



OLD BUCKENHAM HALL

Brettenham Park  
Ipswich, Suffolk, IP7 7PH  
Website: [www.obh.co.uk](http://www.obh.co.uk)

# Fire Safety Policy

**Reviewed: Sept 2018**  
**Next review date: Sept 2019**  
**Reviewed by: Headmaster**

## Fire Safety Policy

### PART 1: FIRE SAFETY

#### INTRODUCTION

The priority of Old Buckenham Hall is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at OBH School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

#### SITE INFORMATION:

Old Buckenham Hall is located in 75 acres of parkland on the outskirts of the village of Brettenham nr Bury St Edmunds Suffolk. The full postal address is:

Old Buckenham Hall  
Brettenham Park  
Ipswich  
Suffolk  
IP7 7PH

Tel No 01449 740252

Fax No 01449 740955

Website [www.obh.co.uk](http://www.obh.co.uk)

Email; [office@obh.co.uk](mailto:office@obh.co.uk)

#### FIRE SAFETY MANAGER:

The Director of Finance and Operations (Headmaster until October 2018) is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SMT.
- The fire safety policy is disseminated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

#### EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are given the following information and evacuation notices are displayed around the school:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.

2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at The Britton Hall
3. If you are teaching a class do not take anything with you and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The Office or the Estates Manager will summon the Emergency Services.
5. Call your class register as soon as you reach the assembly point.
6. Remain at the assembly point with your pupils until the all clear is given.

## PART 2: FIRE SAFETY PROCEDURES

### BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures including where the emergency exits and assembly point are located.

The safe evacuation of everyone - staff and pupils alike, is the priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. Fire awareness INSET training, including the basic use of fire extinguishers, to all staff on a regular basis. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### SUMMONING THE FIRE BRIGADE

The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located outside the kitchen. If the alarm goes off for any reason, the panel is checked and if necessary, the staff have standing instructions to summon the Fire and Emergency Service.

The Estates Manager is on duty or on call (and is a Fire Marshall). In addition there are 4 other designated Fire Marshalls:

- Mr Andrew Murray Day/Weekends Day/
- Mr Rob Miller Night/Weekends
- Mr Rob Evans Day
- Mr Trevor Greene Day

### VISTIORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are given written instructions which cover what to do in the event of a fire.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

### DISABLED STAFF, PUPILS OR VISITORS

When required a one to one induction on fire safety for disabled persons can be given. The upper floors at OBH are not easily accessible for disabled persons due to the nature and age of the building and therefore, all physically disabled persons will be on the ground floor making evacuation practical.

## RESPONSIBILITIES OF TEACHING STAFF

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

*On no account should anyone return to a burning building.*

## RESPONSIBILITIES OF FIRE MARSHALS

We have at least three trained Fire Marshals and at least one on site at all times. All Fire Marshals are “competent persons” who have been trained to provide “safety assistance” in the event of a fire. Fire Marshals receive regular refresher training.

## FIRE PRACTICES

A Minimum of one fire practice is held every term at OBH School in the Prep and Pre Prep School. At least one practice night-time evacuation of the boarding houses is also held every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals helps to ensure that the school can be safely evacuated in the event of a fire.

### **Termly Procedure:**

At the beginning of each new term:

- **The School Secretary will** produce 2 x laminated copies of each class list for the Pre Prep and Prep school. One copy of the Prep School list for each class will be stored behind the fire extinguisher, in the Britten Hall. The other copy will be kept in the school office and be taken over with the visitor list and signing in/out books in the event the alarm is sounded.
- **The School Secretary will** produce 2 laminated copies of a teaching staff list from the time table. One copy will be kept in the school office and taken to the Britten hall in the event the alarm is sounded. One copy will be kept behind the fire extinguisher in the Britten Hall.
- **The Assistant Bursar will** produce 2 copies of Non-teaching staff lists (excluding Estates, Domestic and Catering Staff who have their own lists). One copy will be kept in the Bursary to be taken to the Britten Hall in the event the alarm is sounded. One copy to be kept behind the Fire extinguisher in the Britten Hall.

### **Daily Procedure:**

- **The School Secretary will** produce an absence list for the Prep school which will be kept with the laminated class lists and taken to the Britten Hall in the event the alarm is sounded.
- **The Pre Prep** will take a daily copy of their register after on-line completion to use as a Fire Register.
- **The Director of Sport will** ensure Team Sheets are left in the school office to be taken to the Britten Hall in the event the alarm is sounded.

