



TRUE LEARNING
PARTNERSHIP



Glossopdale School and Sixth Form Health and Safety Policy

1. Statement of intent

The True Learning Partnership ('the Trust') acknowledges that all of its employees and pupils are entitled to work and learn in a safe environment. In the same way, volunteers, contractors and visitors should be confident that the Trust is fully committed to the highest standards of health and safety within our premises. This commitment will be shared by each of our headteachers and local governing bodies, who will, in turn, ensure that each academy's Health and Safety policy will be applied rigorously and consistently.

We expect all of our employees to remain vigilant with regard to health and safety and to report any concerns immediately so that any necessary action can be taken quickly and effectively.

The Trust-wide policy has been approved by the Board of Trustees and will be formally reviewed annually.

Next review date: 1 January 2024

The academy's policy has been approved by:

Name: Debbie McGloin

Date: 5 January 2023

Next review due by: 5 January 2024

2. Key objectives

The academy aims to:

- Provide and maintain a safe and healthy environment;
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site;
- Have robust procedures in place in case of emergencies;
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

3. Roles and responsibilities

3.1 Trust Board and CEO

- The Trust Board and CEO will take overall responsibility for overseeing health, safety and welfare matters and will ensure that resources and training are provided as necessary.
- The CEO will advise members of the Board of any areas of health and safety concern which may need to be addressed by the allocation of funds.

- A member of the Board will be designated with key responsibility for health and safety across the Trust. This includes responsibility for gathering information on Health and Safety from headteachers in individual academies and communicating relevant matters to the wider Trust Board.
- In addition to the Trust's Health and Safety Policy being reviewed annually, the implementation of the policy within individual academies will be also be reviewed and reported on by the Board annually.

3.2 Local Governing Bodies

- The Local Governing Body (LGB) has responsibility, under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, as the 'persons in control of premises'. The LGB should ensure that the headteacher meets their responsibilities as detailed in the Health and Safety Policy.
- Health and safety should be a standing item on the agenda for meetings of the LGB. Any relevant issues identified by the LGB should be communicated to the Trust Board member with responsibility for health and safety so that this information can be disseminated to the Board as a whole.
- The LGB has a role in ensuring that a positive health and safety culture is established and maintained within the academy.

3.3 Headteachers

- Within each academy, the headteacher has overall responsibility for overseeing the implementation of the Health and Safety Policy.
- The headteacher should ensure that suitable and sufficient risk assessment of activities are undertaken and a written record of assessments is kept.
- The headteacher should ensure that information and advice on health and safety, including information arising from health and safety inspections, is acted upon and communicated to staff and LGB members. An annual health and safety report should be provided to the LGB and the Trust Board via the designated Trust Board member.
- The headteacher should ensure that staff are provided with suitable equipment and resources to enable them to undertake their work safely.
- The headteacher should ensure that staff within the academy who have delegated health and safety responsibilities (e.g. first aiders and fire wardens) are competent and receive appropriate training.
- The headteacher should ensure that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999.
- The headteacher may choose to delegate duties associated with these responsibilities to other senior members of staff. However, the delegation of duties does not relieve the headteacher from the overall day to day responsibilities for health and safety within the academy
- In the headteacher's absence, the **deputy headteacher** will assume day-to-day health and safety responsibilities.

3.4 Heads of department/curriculum areas

- In addition to the points set out in the section 3.7 below, heads of department/curriculum areas are responsible for implementing the Health and Safety Policy within their department or area of responsibility. They should ensure that:

- risk assessments are undertaken for activities that take place within the curriculum area
- the workplace is monitored on a regular basis to make sure that it is safe
- rules for safe work and procedures are clearly defined, documented and communicated to all concerned
- all accidents and near misses occurring within the curriculum area are promptly reported using the Trust's Health and Safety Incident Report (Appendix A).
- all staff working within the curriculum area are aware of their specific roles in case of fire/emergency
- senior leadership are informed of any equipment or appliance which may be unsafe
- adequate levels of class supervision are in place at all times.

