED]

APPLICATION FOR A FIRE CERTIFICATE
Fire Precautions (Jersey) Law, 1977.

(FOR OFFICIAL USE ONLY)

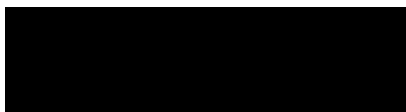
C.32
D'HAUTREE SCHOOL
TEMPORARY HOSTEL.


To the Chief Fire Officer.

Dear Sir,

- 1. I hereby apply for a fire certificate in respect of the premises of which details are given below. I make the application as, or on behalf of, the occupier/owner of the premises.

Yours faithfully,

Signature 

Name  (in block letters)

If signing on behalf of a company or some other person, state capacity in which signing.

ASSISTANT DIRECTOR - PROPERTY SERVICES

Address . 23. HILL STREET, ST. HELIER, JE2. 4UA

Telephone Number 514514 Date 22/05/00

To be completed by the Applicant:-

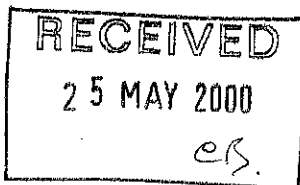
- 2. Postal address of the premises.

TECH BLOCK

FORMER D'HAUTREE SCHOOL

ST. SAVIOURS HILL

ST. SAVIOUR



3. Name and address of the owner of the premises (in the case of premises in plural ownership, the names and addresses of all owners should be given)

EDUCATION COMMITTEE

PO. BOX 142

NEW JERSEY

0E4 8QJ

4. Details of the premises:-

(If the fire certificate is to cover the use of two or more premises in the same building, details of each premises should be given on a separate sheet).

- (a) Name of occupier (and any trading name if different) PROPERTY SERVICES DEPARTMENT
- (b) Use(s) to which premises put TEMPORARY VISITOR ACCOMMODATION
- (c) Floor(s) in building on which premises situated PART GROUND & FIRST FLOOR
- (d) Maximum number of persons employed or proposed to be employed to work in the premises at any one time.
- (i) below the ground floor of the building
 - (ii) on the ground floor of the building
 - (iii) above the ground floor of the building
 - (iv) in the whole of the premises
- (e) Maximum number of persons other than employees likely to be in the premises at any one time
- (f) Number of persons (including staff, guests and other residents) for whom sleeping accommodation is provided in the premises.
- (i) below the ground floor of the building
 - (ii) above the first floor of the building
 - (iii) in the whole of the premises 70

5. If the premises consist of part only of a building, the uses to which the other parts of the building are put.

PART GROUND FLOOR :

WILL REMAIN DISUSED AND EMPTY

Jersey Fire Service
Fire Service Headquarters
Rouge Bouillon
St. Helier
Jersey JE2 3ZA
Phone: 01534 37444
Fax: 01534 633555

Fax from : [REDACTED]
Senior Fire Safety Officer



To : [REDACTED]

Number of pages including
this page : 1

Fax No 514500

Any problem with this fax
please contact the above

Date : 17/05/00

File No. G32

Premises: Tech Block D'Hautree School av/5/113/3
Subject :

[REDACTED]

Thanks for your letter and plan 113/02 on the above.

Whilst I find some of the changes imposed upon you as rather odd they do not create any significant problems to the means of escape from the occupied areas.

I would also confirm that this department considers your proposals as reasonable for the purposes intended and we will issue a fire certificate as soon as the work is complete.

Could you please ensure that the application form for the fire certificate which I sent on the 21st March 2000, is completed and returned.

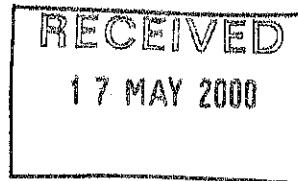
Regards

[REDACTED]

[REDACTED]



██████████
Senior Fire Safety Officer
Fire Service
Fire Service Headquarters
Rouge Bouillon
St Helier
JE2 3ZA



██████████ 5/113/3
██████████ G32

16th May 2000

Dear ██████████

Tech Block, Former D'Hautree School, St Saviours Hill

I write with reference to your letter of 10th February 2000 and marked up plan indicating a basic fire alarm system, emergency lighting, extinguishers and signage for the above mentioned property. Following consultation with the Building Control Officer, I have been required to make some amendments to my plan to include the following :

- Provision of a lobby to Male Dormitory 1, formed in studwork to provide ½ hour fire resistance, in order to reduce the travel distance to the escape route;
- Provision of a studwork partition separating the Laundry from the access to Male Dormitory 2;
- Provision of a lobby to Female Dormitory 4, formed in studwork to provide ½ hour fire resistance, in order to reduce the travel distance to the escape route;
- Infilling the existing door opening between the Kitchen and Female Dormitory 4.

I have met on site with ██████████ CI Fire and Security to discuss the amendments to the plan and he is revising his installation to include for smoke detectors to the new lobbies and a heat detector to the Laundry.

I would be grateful, however, if you would confirm that the amendments are acceptable to you.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

██████████
██████████
Trainee Building Maintenance Surveyor
██████████

██████████ G 32

21st March, 2000

██████████
Property Services,
23 Hill Street,
St. Helier,
JE2 4UA.

Dear ██████████

D'Hautree School, Tech Block
Building Application No.5894/M
Change of use from former school to temporary
accommodation for visiting groups.
Plan Nos. 113/01 & 113/02

The above work will bring the use of the building under the scope of the Fire Precautions (Jersey) Law 1977. In order to comply with the Law the applicant must complete the enclosed application form for a fire certificate.

The fire safety measures identified with this application are acceptable to this Department for the temporary use of the building until 31st December, 2000 other than all final exit doors are to be easily openable from the inside without the use of a key.

The above work only applies to the area which is to be provided for the purposes of the temporary hostel.

Yours sincerely,

██████████
██████████
Senior Fire Safety Officer

c.c. Building Control Section

5/113

G 32

10th February, 2000

Property Services,
23 Hill Street,
St. Helier,
JE2 4UA.

Dear

D'Hautree School - Tech Block - Temporary Use

Further to your letter dated 7th February 2000, arising from our discussions on site, I have marked up your plan 113/01 to indicate a basic fire alarm, emergency lighting, extinguishers and signage.

The fire safety measures shown on the plan are considered reasonable for the proposed temporary use of the building (excluding the hatched area) for a period not extending beyond 31st December, 2000.

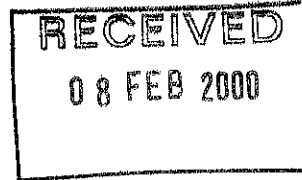
Please let me know when the building is ready for occupation in order that I may carry out an inspection for the purposes of indicating acceptable conditions for the temporary arrangements under the Fire Precautions (Jersey) Law 1977.

Yours sincerely,

Senior Fire Safety Officer



[REDACTED]
Fire Service
Rouge Bouillon
St Helier
JE2 3ZA



[REDACTED] 5/113

7th February 2000

Dear [REDACTED]

D'Hautree School Tech Block

Further to our recent meeting on site, please find enclosed a copy of the ground and first floor plans of the above mentioned property.

I would be grateful if you would mark on the plans the required positions of smoke detectors, emergency lights and fire extinguishers. All the doors and walls to the staircase are to be upgraded to provide 30 minutes fire resistance and a fire door is to be provided to the corridor on the ground floor in order to form a protected escape shaft. The area shown hatched is going to be made out of bounds in order to restrict the areas being used in the building.

Thank you for your assistance with regards to this matter. I look forward to hearing from you at your earliest convenience.

Yours sincerely,

[REDACTED]
Trainee Building Maintenance Surveyor

Enc.

NOTE FOR CASE.

Premises D'HAUTREE HOUSE
Reference NEW KILN IN BASEMENT
Name of Contact [REDACTED]
Inspecting Officer [REDACTED]
Date 7TH FEB 00 File No.

At the request of the above, site meeting arranged to discuss the siting of pottery kiln in basement.

Explained the reasons for the contents of letter dated 20th April 98. [REDACTED] requested a copy, which I agreed to, and said he would contact the department at a later date

NOTE FOR CASE

Premises Ottawa Tech Block
Reference Temporary use for visitors
Name of Contact [REDACTED]
Inspecting Officer [REDACTED]
Date 3rd Feb 2000 File No. C-34

Visited building & discussed use of part ground floor & whole of first floor as temporary replacement of Haut de la Garenne for one year only

Ground floor - Male dormitories + storage + toilets etc
First floor - Female dorms - kitchen/canteen + toilets etc

Part of ground floor will be out of use & locked
Most ground floor rooms have independent exits

Single staircase to first floor. no alternative


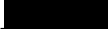
Some doors to be replaced or upgraded

New fire alarm required in areas to be occupied

Emergency lighting in occupied rooms

[REDACTED] to send plans identifying use of areas.

NOTE FOR CASE.

Premises St. Anthony School.
Reference Use of Music + Court Blocks
Name of Contact 
Inspecting Officer 
Date 12th Feb. 1999 File No. 9.32

Discussed minor alterations with above, he
will send plans and notes for records

[REDACTED] G 32 [REDACTED]

1st October, 1998

[REDACTED]
Capital Projects Manager,
Education Department,
P.O. Box 142,
St. Helier,
JE4 8QJ.

Dear [REDACTED]

D'Hautrée School - Fire Service Use

Further to our recent conversations relating to the use of the above school for Fire Service training, due to restrictions imposed on our drill yard, I would request permission for the following.

1. Use of the external areas of the Main Building and Library Block for ladder work and associated drills.
2. Use of internal sections of the Main Building for breathing apparatus training and rescues. Areas to be confined to those agreed by your Department.
3. Use of first floor Theatre area of Library Block for breathing apparatus training if available.
4. Use of yard area between Library Block and Main Building together with the access road from St. Saviour's Hill.

The initial use on a daily basis from 0930 hours to 1300 hours and evenings from 1830 hours to 2130 hours would be for two weeks commencing Monday 5th October, 1998.

