



OLD BUCKENHAM HALL

Brettenham Park
Ipswich, Suffolk, IP7 7PH
Website: www.obh.co.uk

Fire Risk Assessment 2017

New Risk Assessment	September 2011
Reviewed	October 2012
Reviewed	October 2014
Reviewed	October 2017

Note: The Oct 2017 was an interim review due to personnel change in the bursary team. Any factual inaccuracies and changes have been addressed but the policy will be fully rewritten following an updated RA by the Fire Brigade by April 2018.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or person having control of the premises:	The Governing Body Old Buckenham Hall (Brettenham) Trust Ltd
Address of premises:	Brettenham Park Brettenham Ipswich Suffolk IP7 7PH
Person(s) consulted:	Estates Manager Fire Warden
Assessor:	Sally-Ann Angel
Date of fire risk assessment review:	October 2017
Date of previous fire risk assessment:	Oct 2014
Suggested date for review ¹⁾ :	Annual review

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Old Buckenham Hall School occupies a site of approximately 75 acres of park land and consists of a variety of separate buildings comprising listed, new and old. Therefore, each building has a separate 'General Information' page (questions 1-5). Question 6 onwards applies to Old Buckenham Hall in its entirety.

There were no floor areas for the buildings available and this has been addressed in the action plan.

¹⁾ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

GENERAL INFORMATION 1

1. THE PREMISES THE BRITTEN HALL & CLASSICS BLOCK

1.1 Number of floors: 3 (including ground floor)

1.2 Approximate floor area: m² per floor
m² gross
m² on ground floor
[delete units as appropriate]

1.3 Brief details of construction:

Built circa 2003-2005 of block construction with wood cladding to the upper part of the exterior. The Britten hall has a zinc roof and the Classics Block has a slate roof

1.4 Use of premises:

This premises contains 2 entrance halls, 4 classrooms, an all purpose hall used for sports, assemblies and drama, toilet facilities (including accessible toilet), 2 offices and a small flat for staff member (3rd floor) consisting of a bedroom, bathroom and living room/kitchenette. There is purpose built storage for mobile tiered seating and PE equipment, a technical lighting area and storage cupboards. There are also rooms containing plant.

The Britten Hall plant room contains controls panels and 1 x electric water heater.

There is also a plant room containing an air handling unit which heats air to be blown into the Britten Hall. The unit contains 1 x oil boiler. The ducting has fire valves fitted.

The Classics Block plant room contains 2 x oil fired boilers with a pressurised tank

There are fabric curtains hung all around the hall walls are Fire Retardant.

2. THE OCCUPANTS

2.1	Approximate maximum number:	Varies – depends on activity taking place but could be from up to 200
2.2	Approximate number of employees at any one time:	Varies as above could be 0 to 100
2.3	Maximum number of members of public at any one time:	240 on tiered seating

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants:	One
3.2	Disabled occupants:	None unless visitor attending school function
3.3	Occupants in remote areas and lone workers:	None
3.4	Young persons:	Pupils in class or participating in other activities
3.5	Others:	Visitors attending school functions Resident Employee

4. FIRE LOSS EXPERIENCE

None

5. OTHER RELEVANT INFORMATION

The Britten Hall is one of the fire assembly points for OBH.

At the rear of the Classics Block are 2 x Heating Oil tanks. Max Cap 5000lts each.
These tanks are approximately 6 years old and are bunded.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

Fire Authority

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

Management of Health & Safety Regulations 1999

6.4 The legislation to which 6.3 makes reference is enforced by:

Health & Safety Executive

6.5 Comments:

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes No

Portable appliance testing carried out? Yes No

Suitable policy regarding the use of personal electrical appliances? Yes No

Suitable limitation of trailing leads and adapters? Yes No

7.3 Comments and hazards observed:
There is no formal policy, written or otherwise, regarding the use of personal electrical appliances.

All testing is recorded and PAT testing carried out in house, on a rolling programme.