3.5 Class teachers

- In addition to the points set out in the section 3.7 below, class teachers are responsible for:
 - supervising pupils effectively to promote safe working practices
 - understanding and acting on any emergency procedures
 - assessing risk within their own classrooms and carrying out any necessary measures to mitigate risk

3.6 Site managers

- Site managers are responsible for ensuring that:
 - safe means of access and exit are maintained
 - the premises are kept clean
 - safe working practices are in place for when contractors are on site
 - suitable security arrangements are maintained
 - suitable fire safety arrangements are implemented
 - portable electrical equipment is regularly tested and maintained safely
 - systems are in place to manage asbestos (where necessary) and control legionella. Details of water risk assessments for legionella must be recorded in writing
 - all accidents and incidents are recorded, reported and investigated
 - regular inspection of the premises take place
 - a copy of the Health and Safety Law poster is displayed in a suitable location.

3.7 All employees

- 'All employees' refers to any person employed by the Trust or its academies, who have any contract of employment. This includes full and part-time staff, temporary staff, supply staff and volunteers.
- Employees are responsible for familiarising themselves with and complying with the Trust's overall Health and Safety policy and any additional aspects of health and safety practice that are specific to a particular academy, as outlined in the academy's own policy.
- All employees should take reasonable care for their own health and safety at work and that of other persons who may be affected by their actions
- Employees should report any serious or immediate danger that they become aware of to the headteacher (or other senior leader where appropriate).
- Employees should report any defects in equipment/resources as soon as they become aware of these.
- Employees must follow all relevant codes of safe working practices.

3.8 Pupils and parents

- Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.
- All pupils must be made aware of the importance of following safe working(?) practices and following the academy's rules for staying safe.
- Pupils must follow instructions issued by any member of staff in an emergency situation.
- Pupils should be aware of the need to inform a member of staff of any situation which may affect their safety or that of any other person.

3.9 First aiders

- First aiders are responsible for the administration of First Aid, up to but not exceeding the level of training they have received.
- They should ensure that any accident or incident and the treatment given is reported to the headteacher or relevant senior leader and recorded fully in writing on the appropriate forms/systems (see Appendix A).
- First aiders with up-to-date training are:

Michelle Naylor, Y7 Manager (3-day trained)

Liz Beddows, Y8 Manager (3-day trained)

The following staff are 1-day trained:

Lewis Woolstencroft, Network Assistant

Maxine Johnston, Y10 Manager

John Diskin, DT Technician

Ching-san Chan, Science Technician

Andy Rushby, Caretaker

Cherry Nuttall, First Aid & Student Services Assistant

Tracey Smith, TA Team Leader

Joanne Gallagher, KS3 Admin Assistant

Linda Hoyle, KS4 Admin Assistant

Kath Boakes, Sixth Form Student Learning Support Manager

Debbie Winter, Y9 Manager

Laura Minshull, Finance Co-ordinator

3.10 Fire leads/Fire wardens

- Fire leads within an academy are responsible for appointing fire wardens and liaising with the headteacher and/or appropriate senior leader to ensure that appropriate training is arranged
- Class teachers will act as temporary fire wardens during fire drills or evacuations. They are responsible for ensuring that pupils evacuate their classroom (including 'breakout rooms' where relevant) and follow the specified route out of the building.

3.11 Staff Health and Safety representative

- Health and Safety legislation allows for the appointment of trade union safety representatives from employees. When such an appointment is made, the responsibilities of the Health and Safety representative will include the following:
 - to investigate potential hazards and to examine the causes of accidents in the workplace;

- to investigate complaints by any employee that they represent with regard to that employee's safety at work;
- to make representations to the headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health and safety inspections
- to co-operate with employers in promoting health and safety at work.

3.12 Contractors

- Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Educational visits/off-site activities

- All visits must be approved by the headteacher. A full risk assessment must be completed for each visit and recorded using the appropriate documentation.
- Staff leading educational visits/off-site activities must be approved by the headteacher to carry out this role, be suitably competent and be aware of the Trust's arrangements and procedures with regard to visits and off-site activities.
- All off-site visits must be appropriately staffed and should include at least one first aider.
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils and parents' contact details.