After Sunday 18th October the use would be reduced to Tuesday mornings 0930 hours to 1300 hours and evenings (every night) 1830 hours to 2130 hours.

We would ensure any water used would be confined to external areas and that the premises are left in the condition found at our arrival. Should any damage occur this would be covered by our insurance.

I would be happy to meet on site and discuss any area or condition you may wish to make for our use of your building and I would take this opportunity to thank you for your help in this matter.

Yours sincerely,

[REDACTED]

N. ST. H. LE COCQ,
Chief Fire Officer

1st Oct 1998

[REDACTED] has indicated by phone that he does not see a problem with this. He will ask [REDACTED] to confirm

2nd Oct 1998

[REDACTED] confirmed our use is acceptable. We will need to note
Use of Main Block Thur 19.00hrs to 21.00hrs
Outside area Sat + Sun - all day - Cycling.
Music - [REDACTED] 16.00hrs 18.00hrs.

Jersey Fire Service

Fire Service Headquarters

Rouge Bouillon

St. Helier

Jersey JE2 3ZA

Phone: 01534 37444

Fax: 01534 66375

Any problem with this fax
please contact the above

Fax from : [REDACTED]
Senior Fire Safety Officer



To : [REDACTED] Fax No.: 68950

Number of pages including this page : One

Date : 29/07/98

File No. : G32

Premise : D'Hautree School House

Subject : Alterations

[REDACTED]

Thanks for your letter dated 28th July 1998 on the above reduced development

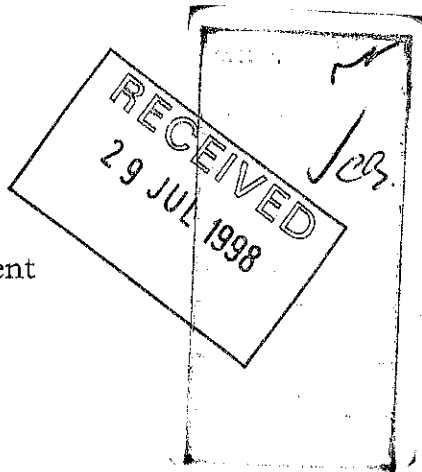
I have considered the two points relating to the exit from the kitchen and the cupboard on the staircase and would confirm that I am happy with your proposals

Regards



Our Ref: [redacted] /4/14/1

Your Ref: 28th July 1998



P.O. Box 412, States Offices
South Hill, St. Helier, Jersey
JE4 8UY, Channel Islands
Telephone 01534 601690
South Hill Fax 01534 68950
Bellozanne Fax 01534 33578
La Collette Fax 01534 27041

Chief Fire Officer
States of Jersey Fire Department
Rouge Bouillon
ST HELIER

Dear Sir

D'HAUTREE HOUSE, D'HAUTREE SCHOOL, ST SAVIOUR

Thank you for your letter dated 20th July 1998. Unfortunately your letter follows our receipt of a development permit as of 15th July 1998, however we have discussed the points raised in your letter with [redacted] and can confirm that all, with the exception of Items 1 and 4, either have been or can be easily incorporated within our proposals. The kitchen referred to in Item 4 is an existing kitchen which in the main will remain unchanged apart from refurbishment to decorations, cupboards and equipment. The drawings presently show the blocking up of two existing doors from the kitchen, one into the garage and the other into the lobby to the female toilets, which we assume has given rise to your request for an alternative exit. We can confirm that as a result of a cost cutting exercise the conversion of the garage into changing rooms will not now take place and therefore the door entering into it from the kitchen will remain, the other into the toilet lobby, can be reinstated with suitable ironmongery.

Finally the cupboard to which you refer in Item 1 is an existing electrical cupboard that serves the top floor electrics which at this time needs to be retained. In this instance we would propose upgrading the cupboard enclosure and door to a 30/30 fire rating.

We trust our above comments have been helpful. Should you wish to discuss this matter further please do not hesitate to contact us.

Yours faithfully

[Handwritten signature and redacted name]

PRINCIPAL ARCHITECT

cc [redacted] - Building Control
[redacted] - Education Department

Contact Name: [redacted]

Direct Dial: [redacted]

Chief Executive Officer
Dr Clive Swinnerton
EC.I.W.E.M., M.I.C.E., C.Eng

██████████ G32 ██████████

20th July 1998

██████████
Director of Architecture
Public Services Department
South Hill
St. Helier
JE4-8UY

Dear ██████████

D' Hautree House D' Hautree School St. Saviour
Building Application No. 5894 / F
Formation of new administrative and teaching areas including a new workshop
Plan No's 2999/3-4

In order to ensure adequate fire safety measures are incorporated to meet our agreed policy on schools, the following should be included to that shown on plan.

1. An additional exit direct to open air is to be provided from the kitchen area.
2. The glazed panel between teaching area 2 and the staircase enclosure is to be glazed with Pyrostop which will provide a minimum of 30 minutes insulation.
3. The window on the first floor half landing adjacent to the spiral staircase is to be glazed with Pyrostop or a similar product which will provide a minimum of 30 minutes insulation.
4. The cupboard at first floor level within the staircase enclosure is to be removed.
5. Doors to service ducts, cupboards and general stores, are to be FD 30 fire doors and to be kept locked when not in use. These doors to be indicated "Keep Locked Shut".
6. All new steps and staircases are to conform to the Building Bye-Laws (Jersey) 1996, Code of Practice, TGD Part 7 Stairs, Ramps and Protective Barriers.

7. A fire alarm detection system is to be installed conforming to B.S. 5839 L.1 standard.
8. Emergency escape lighting is to be provided, conforming to B.S. 5266: Part 1: 1988.
9. The external fire exists are to be fitted with panic bolts or panic latch conforming to B.S. 5725: Part 1: 1981, all other exit doors are to be fitted with door furniture which will enable them to be easily and immediately opened from the inside without the use of a key.
10. Appropriate hand firefighting equipment to be provided on wall brackets in prominent easily accessible positions.

Yours sincerely



M. ST. H. LE COCQ,
Chief Fire Officer

c.c. Building Control Section

[REDACTED]
[REDACTED] G 32 [REDACTED]

20th April, 1998

[REDACTED]
Principal Architect,
Public Services Department,
P.O. Box 412,
States Offices,
South Hill,
St. Helier, JE4 8UY.

Dear [REDACTED],

D'Hautrée House, D'Hautrée School, St. Saviour

Thanks for your plans 2999/SK1 and SK2 on the proposed alterations to the old school house.

I have indicated the general fire safety on your plans which are enclosed.

Whilst the basement area has not been included, the principle I discussed with [REDACTED] on site, was to clear this area and to contain any boiler/fuel oil in independent fire resisting rooms.

Yours sincerely,

[REDACTED]

M N. ST. H. LE COCQ,
Chief Fire Officer

Enc.



Our Ref: [REDACTED]

Your Ref: 31st March 1998

RECEIVED
- 7 APR 1998

P.O. Box 412, States Offices
South Hill, St. Helier, Jersey
JE4 8UY, Channel Islands
Telephone 01534 601690
South Hill Fax 01534 68950
Bellozanne Fax 01534 33578
La Collette Fax 01534 27041

[REDACTED]

Assistant Divisional Fire Officer
Rouge Bouillon
St Helier
JE2 3ZA

Vertical stamp or form with various fields and a checkmark. Fields include: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED].

Dear [REDACTED]

D'HUATREE HOUSE, D'HAUTREE SCHOOL, ST SAVIOUR

Further to your meeting on site with [REDACTED] recently, we now enclose as promised, two copies of our sketch drawings nos 2999/SK 1 and 2 illustrating the proposed plan changes to the above mentioned property. We would very much appreciate your assistance by indicating on the enclosed plans your recommendations as discussed, and returning one set to us.

Should you require any further information or assistance, please do not hesitate to contact us.

Yours sincerely,

[REDACTED]

[REDACTED]

PRINCIPAL ARCHITECT

ENC

CONTACT NAME: [REDACTED]

DIRECT DIAL [REDACTED]

Chief Executive Officer
Dr Clive Swinnerton
F.C.I.W.E.M., M.I.C.E., C.Eng

Fire Service

Fire Service Headquarters,

Rouge Bouillon,
St. Helier,
Jersey,
JE2 3ZA.



States
of
Jersey

Telephone: 01534 37444

Fax: 01534 66375

P.12/12

Your Ref:

Our Ref:

Telephone replies to:

31st March, 1995

[REDACTED]
Bailiff's Secretary,
The Bailiff's Chambers,
Royal Court House,
St. Helier JE1 1DD.

Dear [REDACTED]

Jersey International Festival 1995

Further to your letter dated 23rd March 1995, reference the venues to be used for the above event. I am enclosing a list of the premises with the occupancies and those with secondary lighting and those which will require lighting.

I shall also copy this correspondence to [REDACTED] who hopefully will contact the owner/occupiers to implement the recommendations for lighting and seating arrangements.

Enclosed are copies of the guide on how to achieve the above. I have no doubt that [REDACTED] will liaise with this department.

Yours sincerely,

[REDACTED]
PPN. ST.H. LE COCQ
Chief Fire Officer.

Encs.

c.c. [REDACTED]
Festival Director,
The Jersey Arts Centre



D'HAUTRÉE SCHOOL

St. Saviour Jersey Channel Islands

Headmaster: Mr J.M. Capey, B.A.

Telephone: (0534) 36524.

5th November 1991

Dear [REDACTED]

Enclosed is the completed questionnaire as far as one is able to complete it for this school. It is difficult to relate it to a complex building structure like d'Hautree! I have therefore included a plan of the school should you feel it helpful.

Yours sincerely,

[REDACTED]
Deputy Headteacher

[REDACTED]
Buildings Manager,
Education Department,
Highlands,
St. Saviour.