## FIRE PREVENTION MEASURES

OBH have the following fire prevention measures in place at:

### Escape Routes and Emergency Exits

- There are at least two escape routes from almost every part of all buildings
- Fire notices and evacuation signs are displayed in every room and stairwell.
- Fire extinguishers (of the appropriate type), smoke/heat detectors are located in the boiler rooms, kitchen and other rooms in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the alarm system is located outside the kitchen, by the door to the covered way and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in all parts of the building. In the following areas they are supplemented by visual alarms (red flashing lights):
  - The DT workshop
  - The Britton Hall (live when a production is taking place)
- Keeping fire routes and exits clear at all times. The Headmaster and other Boarding Staff are responsible for unlocking the buildings in the morning, when they remove security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire call points termly (and recording all tests and defects). This is the responsibility of the Estates Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Quarterly checks of fire doors, automatic door closures and emergency lights,
  - Quarterly professional check on fire detection and warning equipment,
  - Quarterly service of alarms, smoke detectors, emergency lights
  - Annual service and inspection of fire extinguishers.
- Records of all tests are kept by the Estates Manager
- Fabrics and furniture are treated with fire retardant spray.
- Plans showing the location of water hydrants, gas, electricity and oil shut off points are kept next to the Fire Panel and in the Britten Hall

### Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. The Estates Manager has been trained in this role.
- Records of all tests are kept in the Estates Manager's office
- The Science & IT Staff check that all Scientific and DT equipment is switched off at the end of the school day.

### Lightning Protection

- All lightning protection and earthing is tested annually by a specialist contractor. Records of all tests are kept in the Estates Manager and Bursary office

### Gas Safety

- All gas appliances are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Estates Manager and Bursary office
- All kitchen equipment is switched off at the end of service.
- Science staff check daily to ensure that the central gas supply is turned off.

### Safe Storage

- OBH ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

### Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

### LETTING OR HIRING THE SCHOOL

OBH standard contractual terms used for letting and hiring the school covers fire safety and specifies that the hirer should certify that they have read and understood the school's fire safety policy and procedures. The Estates Manager is always on duty/call when the school is let or hired for an outside function or event.

### PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

OBH has a fire risk assessment (PAS 79) which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Bursar updates the document in conjunction with the Estates Manager.

Copies of the school's fire risk assessment are on the health and safety section of the school's intranet for all staff to read. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

### MONITORING & REVIEW:

This Policy must be read in conjunction with the Fire Risk Assessment document.

This policy is monitored by The Headmaster, Director of Finance and Operations and the Estates Manager. It is reviewed annually by the Headmaster, Director of Finance and Operations and designated Governor.

**Fire Procedures:**

Day time (Before 17.40hrs)	Appendix 1
Evenings (After 17.40hrs)	Appendix 1
Night in Bed (Boys)	Appendix 2
Night in Bed (Girls)	Appendix 2
Pre Prep Fire Orders	Appendix 3
After School Care Fire Orders	Appendix 4

**Plant on Site:**

Plant	Appendix 5
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## OLD BUCKENHAM HALL - Fire Procedure

### *Day Time (Before 17.40 hrs)*

#### **On discovery of a fire, staff are to:**

- Check source and assess seriousness.
- Set off the Fire Alarm by breaking the glass.
- If localised, use a fire extinguisher. - If the fire is too serious for local action, dial 999.
- Ensure any pupils and staff in the vicinity report immediately to the Britten Hall

#### **On hearing the Fire Alarm:**

Assemble in the Hall with any pupils in your charge, or immediate vicinity. *(If the fire is located close to the Britten Hall, pupils are to be redirected to the small astro)*

- During daytime seat pupils in their forms and Form teachers are to register their class.
- The Deputy Head or other member of staff to register the staff
- School office staff are to take the class lists, team sheets, absence sheet, and visitors/signing in-out book to the assembly point to enable the Fire Marshall to ascertain if anyone is missing.
- Form Teachers/Duty Staff are to confirm that all their form are present or will highlight who is absent when the Fire Marshall, or if he is absent, Deputy Head calls the roll.
- A member of the Bursary team will check the Support Staff Register (kept in the Britten Hall) to ascertain their whereabouts (this includes peripatetic staff)
- The Housekeeper will account for all her staff at the assembly point.
- The Catering Manager will ensure that the gas is switched off in the kitchen and will then account for his staff at the assembly point.
- The Estates Manager will account for his staff.