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:

Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? Yes No

This policy appeared to be observed at time of inspection? Yes No

8.3 Comments and hazards observed:
There is a designated smoking area although less than 5% of staff are smokers.

OBH has a Smoking Policy

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable? ²⁾ Yes No

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No

9.3 Comments and hazards observed:
There is security lighting in the Estates/Pool area and makeshift metal gates which are closed at the end of the working day. These gates are only to prevent vehicle traffic. There is access to pedestrians as the village swimming club have access this way to the pool.

CCTV is in operation on the main gates

Outdoor lighting has been upgraded considerably

Most External door are fitted with key pads to enhance security

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? Yes No

10.2 If portable heaters are used:

Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A Yes No

Are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A Yes No

10.3 Are fixed heating installations subject to regular maintenance? N/A Yes No

10.4 Comments and hazards observed:
The boilers in the plant rooms are subject to testing by Austin Plumbing and Heating on a 6 monthly basis.

The boilers in the school houses are subject to testing on an annual basis by Austin Plumbing and Heating.

The Plant rooms are exceptionally clean and clear of any items other than plant.

All testing is recorded and entry into plant rooms is logged.

²⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A Yes No

Suitable extinguishing appliances available? Yes No

11.3 Comments and hazards observed:

12. LIGHTNING

12.1 Does the building have a lightning protection system? Yes No

12.2 Comments and deficiencies observed:

Annual testing is carried out by competent contractors

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes No

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? Yes No

13.3 Comments and hazards observed:

Housekeeping in the buildings is generally good. However, at the time of this assessment, and on previous spot checks it was noted that:

- There are items stored in the Laundry, in the West Building, which are not for use in the Laundry
- In the Estates/Pool area there is a boat house which would benefit from being de-cluttered
- There is a large storage shed in the above area which would also benefit from being sorted out and non essential/used items removed

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? Yes No

14.2 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)? Yes No

14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits? N/A Yes No

14.4 Comments:
Hot Work permit system now in place and Internal maintenance staff do not carry out hot work.

15. DANGEROUS SUBSTANCES

15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A Yes No

15.2 Comments:

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

16.1 Hazards:

Open Fires

16.2 Comments and deficiencies observed:

Open fires are used in the Main Building and in South Lodge. The chimneys are swept regularly and there is a double skin, stainless steel flue in South Lodge. The open Fires in the Main Building are guarded and in areas which are in constant use. Two of the open fires are gas fed (Drawing Room and Staff Room) but no carbon monoxide detectors are fitted at present.

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

17.1 *It is considered that the building is provided with reasonable means of escape in case of fire.* Yes No

17.2 *More specifically:*

Adequate design of escape routes? Yes No

Adequate provision of exits? Yes No

Exits easily and immediately openable where necessary? Yes No

Fire exits open in direction of escape where necessary? Yes No

Avoidance of sliding or revolving doors as fire exits where necessary? Yes No

Satisfactory means for securing exits? Yes No

Reasonable distances of travel:

• *Where there is a single direction of travel?* Yes No

• *Where there are alternative means of escape?* Yes No

Suitable protection of escape routes? Yes No

Suitable fire precautions for all inner rooms? Yes No

Escape routes unobstructed? Yes No

17.3 *It is considered that the building is provided with reasonable arrangements for means of escape for disabled people.* Yes No

17.4 *Comments and deficiencies observed:*

The fire exit through the storage area adjacent to the Britten hall is often obstructed. Staff feel that inadequate storage provision is to blame. However, there are 5 other exits out of the hall.

The means of escape for disabled people is adequate on the first floor of all buildings. However, at present there are no disabled people at OBH who require specific evacuation arrangements. OBH has an Accessibility Statement which highlights this issue.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard³⁾.

Yes No

reasonable limitation of linings that might promote fire spread.

Yes No

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ³⁾ ⁴⁾

N/A Yes No

18.3 Comments and deficiencies observed:

The walls of the Main Hall are oak/chestnut lined.

The roof voids in the main building have had fire breaks fitted during an period of refurbishment

Fire doors are fitted with automatic closures

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided? ⁵⁾

Yes No

19.2 Comments and deficiencies observed:

OBH has a generator which supplies power in the event of an electricity failure.