NAME OF SCHOOL: d'HAUTREE

HEADMASTER NAME: J.M. CAPEY

CARETAKER NAME: [Redacted] Residential/Live Out (delete as applicable)

MAX NO. OF PUPILS: 450 (at present)

MAX NO. OF TEACHERS: 53

ANCILLARY STAFF

Separate Blocks:-

	Court	Lawn	Tech	Music
No. of classrooms ground floor:	4		2+2+2*	1 + Practice & Store Rms
first floor:	5		3	1 + " " "
second floor:	5			
others: see other rooms	*		*	

* No. laboratories: 5

No. lecture rooms: 1

No. halls/gymnasiums: 1/1*

No. chemical stores internal: 2 Prep rooms

external: 1

No. offices: 18

* List other rooms: Library, Medical Rooms, Toilets, Practical Rooms cont. machinery, Practice rooms (Music Block), Numerous Store Rms, Lecture Theatre, Planetarium, Technician's base and store, caretaker's base and stores.

Space Heating Type (tick as applicable)

Central system X 2 Boilers - oil fired

Individual units

Oil fired ✓

Gas fired ✓ Music Block

Electrical

Fire Alarm Type (tick as applicable)

Manual

Automatic ✓

Emergency Lighting (tick which installed)

Exit signs ✓

Maintained central battery

Individual units ✓

General (tick as applicable)

Is school used at night ✓

weekends ✓

holidays ✓

If so by whom, what for and in what numbers: Night - night classes approx.: 400 max. ... Weekends occasionally - rehearsals etc. Numbers vary. ... Holidays: Camping groups as described below. Maximum at any one time - 100;

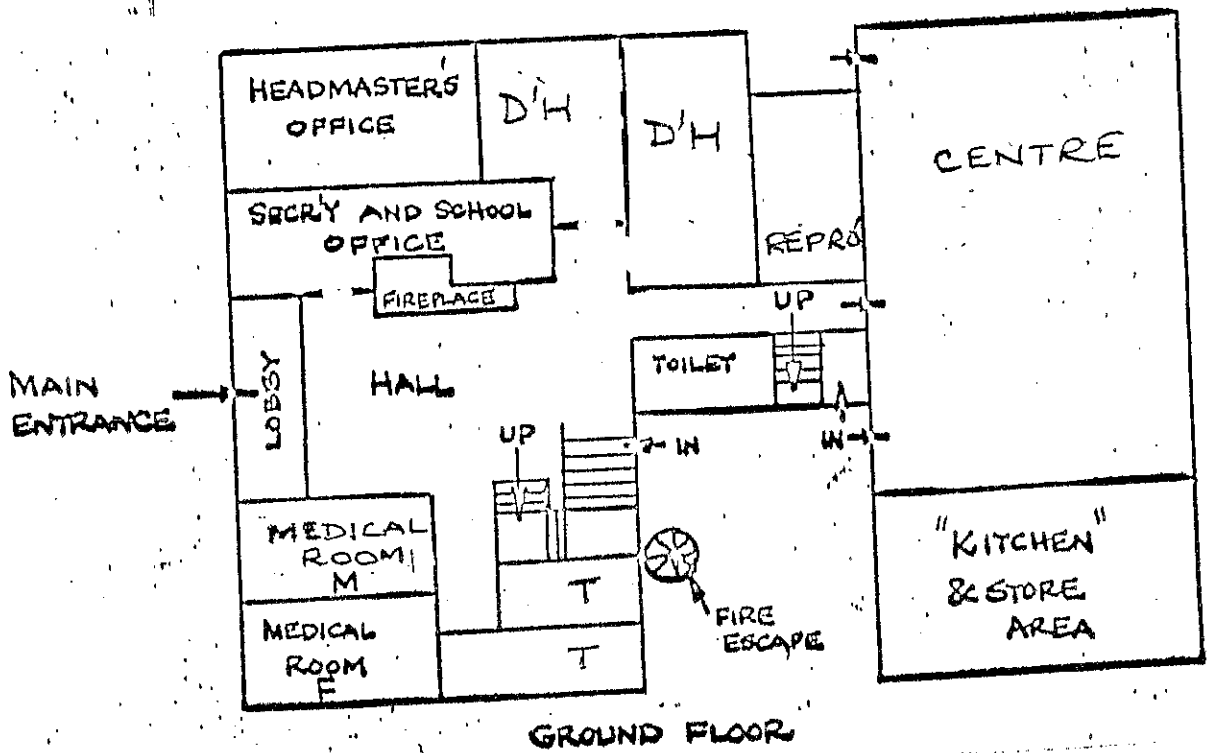
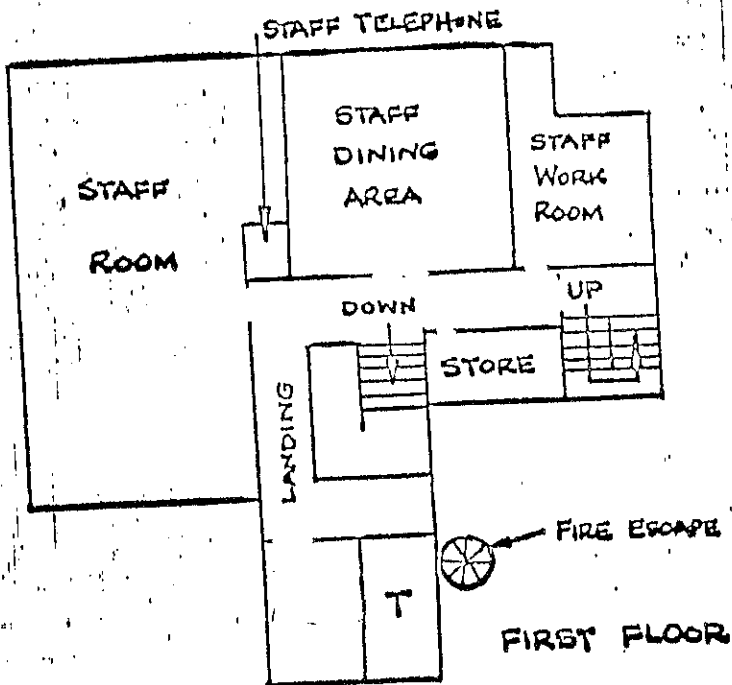
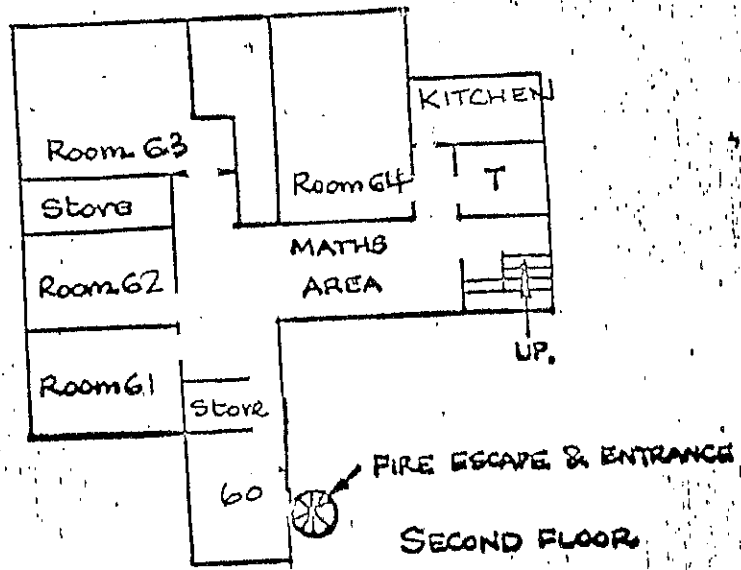
Is there any residential accommodation provided on the premises:

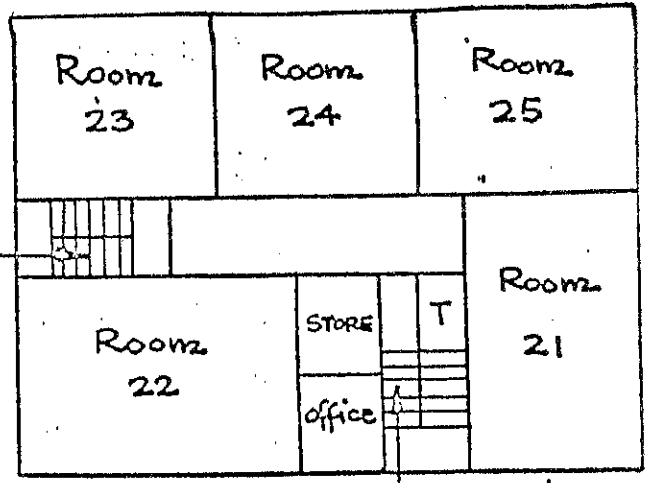
Not directly... Cottage at entrance to grounds occupied by a teacher & family.

Are buildings ever used as temporary sleeping accommodation i.e.