#### **Missing Persons:**

##### **Headmaster/Fire Marshall is to:**

If search is necessary ***AND IT IS SAFE TO DO SO***, Headmaster and Fire Marshall will proceed as follows:

- Assess likely area and best route to missing persons.
- Advise route to senior responsible person at assembly point.
- Enter building in pairs and proceed to reconnoitre along normal escape routes.
- If these are impassable, assess position and try to proceed along any alternative route which may be available.
- Attempt to rescue and escape by best possible means, depending on circumstances appertaining at the time.
- Advise Fire Service personnel if persons are unaccounted for

***IT IS ESSENTIAL TO REMAIN AS AN OPERATING PAIR, AND ON NO ACCOUNT BECOME SEPARATED OR PLACE ONESELF IN DANGER***



## *Evenings (After 17.40hrs)*

### **On the sounding of the alarm.**

- The Headmaster/Fire Marshall will check the alarm panel located outside kitchen to ascertain the nature of the alarm fault/ fire.
  - If a fault is indicated the alarm should be silenced but only after such a time that all pupils and staff have assembled in the Hall so avoiding any confusion.
  - If necessary, the Headmaster/Fire Marshall is to dial 999 from nearest available phone.

Throughout the procedure all pupils are to remain silent and move quickly but sensibly towards the Hall. **Movement through any buildings is to be kept to a minimum.** In the dark, pupils in the Stable Yard area or Sewell building must travel on the North side of the main building to avoid the Lily Pond.

The following actions are to be taken:

- The Supper List is to be taken to the Britten Hall.
- Duty Staff are to ensure that boarding pupils are seated in their dormitories. The front pupil is to inform the duty staff how many pupils in his/her line.
- The House Parent/Duty Staff will refer to the supper list to check to account for all pupils.
- Day pupils will sit together and the same procedure will be followed as above.

### **Missing Persons:**

**Headmaster/Fire Marshall** is to:

If search is necessary ***AND IT IS SAFE TO DO SO***, Headmaster and Fire Marshall will proceed as follows:

- Assess likely area and best route to missing persons.
- Advise route to senior responsible person at assembly point.
- Enter building in pairs and proceed to reconnoitre along normal escape routes.
- If these are impassable, assess position and try to proceed along any alternative route which may be available.
- Attempt to rescue and escape by best possible means, depending on circumstances appertaining at the time.
- Advise Fire Service personnel if persons are unaccounted for

***IT IS ESSENTIAL TO REMAIN AS AN OPERATING PAIR, AND ON NO ACCOUNT BECOME SEPARATED OR PLACE ONESELF IN DANGER***

**Night (in Bed) – (Boys)**

At night the following action is to be taken on hearing the alarm:

**Headmaster:** is to

- Set off Fire Alarm manually, if not already activated.
- Assist with sweeping all Dorms and ensure evacuation of all pupils & staff
- Check source and assess seriousness of fire.
- If localised, use a fire extinguisher.
- If too serious for local action, notify Fire Service by 999 call.
- Report to assembly point in Hall for roll call.

**Britten Hall Flat Resident Staff Member** is to

- Check external doors to the Hall are open.
- Report to assembly point in the Hall and isolate sounder. (*If the fire is located close to the Hall, the pupils are to be redirected to the small astro*).
- Continue with designated Fire Marhsall Duties

**Matron on duty** is to

- Sweep & clear all dorms to ensure evacuation.
- Proceed by best possible route to assembly point ensuring that fire doors are closed en route.
- Assist with management of pupils in the Hall, taking the role if nobody else has started this.

**Night (in Bed) - (Girls)**

**Matron on duty/House Parents** are to

- Set off Fire Alarm manually, if not already activated.
- Sweep Dorms and ensure evacuation of all pupils & staff to assembly point for roll call
- Check source and assess seriousness of fire.
- If localised, use a fire extinguisher.
- If too serious for local action, notify Fire Service by 999 call.

**Missing Persons:**

**Headmaster/Fire Marshall** is to:

If search is necessary ***AND IT IS SAFE TO DO SO***, Headmaster and Fire Marshall will proceed as follows:

- Assess likely area and best route to missing persons.
- Advise route to senior responsible person at assembly point.
- Enter building in pairs and proceed to reconnoitre along normal escape routes.
- If these are impassable, assess position and try to proceed along any alternative route which may be available.
- Attempt to rescue and escape by best possible means, depending on circumstances appertaining at the time.
- Advise Fire Service personnel if persons are unaccounted for

***IT IS ESSENTIAL TO REMAIN AS AN OPERATING PAIR, AND ON NO ACCOUNT BECOME SEPARATED OR PLACE ONESELF IN DANGER***

## **PRE-PREP FIRE ORDERS**

**The Pre-Prep building is on a different fire warning panel and alarm system to the rest of the buildings.**

- Pre-Prep will carry out their own Fire Drill on a termly basis and record it in their Fire Book.
- The assembly point for Pre-Prep children will be in the walled garden.

