



# OLD BUCKENHAM HALL

Fire Safety Policy  
OBHP10

# Fire Safety Policy

## PART 1: FIRE SAFETY

### INTRODUCTION

Old Buckenham Hall in accordance with the Management of Health & Safety at Work Regulations 1974 (amended) 1999, and the Regulatory Reform (Fire Safety) Order 2005 will as far as practicable protect people, the property and environment by minimising the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school. We will ensure that staff, pupils and visitors are aware of the fire risk policy and procedures therefore reducing fire risk and promote safe evacuation of our buildings at all times. The fire safety policy, procedures and risk assessments at OBH School are reviewed annually and tested through termly fire drills to ensure calm and effective action in the event that a fire breaks out.

### SITE INFORMATION:

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

Old Buckenham Hall  
Brettenham Park  
Ipswich  
Suffolk  
IP7 7PH

Tel No 01449 740252

Website [www.obh.co.uk](http://www.obh.co.uk) Email; [office@obh.co.uk](mailto:office@obh.co.uk)

In order to ensure compliance with legislation Old Buckenham Hall appoints competent persons, with enough training and experience or knowledge and other qualities to enable them to properly assist in undertaking the preventive and protective measures that may be identified as necessary through the Regulatory Reform (Fire Safety) Order 2005.

External Contractors appointed:

- (i) Health & Safety Auditor and Adviser for competent advice and guidance
- (ii) Fire Risk Assessor for annual site reviews
- (iii) Architects for competent design and construction
- (iv) Building Contractors for competent maintenance and remedial work, including electricians.

The Headmaster has appointed a Health and Safety Manager as Fire Officer & Fire Drill Officer: **Lorraine Deville, Director of Finance and Operations**

### FIRE SAFETY MANAGER:

The Director of Finance and Operations is the designated School Fire Safety Manager

Responsibilities:

- The fire safety policy and Emergency Action Plan is kept, annually reviewed and ratified at the H&S Committee and Full Governors meetings.
- The fire safety policy is disseminated to the entire school community.
- Everyone in the school (including visitors, hirers and contractors) are given clear written instructions on where they should go in the event of fire.
- Maintain a H&S training register including Fire Safety induction and training for all staff.
- Procedures for emergency evacuation are tested termly and recorded by the Estates Team with lessons absorbed.
- Organise an annual independent Fire Risk Audit and regularly review and update the action plan. Communicate updates at termly H&S Committee meetings.
- Liaise with the school Nurse to ensure that "Personal Emergency Evacuation Plans" are designed for key staff or pupils
- Monitor fire prevention measures meticulously ensuring the Estates Team organise essential preventative maintenance of fire safety and detection equipment and update the fire log. Also maintain sterile fire escapes and ensure fire signage and doors/closures are upheld and in good condition.
- 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 carpark opposite The Britten 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. Should you pass restrooms on your emergency exit route please call inside to ensure nobody is left behind.
5. The Office or the Estates Manager will summon the Emergency Services.
6. Call your class register as soon as you reach the assembly point.
7. 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 an induction 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 Estate Manager (or Resident Deputy Estate Manager) is on duty or on call (and is a Fire Marshall). In addition, there are other designated Fire Marshalls:

- Director of Finance and Operations                      Week Days
- Deputy Head    Week Days
- House parents and Matrons                                      Week Nights
- House parents and Matrons                                      Weekends

### 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 on the reverse of their badge which covers 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. The organiser will prepare a risk assessment for such events.

### DISABLED STAFF, PUPILS OR VISITORS

When required a one to one induction on fire safety and a personal emergency evacuation plan is provided for disabled persons. 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 Marshal 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 copies of each class list for the Pre Prep and Prep school. The **HR Officer (Assistant Bursar)** will produce individual lists of Teachers, Peri Staff, Teaching Assistants, Catering, Domestic, Matrons, Estate and Office staff. Copies will be kept in the reception desk and be taken over with the visitor list and signing in/out books in the event the alarm is sounded.

### **Daily Procedure:**

- **The School Secretary will** produce an absence list for the Prep school which will be kept with the class lists and 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.
- Fires 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 Britten Hall (live when a production is taking place)
- Keeping fire routes and exits clear at all times. The Estate Team are responsible for unlocking the buildings in the mornings, remove security devices from all emergency exits, check that escape routes are not obstructed and that the emergency light works, and reports defects.
- Testing all fire call points termly (and recording all tests and defects). This is the responsibility of the Estate Team, 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 with the Estate 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 and in the Emergency Action Plan.

### 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 Estate Manager has been trained in this role.
- Records of all tests are kept in the Estate 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's 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 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 Estate Manager or Deputy 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 Estate 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.

The Headmaster, Director of Finance and Operations and Estate Manager monitor this policy. It is reviewed annually by the Headmaster, Director of Finance and Operations and designated Governor

**Appendices:**

**Fire Procedures:**

Day time (08.20am - 17.40pm)	Appendix 1
Evenings (17.40 - 19.30pm)	Appendix 1
Night in Bed (19.30pm – 08.20am)	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
- The Estate Team will check the alarm panel located outside kitchen to ascertain the nature of the alarm fault/ fire.

**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, Director of Finance and Operations, and HR Officer with The Catering Managers and Housekeeper to register the staff
- School Secretary 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. This will include Peri staff who should sign in and out.
- Form Teachers/Duty Staff are to confirm with the Deputy Head/Headmaster 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.
- The HR Officer will check the Support Staff Register (Office, Teaching Assistants, Gap Students, Nurse and Matrons) to ascertain their whereabouts.
- The Housekeeper will account for all her staff at the assembly point.
- The Catering Managers will ensure that the gas is switched off in the kitchen and will then account for his staff at the assembly point.
- The Estate Manager will account for his staff.

**Missing Persons:**

**Headmaster/Fire Marshall is to:**

- Advise Fire Service personnel if persons are unaccounted for

## ***Evenings (After 17.40hrs)***

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

- The Houseparent 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 Houseparent 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.

Night (in Bed)

The Matron takes a bedtime roll call each evening. This list is placed by the dining room fire evacuation door and is taken to Britten Hall in the event of an evacuation.

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

**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
- 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).*

**Matron on duty** is to

- Immediately assist with sweeping & clearing 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.

**Missing Persons:**

Fire Marshall Houseparent is to:

If search is necessary **AND IT IS SAFE TO DO SO**, 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.*** The Deputy of Pre Prep (or the 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 (i.e.: 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