

## BENHAM PARK ESTATE – FIRE & LIFE SAFETY MANUAL

<b>Premises:</b>	Benham Park, Speen, Newbury, RG20 8LX
<b>Responsible Persons:</b>	Directors, Benham Park Enterprises Ltd
<b>Fire Safety Manager:</b>	Mark Scholfield
<b>Version:</b>	1.0
<b>Issue Date:</b>	February 2026
<b>Review Cycle:</b>	Annually or following material change

### 1. Purpose of this Manual

This Fire & Life Safety Manual sets out the policies, procedures and management arrangements adopted by Benham Park Enterprises Ltd to ensure the safety of all persons who may be affected by fire while on the premises of the Benham Park Estate.

It is designed to:

- Demonstrate compliance with fire safety legislation
- Provide clear operational guidance to staff and contractors
- Support licensing, insurance and Fire Authority inspections
- Act as a single, authoritative reference document
- This Manual must be made available to enforcing authorities upon request.

### 2. Legislative Framework

This Manual has been prepared in accordance with, and having regard to:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Health & Safety at Work Act 1974
- Relevant British Standards and Approved Documents

### 3. Description of the Premises

Benham Park is a Grade II\* listed Georgian country house used as an exclusive-use wellness, events and wedding venue with overnight accommodation.

Key characteristics include:

- Approx. 30,000 sq ft across basement, ground and upper floors
- Up to 140 persons during events
- Up to 20 overnight guests
- Commercial kitchen in basement
- Multiple staircases and emergency exits

## 4. Fire Safety Policy

### *4.1 Policy Statement*

Benham Park Enterprises Ltd is committed to ensuring, so far as is reasonably practicable, the safety of all employees, guests, contractors and visitors from the risk of fire.

Fire safety is treated as a core operational and governance responsibility.

### *4.2 Responsible Person*

Benham Park Enterprises Ltd holds overall responsibility for fire safety at the premises.

### *4.3 Fire Safety Manager*

The Fire Safety Manager is responsible for:

- Implementing this Manual
- Maintaining the Fire Risk Assessment
- Ensuring completion of FRA actions
- Liaison with Fire & Rescue Service and enforcing authorities
- Oversight of training, drills and records

### *4.4 Managers, Staff and Contractors*

- All persons on site must:
- Comply with fire safety instructions
- Report hazards immediately
- Cooperate with evacuation procedures

## 5. Fire Risk Assessment

A suitable and sufficient Fire Risk Assessment (FRA) is in place and will be:

- Reviewed annually
- Reviewed following material change
- Reviewed following any fire incident or near miss
- All actions arising from the FRA are recorded, tracked and signed off.

## 6. Fire Prevention Measures

Benham Park operates proactive fire prevention controls including:

- Control of ignition sources (electrical systems, kitchen equipment, hot works)
- Strict housekeeping standards
- Management of combustible materials
- Permit-to-work system for non-routine hot works
- No-smoking policy inside the building
- Controlled external smoking areas only

## 7. Fire Safety Systems

The following systems are provided and maintained:

- Fire detection and alarm system (monitored by ARC)
- Emergency lighting
- Fire extinguishers and fire blankets
- Fire suppression systems (where installed)
- Smoke control systems (AOVs)
- Fire-resisting doors and compartmentation
- All systems are serviced, tested and recorded in the Fire Safety Logbook.

## 8. Emergency Evacuation Strategy

Benham Park operates a SIMULTANEOUS EVACUATION STRATEGY.

- On activation of the fire alarm, all persons must evacuate immediately via the nearest safe exit.
- There is no phased or stay-put strategy.

## 9. Emergency Procedures

### *9.1 On Discovering a Fire*

- Operate the nearest manual call point
- Evacuate immediately
- Do not attempt to fight the fire unless trained and safe to do so

### *9.2 On Hearing the Fire Alarm*

- Leave the building immediately
- Do not collect belongings
- Do not use lifts
- Proceed to the designated assembly point

## 10. Assembly Points

Designated assembly points are:

- Clearly signed
- Located a safe distance from the building
- Positioned away from emergency access routes
- Assembly point locations are shown on site plans and signage.

## 11. Liaison with Fire & Rescue Service

A Premises Information Pack / Secure Information Box is provided containing:

- Site plans
- Utility shut-off locations
- Fire system details
- Emergency contacts
- GEEP summary
- Priority artwork salvage information (where applicable)

## 12. General Emergency Evacuation Plan (GEEP)

### *12.1 Purpose*

Due to public access, transient guests and overnight accommodation, Benham Park operates a General Emergency Evacuation Plan (GEEP).