### **On discovery of a fire, staff are to:**

- Check source and assess seriousness.
- Set off the Fire Alarm by breaking the glass.
- If localised, use a fire extinguisher.
- If the fire is too serious for local action, dial 999.
- Alert Main School by telephone or send an adult runner
- Ensure any pupils and staff in the vicinity report immediately to the Walled Garden
- ***IF IT IS SAFE TO DO SO.*** Mrs Laura Allison (or her TA in her absence) will check all rooms for missing children on their way out of the building. ***On no account must staff place themselves or others in danger.***

### **On hearing the Fire Alarm:**

Assemble in the Walled Garden with any pupils in your charge, or immediate vicinity. Pupils will line up in their forms and Form teachers are to count the pupils to ensure nobody is missing, (using daily registration lists)

- Staff will need to be aware of any staff members who may be absent
- Staff are to confirm that all their form are present to the senior member of staff

### **In the event of the alarm sounding when Pre-Prep children are in the main building (ie: lunchtime), staff will:**

- Take all children out of the building by the nearest fire exit and assemble on the grass outside the dining room, away from the building.
- Staff will ensure that all children and staff members are accounted
- An adult will go to the Britten Hall to report to the Fire Marshall that all children are accounted for.

## **AFTER SCHOOL CARE FIRE ORDERS**

**The Pre-Prep building is on a different fire warning panel and alarm system to the rest of the buildings.**

- After School Clubs will carry out their own Fire Drill on a termly basis and record it in their Fire Book.
- The assembly point for After School Club children will be in the Walled Garden or if necessary, the main school building.

### **On discovery of a fire, staff are to:**

- Check source and assess seriousness.
- Set off the Fire Alarm by breaking the glass.
- If localised, use a fire extinguisher.
- If the fire is too serious for local action, dial 999.
- Alert Main School by telephone or send an adult runner
- Ensure any pupils and staff in the vicinity report immediately to the main School Building
- The Play Leader and Staff will check their list to ensure all pupils are accounted for on their way out of the building, ***IF IT IS SAFE TO DO SO. On no account must staff place themselves or others in danger.***

### **On hearing the Fire Alarm:**

- Pupils will line up and Staff/Play Leader are to count the pupils to ensure nobody is missing, (using attendance registers)
- AFTER ROLL CALL, Staff will take pupils to the main School Building
- Staff will need to be aware of any staff members who may be absent
- Staff are to confirm that all pupils are present

## **Plant**

- **Oil Boilers** - The main heating boilers are located as follows:
  - Main Hall / Sewell – far end of covered way (left)
  - Boys Showers & baths – far end of covered way (right)
  - Stable Yard – Girls Laundry
  - Britten Hall / Classics Block – Plant room at S end of Classics Block / Eastern side of Britten Hall
  - Modern Languages Block - serves Long Classrooms, old gym and Music block
  - Old stable block (2) and girls changing room(1) serves Stable Yard classrooms, dormitories and also serves Pre-Prep
  
- **Bio Fuel Plant**
  - Located in Maintenance Area
  
- **Electrical heating**
  - The Nursery is heated by wall mounted electric convectors
  - Ad –hoc portable oil filled radiators are used throughout the School to supplement the standard heating services
  
- **Kitchen Appliances** - The kitchen has the following appliances :
  - 2 x deep fat fryer - gas
  - 2 x combi ovens – electric
  - 1 x gas hobs / oven
  - Brat Pan – gas and electric
  - Various Fridges / Freezers
  - Canopy above gas / fryers – to roof
  - Canopy above combi oven – to wall
  
- **Battery Packs**
  - Emergency Lighting Battery Unit – provides emergency lighting for emergency fire exit lighting – located in cellar below pantry – serviced by County Fire Services
  
- **Emergency Lighting System** –Key Switch System running from distribution boards
  
- **Back Up Generator** – located in compound opposite Art room, at front of building
  
- **Calor Gas Tanks** – max hold 2000lts per tank – located in compound near dining room – SHUT OFF OPPOSITE LADIES ROOM
  
- **LPG Gas** – Science Block – 4 x 12kg bottles – located in outside cabinet with isolation.
  
- **Oil Tanks – Bunded**

Block 1-3 tanks – located in compound opposite Art Room at front of school – max hold 15,000ltrs (usually half full)

Block 2 – 4 tanks - located in compound opposite Art Room at front of school – max hold 20,000ltrs (usually half full)

SHUT OFF FOR BLOCK 1 & 2 – OUTSIDE BOYS BOOT ROOM

Classics Block – 2 tanks – max hold 10,000ltrs (usually @ half full)

SHUT OFF ON TANKS

Swimming Pool – 1 tank – concrete bund – max hold 5,000ltrs (usually 1000ltrs at any one time)

SHUT OFF ON TANK

- **Tractor Diesel (Red Diesel)** – 1 tank – bunded – located in maintenance area, left hand side of Tractor shed. Max hold 1200ltrs (usually half full).

SHUT OFF ON TANK