5. Third party letting arrangements

- The Trust Health and Safety policy, in conjunction with the policy for individual academies, applies to all lettings and those hiring any aspect of the school site or facilities and are responsible for compliance.
- Where the whole or part of an academy's premises are let out to a third party, the headteacher should inform the designated health and safety Trust Board member. This is the case for long-term, short-term and one-off arrangements.
- The headteacher or delegated senior leader within the academy is responsible for checking that the third-party organisation has suitable insurance in place and that there is a clear understanding of liability should damage occur to the premises which may subsequently impact on the safety of the environment for academy staff and pupils.
- The Trust Health and Safety policy, in conjunction with the policy for individual academies, applies to all lettings and those hiring any aspect of the school site or facilities and are responsible for compliance.

6. Fire

6.1: General guidance

- This section applies to all Trust premises. Any additional context-specific guidance relating to individual academies will be included in their separate policies.
- Emergency exits, assembly points and assembly point instruction will be clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations will be practised at least once per term (three times per annum)
- Fire alarm testing will take place regularly.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

- In the event of a fire:
 - The alarm will be raised immediately by whoever discovers the fire. Emergency services will be contacted and evacuation procedures will begin immediately.
 - Fire extinguishers may be used by staff who are trained in how to operate them and are confident that they can use them without putting themselves or others at risk. It is particularly important that the correct type of extinguisher is used.
 - Staff and pupils will congregate at the assembly points.
 - Designated staff will take a register of pupils which will then be checked against the attendance register for that day
 - A designated person will take a register of all staff.
 - Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
 - The school will have special arrangements in place for the evacuation of people with mobility needs and risk assessments will also pay particular attention to those with disabilities.

6.2: Guidance on fire safety specific to Glossopdale School and Sixth Form

- Glossopdale School has a separate policy detailing fire evacuation procedures. This can be found at **Appendix B**.

7. Equipment

- All equipment within the academy is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign where applicable.

7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.
- **Any potential hazards will be reported to the premises and operations manager immediately.**

7.2 PE equipment

- Pupils are taught how to carry and set up PE equipment safely. Staff check that equipment is set up safely.
- Staff using PE equipment during lessons and as part of extra-curricular activities will check equipment to ensure that it is safe to use and not defective in any way.
- **Any concerns about PE apparatus and/or other potential hazards, including flooring, will be reported to the premises and operations manager.**

8. Accident reporting

- An accident form (Appendix A) will be completed as soon as possible after an accident/incident occurs. The form should be completed by the member of staff or first aider who is dealing with the incident.
- Information about injuries to a pupil should also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

9. Reporting to the Health and Safety Executive

- The headteacher will ensure that records are kept of any accident that results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4,5,6 and 7). These will be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- Reportable injuries, diseases or dangerous occurrences include:
 - Death
 - Specified injuries. These are: fractures, other than to fingers, thumbs and toes; amputations; any injury likely to lead to permanent loss of sight or reduction in sight; any crush injury to the head or torso causing damage to the brain or internal organs; serious burns, including scalding; any scalding requiring hospital treatment; any loss of consciousness caused by head injury or asphyxia; any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days
 - Where an accident leads to someone being taken to hospital
 - A 'near-miss' incident that does not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to: the collapse or failure of load-bearing parts of lifts and lifting equipment; the accidental release or escape of any substance that may cause a serious injury or damage to health; an electrical short circuit or overload causing a fire or explosion.
- Information on how to make a RIDDOR report is available here:
<http://www.hse.gov.uk/riddor/report.htm>

10. Occupational stress and staff well-being

The Trust is committed to providing high levels of health and wellbeing. Trust board members, governors and senior leaders recognise the importance of identifying and reducing workplace-related stress through risk assessment. Systems are in place within each academy for responding to individual concerns and monitoring staff workload.

11. Legal context

- This policy is required under the Health and Safety at Work etc. Work 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act.
- Any breaches of those duties could lead to the prosecution of the Trust's Board, CEO, Governing Body or individual employees.
- Failure to comply with safety requirements could lead to disciplinary action.