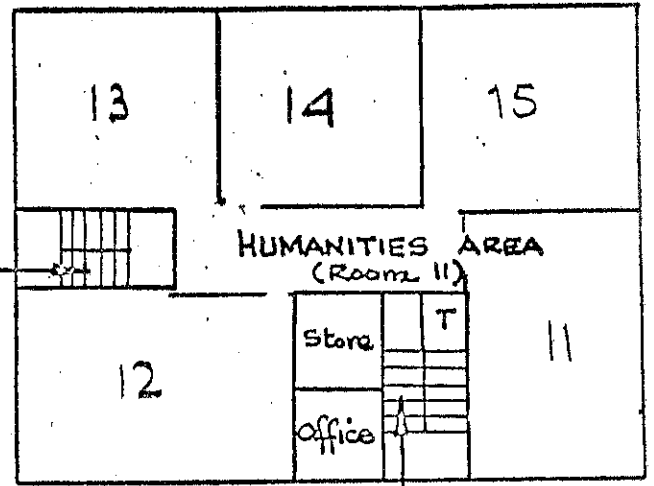
by visiting groups: Yes. Arranged centrally by Education -

groups of young people during the holidays. Always accommodated on the ground floor except in dire emergency

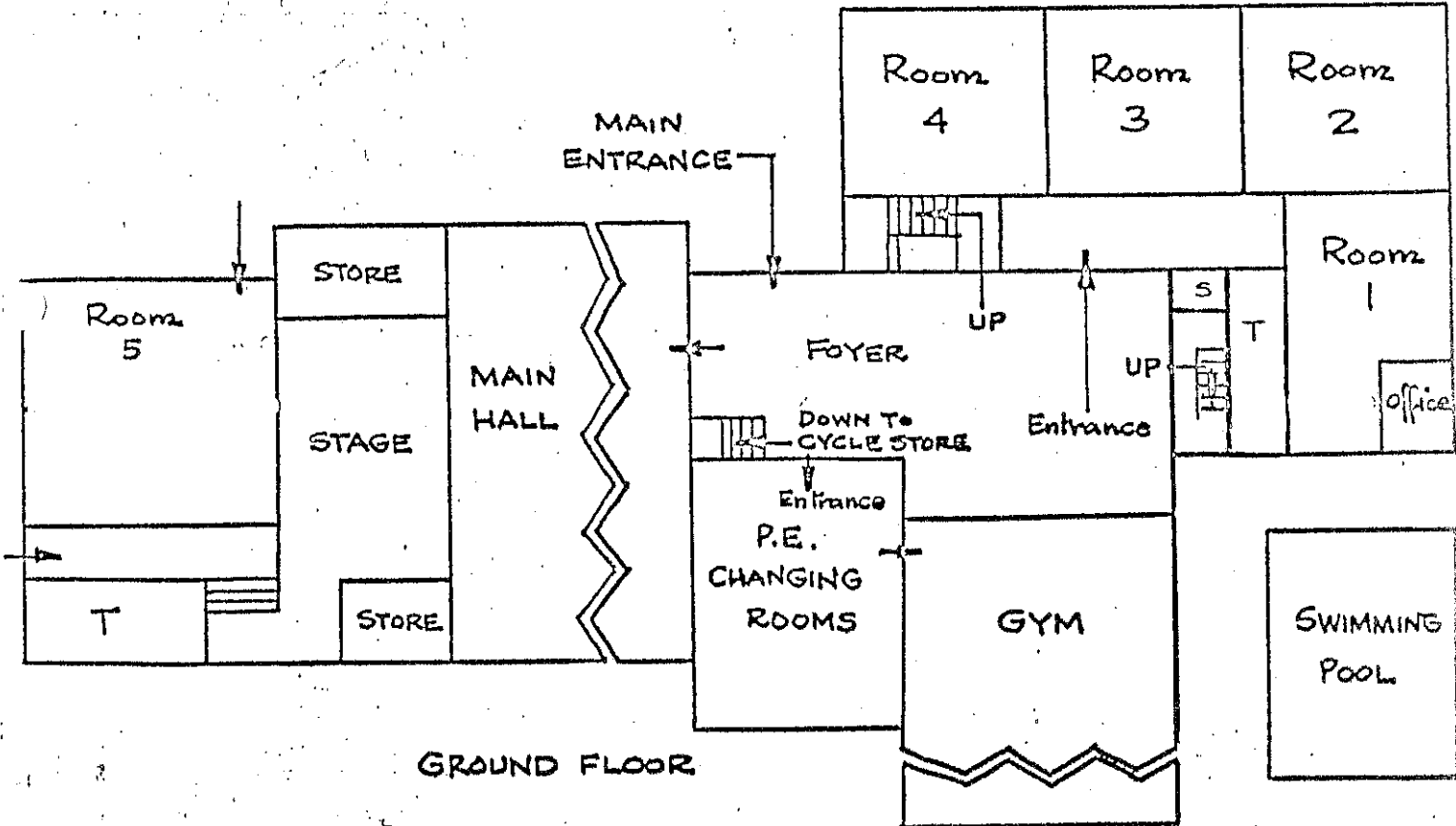




SECOND FLOOR



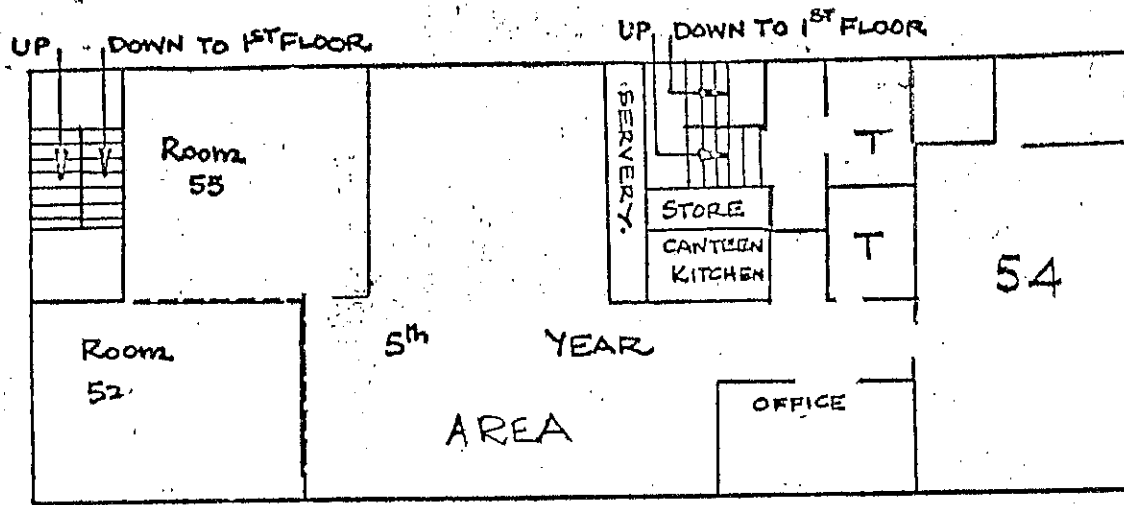
FIRST FLOOR



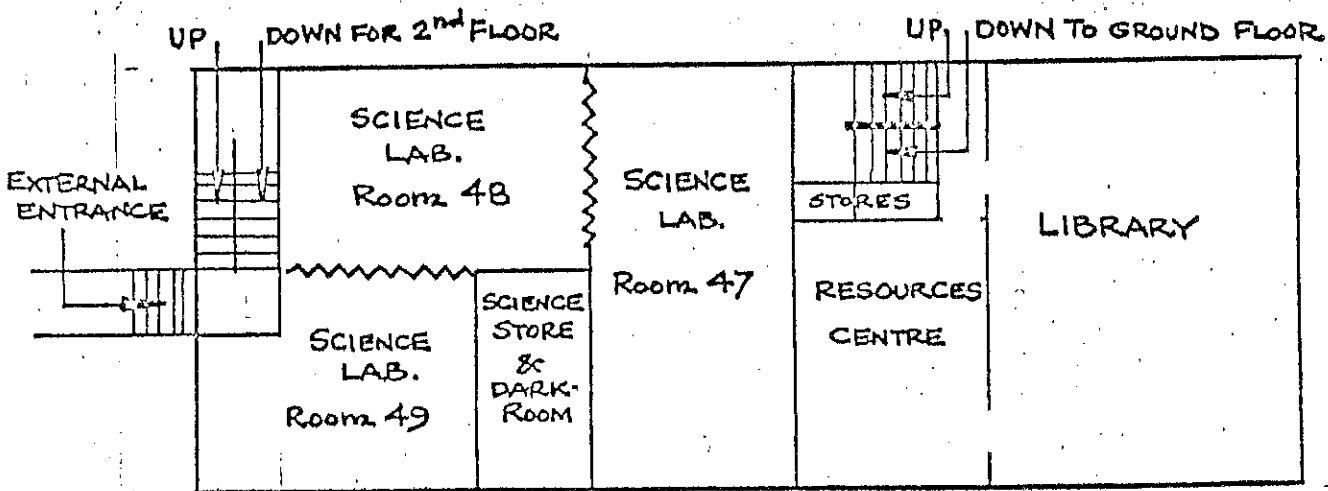
GROUND FLOOR

Lawn Block

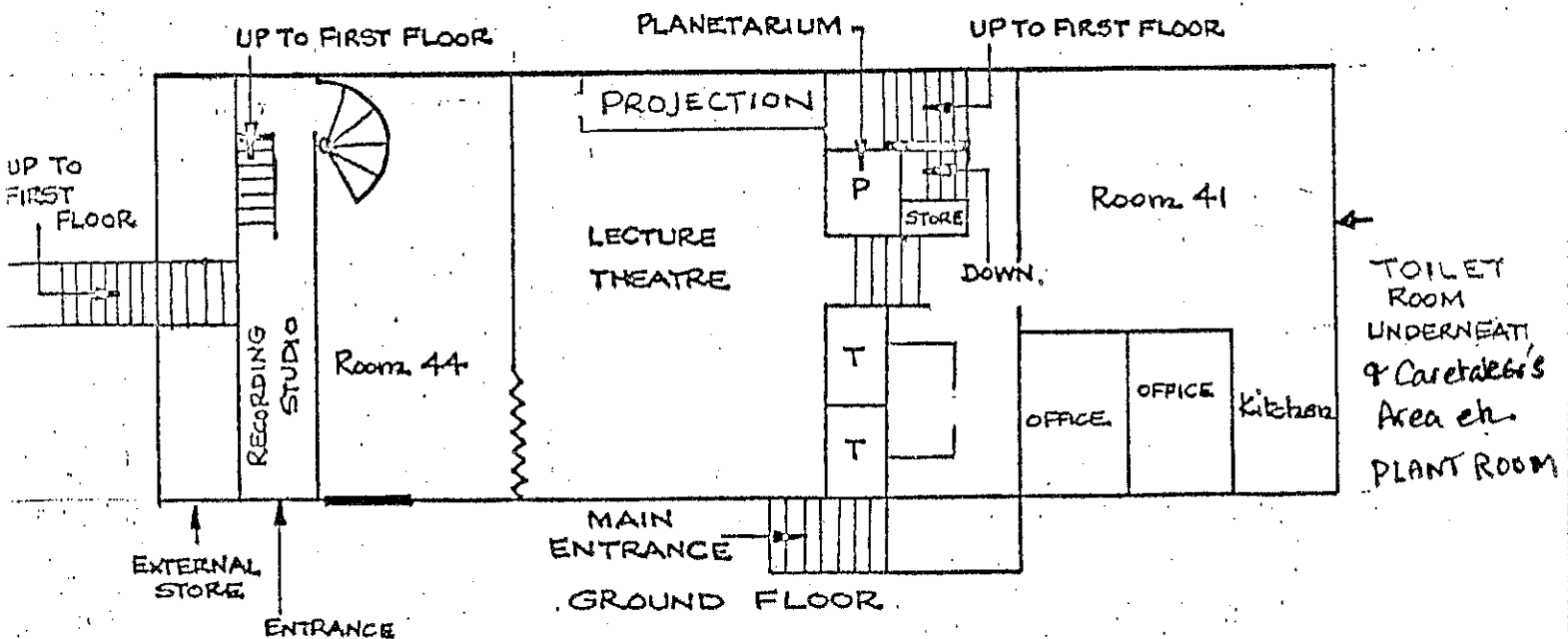
NOT TO SCALE



SECOND FLOOR

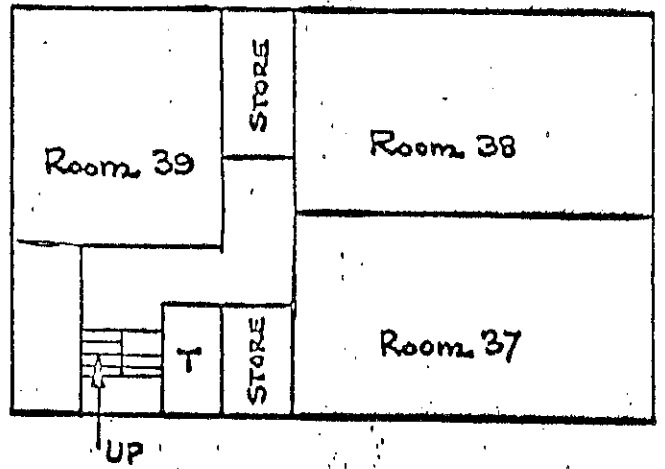


FIRST FLOOR

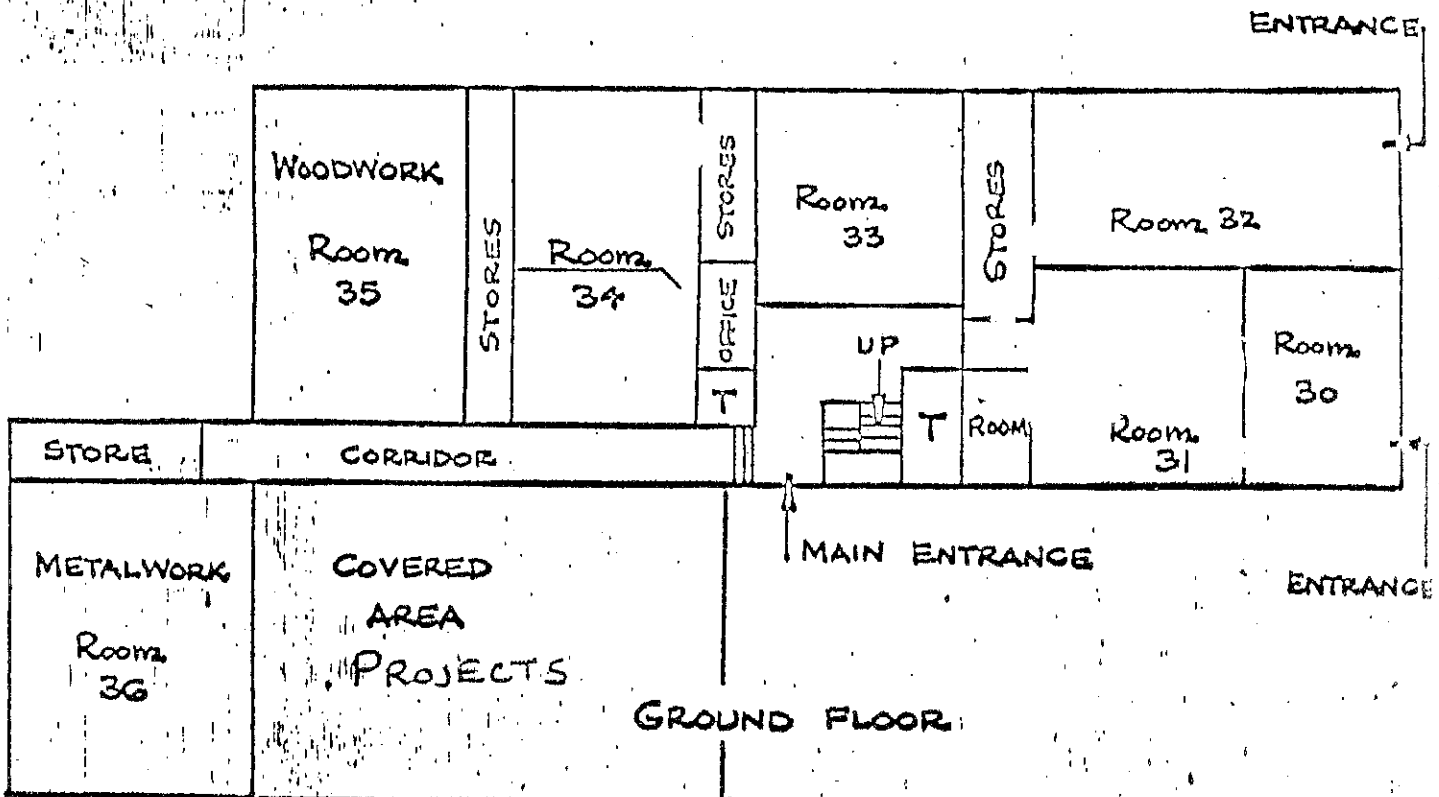


Court Block

NOT TO SCALE

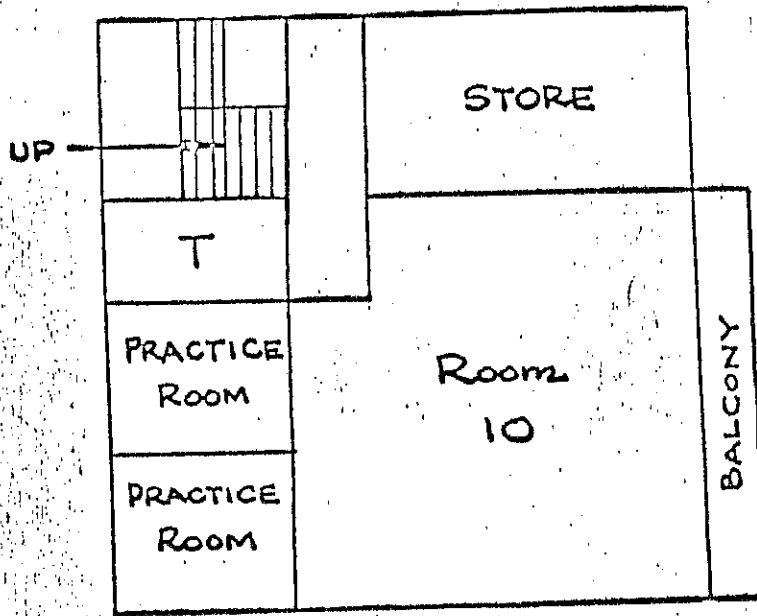


FIRST FLOOR

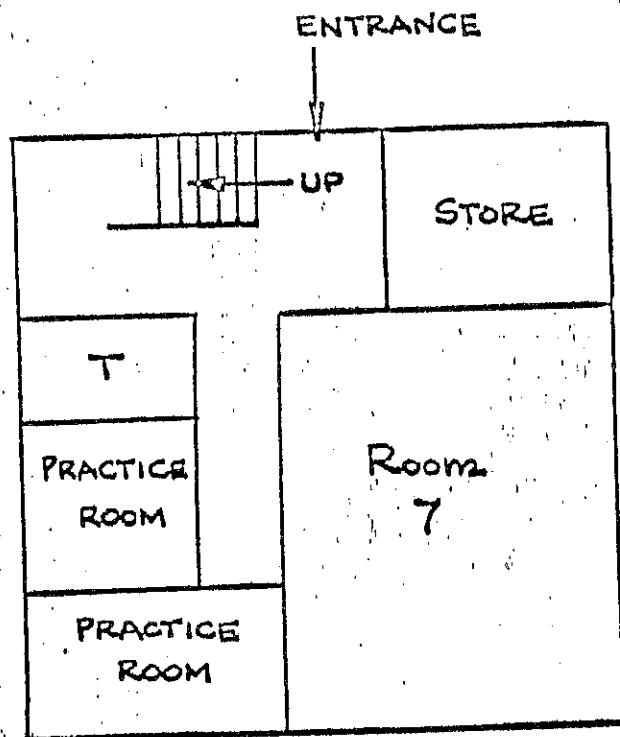


Technical Block

NOT TO SCALE



FIRST FLOOR



GROUND FLOOR

Music Centre

NOT TO SCALE

NOTE FOR CASE.

Premises D' HAVREES SCHOOL
Reference SLEEPING Ground 1st + 2nd FLOORS
Name of Contact C/TAKER + [REDACTED]
Inspecting Officer [REDACTED] + [REDACTED]
Date 3/2/90 File No. G.32

At ctakers request inspected premises today and for back
use of 1st + Second floor for sleeping. Informed contacts that
only ground floor is to be utilized for sleeping accom. [REDACTED]
informed of above by phone by [REDACTED]

[REDACTED]

NOTE FOR CASE.

Premises *D'Hauteville School.*

Reference

Name of Contact [redacted] and [redacted] (*caretaker*)

Inspecting Officer [redacted]

Date *22/3/90* File No. *G 32.*

*Conducted fire drill for evening classes
Good response. No problems.*

TO

[REDACTED]

QUICK
MEMO®

FROM

[REDACTED]

SUBJECT D' Haurree School.

DATE 5/3/90.