### *12.2 Principles*

The GEEP ensures that:

- No individual is disadvantaged in an emergency
- Staff are prepared to assist persons requiring help
- Evacuation arrangements are flexible and practical

### *12.3 Assistance Arrangements*

Staff will:

- Identify assistance needs where reasonably practicable
- Provide verbal guidance and reassurance
- Assist mobility-impaired persons where safe to do so
- Prioritise first floor accommodation where appropriate

### 13. Overnight Occupancy

During overnight stays:

- Trained staff will be on site
- Guests are provided with fire safety information
- Bedrooms are protected by automatic fire detection

### 14. Training & Fire Drills

- Fire safety instruction provided at induction
- Role-specific training for managers and event leads
- Fire drills conducted at least annually
- All drills recorded in the Fire Safety Logbook

### 15. Contractors & Temporary Event Staff

- All contractors and temporary staff must:
- Receive fire safety information before commencing work
- Comply with site fire procedures
- Follow permit-to-work systems where applicable

### 16. Record Keeping

The following records are maintained:

- Fire Safety Logbook
- Alarm tests and servicing
- Emergency lighting tests
- Fire extinguisher inspections
- Fire drills
- False alarm records
- Training records

### 17. Monitoring, Audit & Review

This Manual is:

- Reviewed annually
- Updated following changes or incidents
- Audited periodically to ensure effectiveness

## 18. Document Control

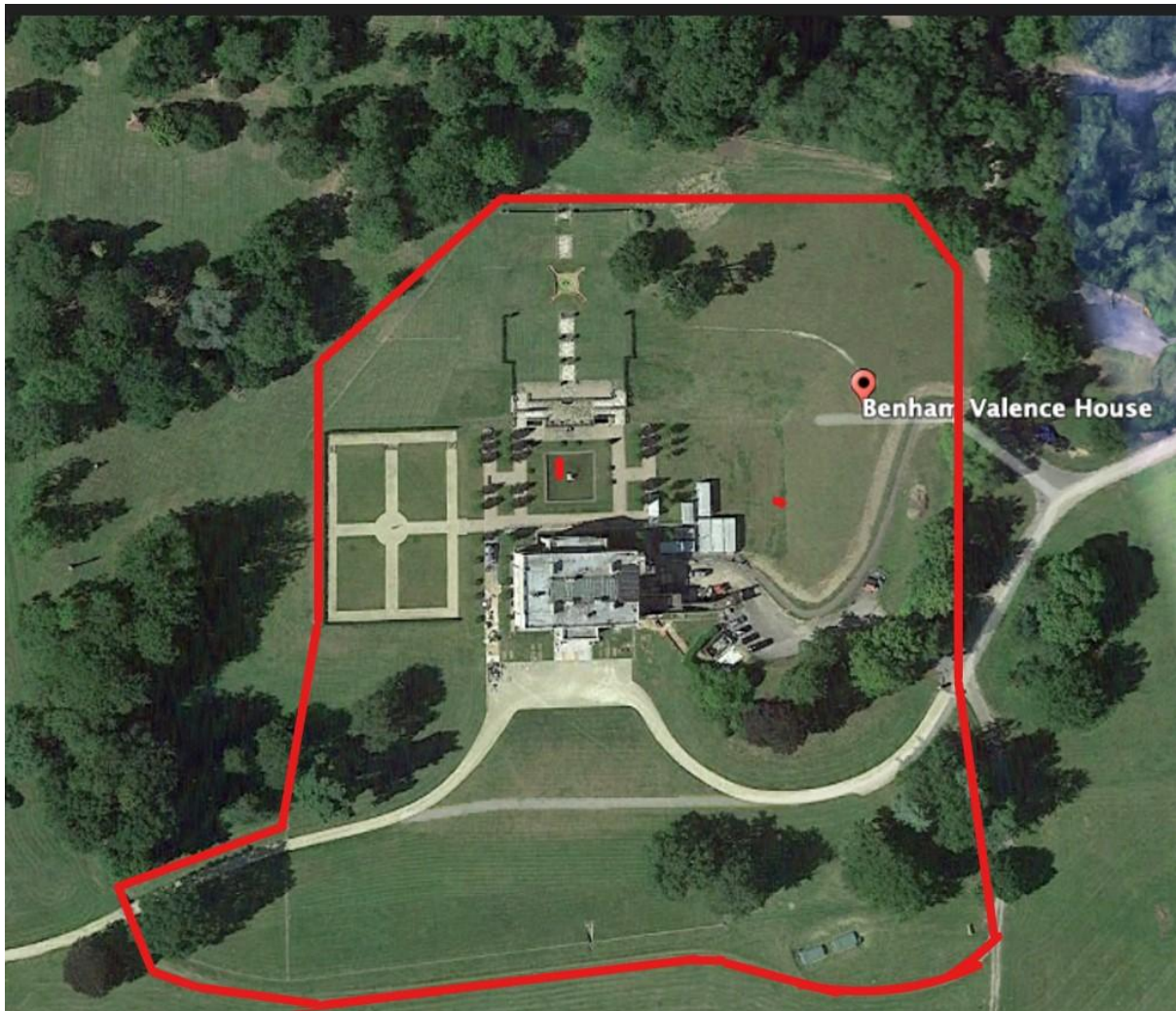
Approved by: Directors, Benham Park Enterprises Ltd