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices?

Yes No

20.2 Comments and deficiencies observed:

³⁾ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴⁾ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

⁵⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

- 21.1 Reasonable manually operated electrical fire alarm system provided? ⁶⁾ Yes No
- 21.2 Automatic fire detection provided? Yes (throughout building) Yes (part of building only) No
- 21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A Yes No
- 21.4 Remote transmission of alarm signals? Yes No
- 21.5 Comments and deficiencies observed:
The Pre Prep/Nursery has a separate fire alarm system.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

- 22.1 Reasonable provision of portable fire extinguishers? Yes No
- 22.2 Hose reels provided? Yes No
- 22.3 Are all fire extinguishing appliances readily accessible? Yes No
- 22.4 Comments and deficiencies observed:

⁶⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

23. RELEVANT⁷⁾ AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1 Type of system:

None

23.2 Comments:

24. OTHER RELEVANT⁷⁾ FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

None

24.2 Comments:

24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.

N/A Yes No

24.4 Comments:

⁷⁾ Relevant to life safety and this risk assessment (as opposed purely to property protection).

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by: ⁸⁾
 Although the Board of Governors has overall responsibility, the day to day fire arrangements and procedures are managed by the Estates Manager and the nominated Fire Warden.

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? Yes No

Comments:

25.3 Is there a suitable record of the fire safety arrangements? N/A Yes No

Comments:

There is a suitable and sufficient Fire Safety Policy which is reviewed annually

25.4 Appropriate fire procedures in place? Yes No

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A Yes No

Are there suitable arrangements for summoning the fire and rescue service? Yes No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A Yes No

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No

Is there a suitable fire assembly point(s)? N/A Yes No

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

⁸⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

Comments:

There are no disabled people who would require assistance to evacuate the premises at the date of this assessment.

25.5 Persons nominated and trained to use fire extinguishing appliances? N/A Yes No

Comments:

25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A Yes No

Comments:

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A Yes No

Comments:

Next visit Nov 2017

25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A Yes No

Comments:

Half Termly inspections are made of this building by the Health & Safety Co-ordinator and the Estates Manager.

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction? Yes No

Comments:
Formal induction procedure introduced Sept 2012

26.2 Are all staff given adequate periodic "refresher training" at suitable intervals? Yes No

Comments:

26.3 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises? Yes No

The fire safety measures in the building? Yes No

Action in the event of fire? Yes No

Action on hearing the fire alarm signal? Yes No

Method of operation of manual call points? Yes No

Location and use of fire extinguishers? Yes No

Means for summoning the fire and rescue service? Yes No

Identity of persons nominated to assist with evacuation? Yes No

Identity of persons nominated to use fire extinguishing appliances? Yes No

Comments:
In the first instance, it is the job of staff members to evacuate the children and themselves to a place of safety.

26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A Yes No

Comments:

26.5 Are fire drills carried out at appropriate intervals? Yes No

Comments:

Fire Drills are carried out termly during the day and during the night during term time and also by organisations using the premises out of term time.

The Pre Prep/Nursery also carry out a Fire Drill termly

26.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A Yes No

Is it ensured that the employees are provided with adequate instructions and information? N/A Yes No

Comments:

Information is given out upon signing in.

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises? Yes No

Comments and deficiencies observed:

27.2 Weekly testing and periodic servicing of fire detection and alarm system? Yes No

Comments and deficiencies observed:

Testing and maintenance are carried out in house, by a competent Maintenance Team. Servicing is carried out by an outside company. All testing and servicing is recorded.

PAS 79:2007

27.3 Monthly and annual testing routines for emergency escape lighting? Yes No

Comments and deficiencies observed:

27.4 Annual maintenance of fire extinguishing appliances? Yes No

Comments and deficiencies observed:

27.5 Periodic inspection of external escape staircases and gangways? N/A Yes No

Comments and deficiencies observed:

27.6 Six-monthly inspection and annual testing of rising mains? N/A Yes No

Comments and deficiencies observed:

In House testing by Maintenance Team

27.7 Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? N/A Yes No

Comments and deficiencies observed:

27.8 Weekly testing and periodic inspection of sprinkler installations? N/A Yes No

Comments:

27.9 Routine checks of final exit doors and/or security fastenings? Yes No

Comments:

27.10 Annual inspection and test of lightning protection system? N/A Yes No

Comments:

27.11 Other relevant inspections or tests:

Comments:

All testing and servicing carried out is recorded appropriately.