At the request of [REDACTED] could you inspect the Video Department. It would appear to be quite hazardous electrically and house keeping wise. It is in the "Court Block" but if you ask for [REDACTED] the Caretaker he will show you where.

[REDACTED]

NOTE FOR CASE.

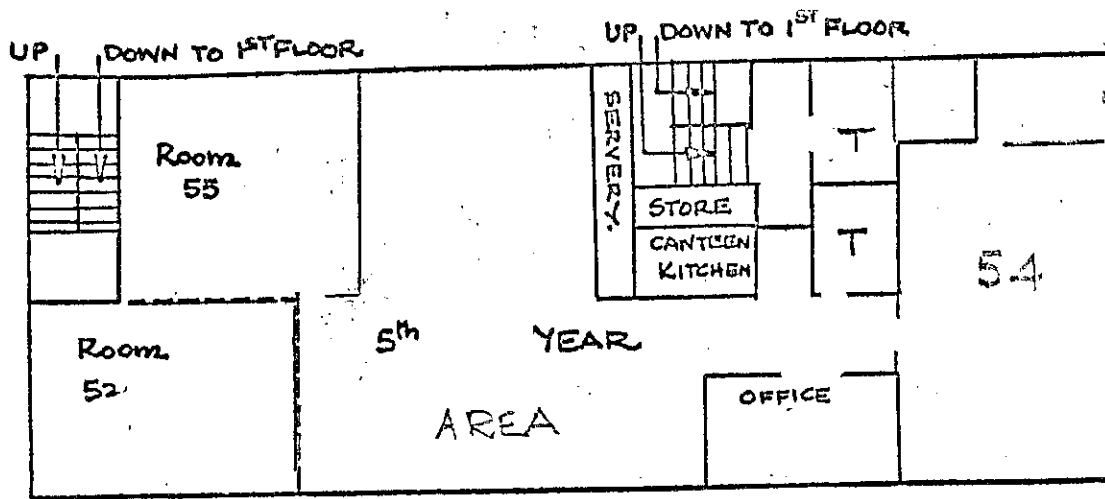
Premises D'Hautee School
Reference Video Room East Block
Name of Contact Caretaker
Inspecting Officer [REDACTED] / [REDACTED]
Date 14/3/90 File No. Q32

Inspected above today after concern shown by a [REDACTED] of education. (hazardous condition - electrically & housekeeping).

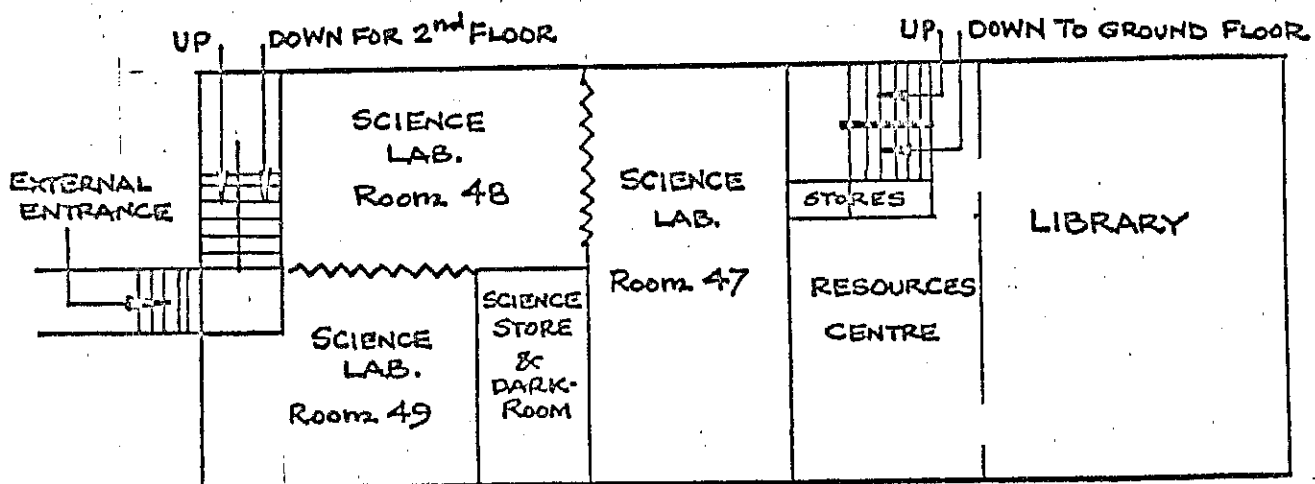
- ① Housekeeping reasonable.
- ② Electric reasonable - as per recording checks
- ③ Travel distance from inner office to alternative route within distance allowed.
- ④ Union panels provided between inner & outer office and inner/outer office and change room/hall.
- ⑤ Extinguishers okay
- ⑥ Alarm system okay.
- ⑦ Only one person employed in video room - Very familiar.

No recommendations made at this time

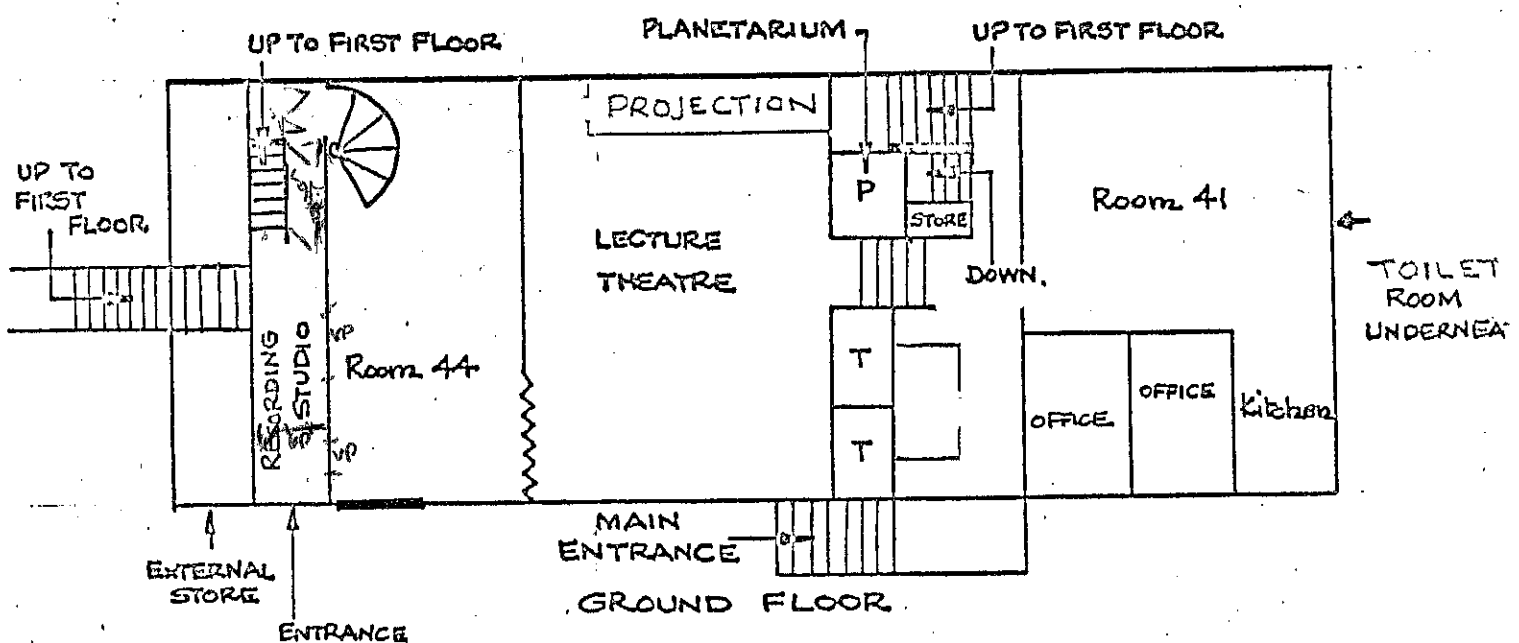
[REDACTED]



SECOND FLOOR



FIRST FLOOR



Court Block

NOT TO SCALE

27 October 2006

Applications Officer
Planning and Building Services
South Hill
St Helier
JE2 4US

File No: G41X
Application No: B/2006/1044

FIRE SERVICE REPORT

Premises: Jersey Teachers Nursery Highlands College, Highlands Lane, St Saviour.

Subject: Construct single storey nursery and administration building

Drawings: As Submitted

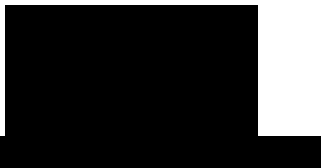
Other References: N/A

The above application has been examined and the following fire safety measures are required in addition to those shown on the plans.


1. Emergency escape lighting is to be provided in accordance with BS5266 Part1:2005.

Please supply this department with planning revisions as they occur.

Yours sincerely



Fire Safety Officer

Direct dial: +44 (0) 1534 

Email: @gov.je

www.gov.je

██████████
Applications Officer
Planning and Building Services
South Hill
St Helier
JE2 4US

26-10-06

File No: G41X
Application No: B/2006/1044

FIRE SERVICE REPORT

Premises: Jersey Teachers Nursery Highlands College, Highlands Lane, St Saviour.

Subject: Construct single storey nursery and administration building

Drawings: As Submitted

Other References: N/A

The above application has been examined and the following fire safety measures are required in addition to those shown on the plans.

1. Emergency escape lighting is to be provided in accordance with BS5266 Part1:2005.

Please supply this department with planning revisions as they occur.

Yours sincerely

██████████
Fire Safety Officer

Direct dial: +44 (0) 1534 ██████████

Email: ██████████@gov.je

www.gov.je

**RE-REGISTRATION
PROGRAMME 2002
FIRE SERVICE REPORT**

**States of Jersey
Fire and Rescue
Service**



Fire Service Headquarters, Rouge Bouillon
St. Helier, Jersey, JE2 3ZA.
Chief Fire Officer F.A. Greene, MIFireE, MIMgt.
Tel: 01534 737444 Admin Fax: 01534 766375
Fire Safety Fax: 01534 633555

File No:- G 41W

Date:- 23 April 2002

Premises:-
Jersey Teachers Nursery,
Highlands,
St. Saviour.

