12b. Fire Risk Prevention Policy

1.1 Policy Statement

The Lyceum School is committed to managing fire risks in compliance with the **Regulatory Reform (Fire Safety) Order 2005**, ensuring the safety of pupils, staff, visitors, and contractors. Fire safety is a priority and will be integrated into all aspects of school operations.

1.2 Guidance

1.2.1 The School has in place procedures for:-
(a) carrying out fire risk assessment;
(b) preventing fires;
(c) evacuation in the event of a fire;
(d) maintaining and checking all fire detection, alarm and fighting systems.

1.2.2 The Bursar and Head of Operations has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected by:-
(a) posting a copy of the fire map on notice boards;
(b) bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;
(c) providing at least one trained Fire Marshal in every building.

1.3 Fire Risk Assessment

1.3.1 The school premises are subject to a fire risk assessment. This will be conducted by Anglia Fire – the schools external consultant. Anglia Fire will link closely with the Bursar and Head of Operations.

1.3.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

1.3.3 A copy of the fire risk assessment report will be available on site (from Bursar and Head of Operations) and employees' attention brought to any hazards found in the assessment.

1.3.4 Fire hazards will be eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

1.3.5 Regular weekly assessments will be made by staff, including the School Coordinator to ensure that the walkways are kept clear of obstruction and tripping hazards.

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1.4 Fire Detection

The School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

1.5 Fire Alarm

1.5.1 The School premises has an adequate means of raising the alarm in the event of fire.

1.5.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Bursar and Head of Operations. The alarm will be activated using a different activator point each week, where this is practicable.

1.5.3 The fire alarm system will be serviced six monthly by a competent contractor (e.g. ISO 9001 / BAFE)

1.5.4 Records of these tests and servicing are maintained in a fire logbook held by the Bursar and Head of Operations.

1.6 Fire Fighting Equipment

1.6.1 The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

1.6.2 Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

1.7 Emergency Lighting

1.7.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.

1.7.2 Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator will be arranged by the Bursar and Head of Operations.

1.7.3 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor.

1.7.4 Records of testing and servicing of emergency lights will be maintained by the Bursar and Head of Operations.

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1.8 Emergency Procedures

1.8.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.

1.8.2 Notices will be displayed around the school premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency. The school has a second assembly point on Worship Square.

1.8.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

1.8.4 The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.

1.8.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar and Head of Operations when notified. Example arrangements are included at Appendix 2 to this guidance.

1.8.6 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 School Fire Safety Manager (Bursar and Head of Operations). It is the responsibility of the School Fire Safety Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

1.8.7 SUMMONING THE FIRE BRIGADE: The Front Desk is manned between 8.00am and 5.30pm during weekdays in term-time only. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located at the Front Desk. The Front Desk is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once. The Bursar and Head of Operations is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. The Bursar has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the Front Desk is staffed, (unless warned of a planned fire practice).

1.8.8 Fire drills will be held every term at the School.

1.8.9 Written records of fire / evacuation drills will be maintained in the fire logbook which is kept by the Bursar and Head of Operations.

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1.9 Fire Training

1.9.1 Staff will be informed in relation to:-
(a) action to take if they discover a fire, including how to activate the fire alarm;
(b) action to take on hearing the alarm, including location and use of exits and escape routes; and
(c) action to take in the event of a bomb alert.

1.9.2 Pupils will be informed of exits and escape routes

1.9.3 Fire Marshals will be trained in:-
(a) emergency evacuation procedures;
(b) use of fire extinguishers; emergency procedures; and
(c) how to spot fire hazards.
(d) the provision of "safety assistance" in the event of a fire.

Fire Marshals will receive regular [annual] refresher training.

1.9.4 Visitors and contractors:-
(a) on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
(b) For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

1.10 Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar and Head of Operations, School Coordinator and Members of SLT will:

1.10.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);

1.10.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

1.10.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

1.10.4 Consult regularly with the Fire marshals;

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1.10.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

1.10.6 Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

1.11 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

1.12 Visitors and Contractors

All contractors working on site must comply with the school's fire safety procedures. Contractors are required to:
(a) Sign in and receive a fire safety briefing upon arrival.
(b) Follow designated fire evacuation routes and procedures.
(c) Ensure that all equipment and materials are stored safely to prevent fire hazards.
(d) Obtain a Hot Works Permit before undertaking any activity involving open flames, heat, or sparks.
(e) Adhere to the conditions outlined in the Hot Works Permit, including fire watch requirements and use of fire-resistant blankets or shields.
(f) Cease hot works immediately if fire alarms are activated or if unsafe conditions arise.

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Appendix 1: Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors are shown the following notice:

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 Astroturf or Worship Square.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The Front Desk or the School Coordinator will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should move him or her downstairs, using one of the special evacuation chairs.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the School Fire Safety who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

Appendix 2: Disabled Staff and Pupils

We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

All the teachers and carers of disabled pupils are also trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people down stairs in an emergency. One of these chairs is located on the upper ladings of every staircase in the school, because disabled lifts cannot be used in a fire.

Recommended review period:	Annual
Review by:	Bursar and Head of Operations
Date reviewed:	1st September 2026
Next review:	August 2027