28. RECORDS

28.1 Appropriate records of:

Fire drills? N/A Yes No

Fire training? Yes No

Fire alarm tests? N/A Yes No

Emergency escape lighting tests? N/A Yes No

Maintenance and testing of other fire protection systems? N/A Yes No

28.2 Comments:

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low
 Medium
 High

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm
 Moderate harm
 Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Comments:

Overall there is little significant risk and risk is managed very well.

It was not possible to ascertain floor areas at this time.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

Definition of priorities (where applicable):

1. To be completed by end April 2018 (ready for Summer Term)

	Priority (where applicable)	Action by whom	Date action taken
1. Estimate/obtain approximate floor areas for all buildings	1	Estates Manager	

GENERAL INFORMATION 2 Updated Oct 2014

1. THE PREMISES: 6th Form and Long Classrooms (also 2 x Portakabins & Mobile Toilet Block)

- 1.1 Number of floors: 2 (including ground floor)
- 1.2 Approximate floor area: m² per floor
m² gross
m² on ground floor
[delete units as appropriate]
- 1.3 Brief details of construction:
 Built circa 1960-1980 of brick or block construction with a mixture of slate and felt roofing.
 The 2 x Portakabins and portable toilet block are prefabricated buildings, constructed from wood with felt roofs.
 The toilet block is due to be removed in 2014
- 1.4 Use of premises:
 This premises contains 1 entrance halls, 6 classrooms, 1 office, a large hall with a raised stage at one end (storage underneath), 6 music practice rooms, 2 offices, toilets and a staff changing room with shower.
 There is one plant room containing 1 x oil boiler
 The 2 x Portakabins are used as classrooms

2. THE OCCUPANTS

- 2.1 Approximate maximum number: Varies – depends on activity taking place but could be up to 150
- 2.2 Approximate number of employees at any one time: Varies as above could be 0 to 12
- 2.3 Maximum number of members of public at any one time: None

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: none
- 3.2 Disabled occupants: None
- 3.3 Occupants in remote areas and lone workers: None
- 3.4 Young persons: Pupils in class or participating in other activities
- 3.5 Others: None

4. FIRE LOSS EXPERIENCE

None

5. OTHER RELEVANT INFORMATION

GENERAL INFORMATION 3 UPDATED OCT 2014

- 1. THE PREMISES: Sewell Building & Stable Yard Block(West Building) (also 2 x Portakabins, 1 x Cottage, 1 x Girls changing rooms and toilets)**
- 1.1 Number of floors: 3 (including ground floor)
- 1.2 Approximate floor area: m² per floor
m² gross
m² on ground floor
[delete units as appropriate]
- 1.3 Brief details of construction:
 Sewell was built Built circa 2001 of brick construction with a tile roof. It is joined by a glass atrium to the West Building. The West Building is a mainly listed building and constructed from brick with a peg tile roof. Within the West Building there is brick built, 2 storey, 4 bedroomed cottage with a slate roof.
 There is a small, separate classroom constructed from brick with a slate roof
 The 2 x Portakabins are prefabricated buildings with slate roofs and the Girls Changing Rooms and Toilet building are constructed from brick, with a slate roof.
- 1.4 Use of premises:
 In total, this area contains an ICT room, Art room with a Kiln room, 1 x DT rooms and DT Prep Room, 3 x Science Labs and a Science prep room, , entrance hall, toilet facilities, 6 x Classrooms, Laundry Room, Staff Accommodation, Sick Bay, 1 x Girls' Common Room, 5 x Dormitories with bathroom facilities, Girls changing and toilet facilities, 2 boiler rooms and on the 3rd floor of Sewell Building, self contained staff accommodation consisting of a Bed/Sitting Room and bathroom.
 (The 2 x Portakabins are used as classrooms, included in the classroom count above)
 (The separate class room is used for a Sweetie Shop and included in the count above)
 The West Building has a boiler room with 2 x oil boilers and 1 pressurised unit and the girls changing rooms has 1 x oil fired water heater.
- 2. THE OCCUPANTS**
- 2.1 Approximate maximum number: Varies – depends on activity taking place but could up to 150
- 2.2 Approximate number of employees at any one time: Varies as above could be 1 to 17
- 2.3 Maximum number of members of public at any one time: None
- 3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE**
- 3.1 Sleeping occupants: 38 (includes family in staff accommodation)
- 3.2 Disabled occupants: None
- 3.3 Occupants in remote areas and lone workers: None
- 3.4 Young persons: Pupils in class, sleeping or participating in other activities
- 3.5 Others: Resident Employees