For the attention of:- [REDACTED], Playcare Officer.

Subject:- General Inspection

An inspection of the above premises, including the New Unit, has been carried out in respect of fire precautions prior to re-registration and was found to be satisfactory with the exceptions of the items below:

1. Blanks to be fitted to all electrical sockets not in use.
2. All fire extinguishers to be serviced.
3. All emergency exit doors to be checked regularly to ensure correct operation.

[REDACTED]
[REDACTED]
Fire Safety Officer

c.c. [REDACTED]
Jersey Teacher's Nursery.

FIRE SERVICE REPORT

**States of Jersey
Fire and Rescue
Service**



File No:- G.41w

Date:- 16th October 2001

Premises:- Teachers Nursery
Highlands

Fire Service HQ
Rouge Bouillon
St Helier
JE2 3ZA

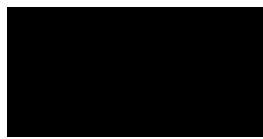
Tel: 01534 737444
Fax: 01534 633555

For the attention of :- [REDACTED]
Manger of Day Care Services

Subject:- General Inspection

An inspection of the above premises has been carried out in respect of fire precautions prior to re-registration and found satisfactory with the exceptions of the items detailed below;

1. Block adaptor in babies play room to be replaced with either a twin socket or a strip adaptor secured in position.
2. Exit door to open air from main play area to be checked to ensure it opens freely.



Fire Safety Officer



STATES OF JERSEY FIRE SERVICE

Date:- 4th November 1999

File No:- G.41w

Premises:- Teachers Nursery
Highlands

For the attention of :- [REDACTED]
Manager for Day Care Sevices

Subject:- Annual Inspection

The above premises have been inspection in respect of fire precautions prior to re-registration as a nursery school and found satisfactory with the exceptions of the items detailed below.

RECOMMENDATIONS

- Block adaptor for computer to be replaced with either a twin wall socket or strip adaptor

[REDACTED]
[REDACTED]
Fire Safety Officer

Written Communications to be addressed to the Chief Fire Officer.
Telephone replies to Sub Officer [REDACTED]



STATES OF JERSEY FIRE SERVICE

Date:— 21st October 1997

File No:— G 41 W

Premises:— Teachers Day Nursery, Highlands

For the Attention of:—  Manager for Day Care Services

Subject:— Annual Inspection

Fire Certificate No.:—

Drawings:—

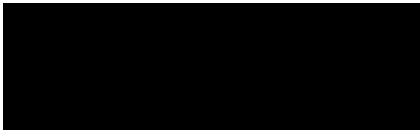
Other References:—

Building Application:—

The above premises have been inspected in respect of fire precautions prior to re-registration as a nursery school and found satisfactory with the exception of the items detailed below.

RECOMMENDATIONS

1. Door from small room onto wooden walkway to be eased.
2. Central heating boiler to be checked to ensure effective seal of flu to open air.
3. Cable to strip adapter to be extended to enable it to be clipped onto skirting board.


N. ST. H. LE COCQ,
Chief Fire Officer.

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to



STATES OF JERSEY FIRE SERVICE

Date:-- 14th November, 1996

File No:-- G41W

Premises:-- Teachers Day Nursery,
Highlands.

For the Attention of:-- 
Manager for Day Care Services

Subject:-- Annual Inspection

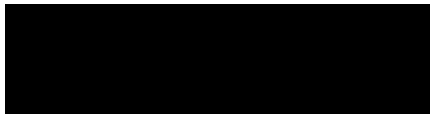
Fire Certificate No.:--

Drawings:--

Other References:--

Building Application:--

The above premises have been inspected in respect of fire precautions prior to re-registration as a nursery school and are found to be satisfactory.


N. ST. H. Le Cocq,
Chief Fire Officer

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to



STATES OF JERSEY FIRE SERVICE

Date:—

16th October, 1995


File No:—

G. 41W

Premises:—

Teacher Day Nursery, Highlands

For the Attention of:—

, Manager for Day Care Services

Subject:—

Annual Inspection

Fire Certificate No.:—

Drawings:—


Other References:—

Building Application:—



The above premises have been inspected in respect of fire precautions prior to re-registration as a nursery school and found satisfactory with the exception of the items(s) detailed below.

RECOMMENDATIONS

- 1, Extinguisher to be repositioned adjacent to new exit door.
- 2, Exit signs required on new doors leading to open air.


N. ST.H. LE COCQ,
Chief Fire Officer.

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to ..  .. 




STATES OF JERSEY FIRE SERVICE

Date:— 10th November, 1994

File No:— G41W

Premises:— Teachers Day Nursery, Highlands

For the Attention of:— 
Manager for Day Care Services

Subject:— Annual Inspection

Fire Certificate No.:—

Drawings:—

Other References:—


Building Application:—

The above premises have been inspected in respect of fire precautions prior to re-registration as nursery schools and are found to be satisfactory.

PP.


**B.E.R. MALLET, Q.F.S.M.,
Chief Fire Officer**

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to 

[REDACTED] G.41W [REDACTED]

5th November 1993

[REDACTED]
Registrar for Playgroups and Nurseries,
Professional Development Centre,
Education Department,
P.O. Box 142,
St. Saviour.

Dear Madam,

Teachers Day Nursery

The above premises have been inspected in respect of fire precautions prior to re-registration as a nursery school and are found to be satisfactory with the exception of the item detailed below.

1. The exit doors to be attended to, to ensure that they can be opened with undue effort.

Yours faithfully,

[REDACTED]
B.E.R. MALLETT, Q.F.S.M.
Chief Fire Officer.

G 41W, G 30, G 18,
F 36, I 39

Telephone Enquiries to: [REDACTED]

18 November, 1992

[REDACTED]
Registrar for Playgroups and Day Nurseries,
Professional Developments Centre,
Education Department,
P. O. Box 142,
St Saviour.

Dear Madam,

Re: Jersey Teachers Day Nursery
[REDACTED]

The above premises have been inspected in respect of fire precautions prior to re-registration as nursery schools and found to be satisfactory.

Yours faithfully,

B.E.R. Mallett

B.E.R. MALLETT, Q.F.S.M.,
Chief Fire Officer.

Fire Service

Fire Service Headquarters,
Rouge Bouillon,
St. Helier,
Jersey.

Telephone: 37444/5/6.
S.T.D. 0534, Telex: 41222.



States
of
Jersey

COMPLETION OF WORK MEMORANDUM

Date:— 11th December 1990

File No.:— G 41A

Premises:— The Children's Nursery, Highlands, St. Saviour

For the Attention of:— Development Control Section

Subject:— New Nursery School

Fire Certificate No.:—


Drawings:—

Other References:—

Building Application:— 8663Y

A further inspection of the above premises has been undertaken and I can inform you that the requirements/recommendations of this Department have been satisfactorily carried out.

Copy to:—

PP.  Chief Fire Officer

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to 

Education Department

P.O. Box 142, St. Saviour,
Jersey, JE4 8QJ.
Telephone (0534) 71065
Fax (0534) 68913

Director of Education Brian Grady B.Sc.



For the attention of [REDACTED]

Our Ref: [REDACTED]

Mr B E R Mallett
Chief Fire Officer
Fire Headquarters
Rouge Bouillon
ST HELIER

1st June, 1990

Dear Mr Mallett

Highlands College Creche, Building Application 8663/Y

I refer to your recommendations, dated 19th March, 1990 reference no G 41 A, with regard to the proposed construction of a creche at Highlands College.

Please find attached Section D of the specification which deals with the services, including space and water heating, together with drawing no HC/CRECHE/6 dated 31st May, 1990. The boiler will be sited beneath the worktop, as shown on the drawing, but before installation it is proposed to line the floor, vertical panel between the boiler and tumble drier, external wall panel, wall to office and underneath of the worktop with Tac-fire board.

I trust the above meets with your approval

Yours sincerely

[REDACTED]

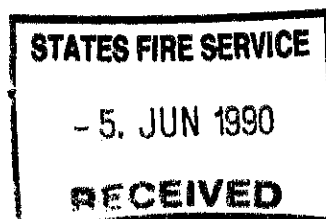
Buildings Manager

Encs.

c.c. [REDACTED]

*confirmed ok
by telephone*

[REDACTED]
6/6/90





STATES OF JERSEY FIRE SERVICE

Date:- 19th March 1990

File No:- G 41 A

Premises:- Education Department, Highlands College, St. Saviour

For the Attention of:- Development Control Section

Subject:- Proposed Creche

Fire Certificate No.:-

Drawings:- HC/Creche/2A
/2
/3

(Pd-Sd)
8663 Y

Other References:-

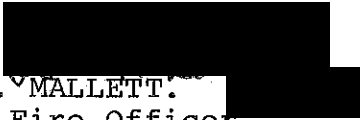
Building Application:-

REQUIREMENTS/RECOMMENDATIONS


RECOMMENDATIONS

Provided the building is temporary for two years use, this department will not object to the application subject to the following;

1. Each area occupied by children to have an exit direct to open air.
2. Space heating to be agreed with this department before installation.
3. Changes of level to be by ramps of no more than 1:12.
4. All exit doors to be openable from within without the use of a key.
5. Fire fighting equipment to be provided.


A B.E.R. MALLETT.
Chief Fire Officer.

Written communications to be addressed to the Chief Fire Officer.