Fire Safety Manager: Mark Scholfield

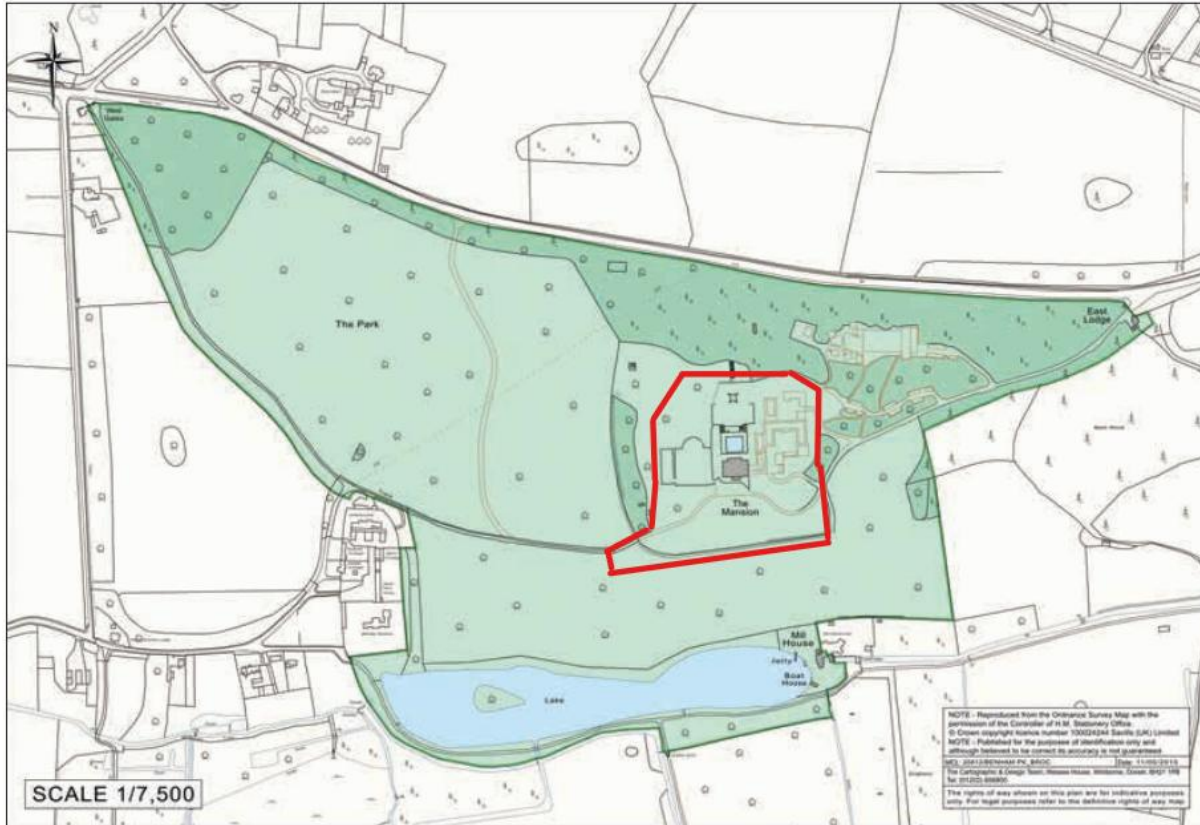
Next Review Due: February 2027 or sooner if required

### APPENDIX A – Red Line Drawing

The red line drawing below identifies the area within the estate where events are proposed to take place which may involve live & recorded music, speeches & announcements, outdoor entertainment & social activity and the use of temporary plant or generators.



APPENDIX B – Location of Red Line Drawing within the boundaries of Benham Park Estate



The location plan above shows the position of Benham Park Estate within a predominantly rural setting, accessed via a single gated entrance and surrounded by extensive parkland and agricultural land. The principal event areas are centrally located within the estate, providing significant separation distances from surrounding residential receptors.

The surrounding landscape, including mature tree belts and open parkland, provides natural acoustic attenuation and limits the potential for off-site noise impact. The site's location away from dense residential development, together with its controlled access and defined event footprint, enables effective management of noise sources in accordance with this Noise Management Plan.

APPENDIX C – Location Map of Benham Park Estate