4. FIRE LOSS EXPERIENCE

None

5. OTHER RELEVANT INFORMATION

The Laundry room contains 2 washing machines, 2 dryers and 1 spin dryer

All furnishings are fire retardant with the exception of bed linen which mainly belongs to the children.

The science rooms have a propane gas supply (3 x 75 kg containers)

There are clearly signed electricity Isolation switches fitted in the DT Area and the DT Prep Room. DT areas have adequate LEV if required. (Machines requiring LEV in classroom not used at present)

There are clearly signed gas isolation switches in all 3 Science rooms.

The Science Prep Room - A full, up to date inventory of chemicals is available.

GENERAL INFORMATION 4 Updated Oct 2014

1. THE PREMISES: Pre Prep (and Nursery) and Squash Courts

1.1 Number of floors: 2 (including ground floor)

1.2 Approximate floor area: m² per floor
m² gross
m² on ground floor
[delete units as appropriate]

1.3 Brief details of construction:

The Pre Prep/Nursery Building was built circa 1998 and is part brick with a slate roof and part prefabricated with a clay tile roof.

The Squash Courts were built circa 1974 and are brick construction with a felt roof.

The Pre Prep/Nursery area has electric, thermostatically controlled wall heaters which are controlled by timers.

The Squash Courts are heated by electric night storage heaters on both levels.

1.4 Use of premises:

The Pre Prep/Nursery consists of one floor with 4 x Classrooms, Staff Room, Entrance Hall, Toilet facilities, an office and a small Library. Outside there is a brick built 'boot room.'

The Squash Courts have 2 floors, with a viewing gallery above and 2 x enclosed squash courts and a large entrance hall below.

2. THE OCCUPANTS

2.1	Approximate maximum number:	50
2.2	Approximate number of employees at any one time:	Varies 5 to 12
2.3	Maximum number of members of public at any one time:	None

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants:	None
3.2	Disabled occupants:	None
3.3	Occupants in remote areas and lone workers:	None
3.4	Young persons:	Pupils in class or participating in other activities
3.5	Others:	None

4. FIRE LOSS EXPERIENCE

None

5. OTHER RELEVANT INFORMATION

The Squash Courts are available for use by the parents (evenings) and are also used by the children. They are also used for other sporting activities during the school day.

The Pre Prep/Nursery have their own Fire Alarm System which is independent from the rest of the school.

GENERAL INFORMATION 5 Updated Oct 2014

1. THE PREMISES: Main Building

1.1 Number of floors: 3 (including ground floor)

1.2 Approximate floor area: m² per floor
m² gross
m² on ground floor
[delete units as appropriate]

1.3 Brief details of construction:

The Main Building is a grade 2, mostly Victorian, Listed building. It is constructed of brick with a mixture of slate and felt roofing. The Main Hall walls are clad with a mixture of Oak and Chestnut and the some floor areas and stairs are also Oak/Chestnut.

1.4 Use of premises:

The Main Building comprises of:

Ground Floor – Library, Recreational School Room, 1 x Admin offices, Headmaster’s Study, Main hall, Staff Room, Pantry, Dining Rooms, Kitchen, Domestic Room, Changing and toilet facilities, Plant Room, Storage rooms, Laundry and Sewing rooms. There is also a cellar below the Pantry.