Telephone replies to 

D. SERVICES

1. Plumbing. (refer to Drg. No. HC/CRECHE/6)

a. Kitchen:

- (i) Supply and plumb for stainless steel single bowl, single drainer inset sink, suitable for fitment to 1000mm base unit, complete with pillar taps and waste (h & c)
- (ii) Plumb for only washing machine, hot and cold fill, complete with waste
- (iii) Provide and fit vent for tumble drier

b. Staff Toilet:

- (i) Plumb for and fit cantilevered wash hand basin, complete with taps (h & c) and waste
- (ii) Plumb for and fit two close-coupled WC's complete with wastes and overflows

c. Infant Cloaks:

- (i) Supply and plumb for three infant sized WC's, complete with wastes and overflows
- (ii) Supply and plumb for two infant sized wash hand basins, complete with taps (h & c) and wastes
- (iii) Plumb for and fit adult sized wash hand basin, complete with taps (h & c) and waste
- (iv) Supply and plumb for pressurised hot water cylinder with 3KW immersion heater

d. Main Play Room:

- (i) Plumb for and fit Belfast sink 0.6m wide by 0.4m deep, complete with taps (h & c) and waste
- (ii) Supply and plumb for stainless steel single bowl, single drainer inset sink suitable for fitment to 1000mm base unit, complete with pillar taps (h & c) and waste

e. Change Area:

- (i) Supply and plumb for udb water heater
- (ii) Supply and plumb for inset ceramic bowl complete with taps (h & c) and waste

2. Heating. Refer to Drg. No. HC/CRECHE/6, include for supplying and plumbing, but allow for possible re-use of radiators salvaged from HATC. Plumb in Acorn pipe. Supply and fit thermostatic valves to all radiators)

a. Kitchen:

(i) Domestic oil fired boiler, sized to suit, to be sited beneath worktop

(ii) Radiator sized to suit

b. Reception/Corridor: radiator sized to suit

c. Office: radiator sized to suit

d. Staff Toilet: radiator sized to suit

e. Quiet/Staff Room: two radiators sized to suit

f. Main Play Room: three radiators sized to suit

g. Store: radiator sized to keep room dry

h. Babies Play Room: three radiators sized to suit

i. Sleeping Room: radiator sized to suit

(Note: radiators must be low surface temperature type to prevent accidental burning)

3. Electrical Installation (refer to Drg. No. HC/CRECHE/7)

a. Kitchen:

(i) Three high level double sockets

(ii) One single socket beneath worktop for fridge

(iii) One double socket beneath worktop for washing machine and tumble drier

(iv) Cooker control unit for hob and built under oven

(v) Supply and install hob (allow £120.00 for supply)

(vi) Supply and install built under oven (allow £325.00 for supply)

(vii) Supply and install time-clock, thermostat and all necessary wiring for oil fired boiler

(viii) Single fluorescent light complete with diffuser and wall switch

- b. Office:
 - (i) One low level double socket
 - (ii) Single fluorescent light complete with diffuser and wall switch
 - (iii) Wiring and installation of telephone point
- c. Staff Toilet:
 - (i) Supply and install electric hand drier
 - (ii) Single fluorescent light complete with diffuser and pull cord switch
 - (iii) Strip light above basin
- d. Reception/Corridor:
 - (i) One low level single socket
 - (ii) Three single fluorescent lights complete with diffusers and wall switches
- e. Quiet/Staff Room:
 - (i) Two low level double sockets
 - (ii) One double fluorescent light complete with diffuser and wall switch
 - (iii) Two wall lamps complete with switches
 - (iv) Wiring and installation of TV point, to include supply and installation of suitable aerial
- f. Infant Cloaks:
 - (i) One double fluorescent light complete with diffuser and pull cord switch
 - (ii) 13A water heater outlet for immersion heater
- g. Main Play Room:
 - (i) Four double fluorescent lights complete with diffusers and wall switches
 - (ii) Three double sockets at 3'6" from floor level
 - (iii) Wall thermostat to control central heating pump
 - (iv) Wiring and installation of telephone point.

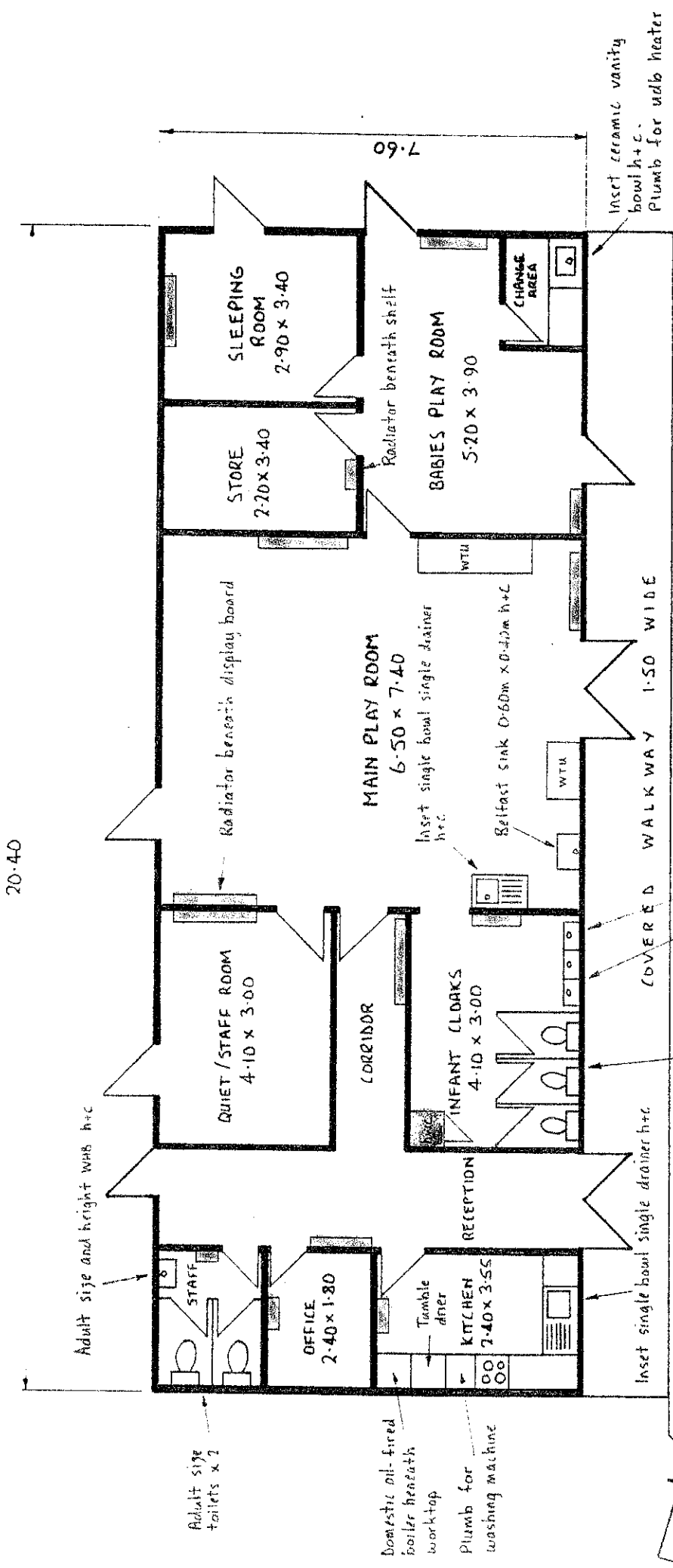
- h. Babies Play Room:
 - (i) One double fluorescent light complete with diffuser and wall switch
 - (ii) One double socket at 3'6" from floor level
 - (iii) 13A water heater outlet for udb in Change Area

- i. Store:
 - (i) Incandescent light fitting with wall switch
 - (ii) One low level double socket

- j. Sleeping Room:
 - (i) Incandescent light fitting with dimmer wall switch
 - (ii) One double socket at 3'6" from floor level








4. General

- a. Plumbing and Heating (Pressurised Systems):
 - (i) Run mains water from T1/T2/T3 block in 35mm MDPE (blue polythene) pipe (see para 4.b.(ii) below)
 - (ii) Ensure that cold water mains to all sanitary fittings, sinks, washing machine, and other services comply with the latest Jersey New Waterworks regulations and recommendations by fitting double check valve assemblies to prevent back syphoning
 - (iii) Fit Ball-o-Fix, or similar, isolating valves to end of all supply runs
 - (iv) Lag all central heating pipes and any under floor or above ceiling cold water pipes with Armaflex insulation
- b. Electrical Installation:
 - (i) Run three phase mains supply from distribution board in 'E' Block
 - (ii) Cable to be laid in trench from position outside T1/T2/T3 toilets to Creche. The mains water supply is also to be laid in this trench (see para 4.a.(i) above)



NOTE : DIMENSIONS IN METRES

HIGHLANDS COLLEGE		
CONSTRUCTION OF CRECHE		
PLUMBING AND HEATING	DATE	DRG NO
SCALE	31 MAY 90	HC/CRECHE/6
1:100		

-  Radiators low surface temperature type
-  Oil fired boiler
-  Hot water cylinder with immersion heater
-  Infant size toilets x3
-  Adult size and height whb's x2
-  Infant size and height whb's x2
-  Adult size and height whb's h+c

600 gallon oil tank with bund wall

Adult size and height whb's h+c

Adult size toilets x2

Domestic oil-fired boiler beneath worktop
Plumb for washing machine

Inset single bowl single drainer h+c

Infant size toilets x3

Infant size and height whb's x2 h+c

Adult size and height whb's h+c

Radiators low surface temperature type

Oil fired boiler

Hot water cylinder with immersion heater

20.40

7.60

SLEEPING ROOM
2.90 x 3.40

STORE
2.20 x 3.40

BABIES PLAY ROOM
5.20 x 3.90

MAIN PLAY ROOM
6.50 x 7.40

QUIET / STAFF ROOM
4.10 x 3.00

INFANT CLOAKS
4.10 x 3.00

KITCHEN
7.40 x 3.55

OFFICE
2.40 x 1.80

Radiator beneath display board

Radiator beneath shelf

Inset single bowl single drainer h+c

Belfast sink 0.60m x 0.40m h+c

Inset ceramic vanity bowl h+c.
Plumb for w/b heater

COVERED WALKWAY 1.50 WIDE

Inset single bowl single drainer h+c

Infant size toilets x3

Infant size and height whb's x2 h+c

Adult size and height whb's h+c

Radiators low surface temperature type

Oil fired boiler

Hot water cylinder with immersion heater