First Floor – 6 x dormitories, the first floor of the Headmaster’s Flat, a gallery above the main hall, toilet and bathroom facilities, sitting room, Nurse’s Surgery and Sick Bay, Staff room, staff accommodation with bathroom and a self contained flat for matron consisting of a bathroom and sitting/bedroom. There is a further matron’s flat and two en-suite bedrooms for gap students.

Second Floor – Spero, the Junior Boarding House consisting of 4 x dormitories, two sets of bathroom facilities, and the second floor of the Headmaster’s Flat. There is a spiral staircase which leads 2 offices (one above the other) and then an exit to the roof, where the cold water tanks are stored.

2. THE OCCUPANTS

2.1 Approximate maximum number: Varies but from 0 to 350

2.2 Approximate number of employees at any one time: Varies 1 to 100

2.3 Maximum number of members of public at any one time: Varies according to activities taking place could be 0 - 100

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1 Sleeping occupants: Upto 128

3.2 Disabled occupants: None

3.3 Occupants in remote areas and lone workers: None

3.4 Young persons: Pupils sleeping or participating in other activities

3.5 Others: Resident Employees

4. FIRE LOSS EXPERIENCE

Small, contained fire in one of the dryers, in the Laundry Room. (30.05.08) No Fire Service involvement. This incident did not require reporting to the HSE and an investigation form is held on file.

5. OTHER RELEVANT INFORMATION

The Laundry contains 4 x washing machines, 3 x dryers and 1 x spin dryer.

The Sewing room has 1 x washing machine

The Plant room 2 x oil boilers and a pressurised tank for heating and hot water.

The Boys' Changing room has 1 x oil boiler and a pressurised tank

There is a mixture of heating in this building including electric storage heaters, open fire places (used), oil radiators and some electric, oil filled radiators.

2 x open fires are gas operated. 1 x open fire is set with logs.

The Kitchen has cookers run on LPG with an extraction canopy above.

LPG for the Kitchen – max cap 1200lt x 3 – steel construction

All furnishings are fire retardant with the exception of bed linen which mainly belongs to the children.

GENERAL INFORMATION 6 Updated Oct 2014

1. THE PREMISES: Estates and Pool Area

1.1 Number of floors: N/A

1.2 Approximate floor area: m² per floor
m² gross
m² on ground floor
[delete units as appropriate]

1.3 Brief details of construction:

There are 2 x timber buildings, 1 with felt roof and 1 with corrugated roof plus 1 x large timber building with a sheet steel roof.

The Pool Plant room is brick built and has a tile roof.

The Chemical Store is wooden with an corrugated metal roof.

The Boat Shed is concrete with an asbestos sheet roof.

A new Bio Fuel building containing a boiler has been constructed

1.4 Use of premises:

The timber buildings are used as workshops, for storage and as a 'mess room' for the Estates Team.

The Pool Plant Room houses plant for Swimming Pool only.

The Chemical Store is used to store the chemicals required for maintaining the swimming pool

The Boat Shed is used to store boats (dingys etc)

2. THE OCCUPANTS

2.1 Approximate maximum number: N/A

2.2 Approximate number of employees at any one time: 6

2.3 Maximum number of members of public at any one time: N/A

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1 Sleeping occupants: None

3.2 Disabled occupants: None

3.3 Occupants in remote areas and lone workers: Up to 6

3.4 Young persons: None

3.5 Others: None

4. FIRE LOSS EXPERIENCE

None

5. OTHER RELEVANT INFORMATION

The Pool Plant Room contains 1 x oil boiler

Within this area:

There is a Red Diesel tank with a maximum capacity of 1200lt which is fully banded and pumped.

There is a maximum capacity 5000lt Kerosine tank which has a single skin brick fully banded.

There is a self feed bio fuel boiler in a purpose built facility

GENERAL INFORMATION 7 Updated Oct 2014

1. THE PREMISES: The Rest of The Estate

1.1 Number of floors: N/A

1.2 Approximate floor area: m² per floor
m² gross
m² on ground floor
[delete units as appropriate]

1.3 Brief details of construction:

- 1 x Cricket Pavilion – Listed – Oak with a thatched roof
- 1 x Cricket Pavilion – Timber with a slate roof
- 1 x Cricket Pavilion – Timber with a felt roof and toilet block timber clad with sheet metal roof
- 2 x Electricity Substations – constructed from Fibreglass by Electricity Company.
- 1 x boot room – block and wood with felt roof
- Garden Store – Wooden with a felt roof
- The Ark – Wooden with a felt roof
- Various Fuel tanks/containers (See Further information)
- 1 x Astro Turf court (new construction)

1.4 Use of premises:

- 2 x Cricket Pavilions are used for changing and storing sports equipment.
- The Pavilion with the felt roof is only used by the Brettenham Village Cricket Club during the summer.
- The Garden Store is used for storing gardening equipment
- The Ark is used by the children for housing the small pets they bring from home (rabbits etc)
- The boot room is used by the children to store wet, muddy footwear

2. THE OCCUPANTS

2.1	Approximate maximum number:	6 - 15
2.2	Approximate number of employees at any one time:	Minimal
2.3	Maximum number of members of public at any one time:	Up to 50 in the Village Pavilion

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants:	None
3.2	Disabled occupants:	None
3.3	Occupants in remote areas and lone workers:	None
3.4	Young persons:	Up to 15
3.5	Others:	Cricket Club members & guests

4. FIRE LOSS EXPERIENCE

None

5. OTHER RELEVANT INFORMATION

The Listed cricket pavilion has electricity connected and also has a portable gas (Calor) water boiler

The village pavilion has propane gas connected but no electricity

Fuel storage in this area:

Heating Oil tanks are sited near to the main building. There are 7 x max cap 5000lts tanks aged between 8 and 11 years. All are bunded.

2 x LPG Tanks in secure compound – 2200lt capacity – all underground pipework was replaced with plastic pipe in April 2011 under advice from HSE.

Generator room – contains built in oil tank – 1900lts red diesel - bunded

1 x electricity substation contains the school's main income distribution board.

1 x electricity substation is for the use of EDF Energy only.

GENERAL INFORMATION 8 Updated Oct 2014

1. THE PREMISES: School Properties on Site

- 1.1 Number of floors: max 2
- 1.2 Approximate floor area: m² per floor
m² gross
m² on ground floor
[delete units as appropriate]
- 1.3 Brief details of construction:
 North Lodge (Gate House) – brick with peg tile roof – unoccupied and uninhabitable
 South Lodge (Gate House) – brick with peg tile roof
 Dux Hill (Bungalow) – Cedar clad, single skin timber with tile roof (For Sale)
 Claremont (Bungalow) – brick with tile roof
 Cedar Lodge (Bungalow) Cedar clad, single skin timber with tile roof
- 1.4 Use of premises:
 Staff and family accommodation

2. THE OCCUPANTS

- 2.1 Approximate maximum number: 1 – 5 each property
- 2.2 Approximate number of employees at any one time: 1-2 each property
- 2.3 Maximum number of members of public at any one time: N/A

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: Max 5 each property
- 3.2 Disabled occupants: 0
- 3.3 Occupants in remote areas and lone workers: None
- 3.4 Young persons: Up to 3 each property
- 3.5 Others: N/A

4. FIRE LOSS EXPERIENCE

None

5. OTHER RELEVANT INFORMATION

All properties have electric cooking facilities.

South Lodge has an open fire. The chimney is fitted with a double skin, stainless steel flue.

North Lodge has an unused open fire and an oil fired boiler with a max cap 1300lt tank

Dux Hill has an oil fired boiler and a max cap 1800lt tank (not bunded)

Claremont has an oil fired boiler and a max cap 1300lt tank (bunded)

Cedar Lodge has an oil fired boiler and a max cap 2400lt tank (bunded)

All properties are fitted with smoke alarms.