Appendix A: Accident report
Glossopdale School and Sixth Form

Name of injured person		Year group/class (pupil) OR Role in school (adult)	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Does the incident need to be reported to HSE? (See section 8 of Health & Safety Policy)		YES	
Please check appropriate box. If 'yes', ensure that correct procedures are followed for RIDDOR.		NO	
Name and role of person attending the incident			
Signature		Date	

Following completion, a copy of this form must be emailed to eogrady@glossopdale.school
Copies should be retained for academy records. Where the incident involved a pupil, a copy of this form should be added to the pupil's educational record.

Fire Evacuation Procedures

Date of issue: November 2018

Date approved: December 2029

Reviewed: September 2022

Date for review: September 2023

Responsible: SLT / Fire Marshall

Policy Type: SAFEGUARDING

Committee of Governing Body: Resources & Support

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EMERGENCY PLAN FOR THE EVACUATION OF THE PREMISES (Incorporating the fire standing orders)

The following instructions apply for any emergency reason for which there is need to evacuate the premises.

Before any evacuation happens.

All staff are required to familiarise themselves with these orders and with extracts, evacuation routes published in classrooms, offices and workspaces etc.

1. PRECAUTIONS

- If a fire occurs or is even suspected the alarm must be sounded. The school has manual alarm points (break glass) along with automatic sensors throughout the building. All staff should familiarise themselves with the location of manual alarm points.
- Once the alarm is sounded the building **must** be evacuated.
- Contacting the Fire Service: the site is linked to the alarm monitoring centre who will contact the School in the event of an alarm activation, to establish if the Fire Service are required. If Fire Service are required to attend the centre will contact Fire Service control, additional 999 call can be made by Fire Marshal or Headteacher if deemed necessary.
- All circulation areas, i.e. corridors, stairways, passages and foyers etc. must **be kept clear of all obstructions**. This includes fixtures, cupboards, loose material, spare chairs, desks etc. Obstructions must be reported to the Premises Manager / Caretakers to be removed.
- All waste paper and other combustible material should be placed in the waste/recycling bins provided and these will be regularly emptied by cleaners / caretakers. If this is not the case, then this should be reported to Premises Manager.
- Exit doors and perimeter gates must not be locked or fastened in such a manner that they cannot be easily and immediately opened from within whilst the premises are occupied. The alarm activation releases mag locks on the gates required during an evacuation.
- The storage of any flammable materials is not allowed in any area other than in specially constructed storage. On no account should boiler houses, classrooms, workrooms, risers or under staircases be used for this purpose.
- Gas control taps, especially in laboratories and kitchens, must be readily accessible and easily operable. Master control valves must be closed immediately a gas leak is even suspected or when a fire occurs.

- There must be no obstructions on routes to the assembly point. Bicycles, motor cars etc. should be left in the designated parking areas. (Be alert to any obstruction due to fire or related hazard).
- Staff, Sixth Form and visitors to the site should park in allocated bays. You should not park your vehicle carelessly and potential block access to the site for fire appliances.
- There is a total **No Smoking** rule in the school and grounds for all staff, students and visitors.
- Staff are reminded that only approved electrical (including heating) appliances with an up-to-date PAT certification can be used in classrooms and work spaces. If there is uncertainty about what is permissible, please consult with the Premises Manager.
- Fire is a known killer, and so is the smoke from a fire. If smoke is apparent, the alarm **must** be sounded building must be evacuated, even if it is later found to have been a false alarm.

Special precautions

Certain areas of the school are '**high risk**' areas. Those responsible for such areas should prepare their own special precautions in the form of local standing orders.

These areas are:

- The Kitchens
 - The Laboratories
 - The Design Technology Area
 - The Food Technology Areas
- The school has evacuation equipment available in the form of Evac-chairs and ensures that a number of staff have received adequate training in their use for emergency evacuation support.

2. ACTION

A) On discovering fire/smoke:

The alarm must be raised, methods available for this are:

- a) Automatically from heat or smoke detectors.
- b) Alarm points – break glass

Contacting the Fire Service: the site is linked to the alarm monitoring centre who will contact the School in the event of an alarm activation, to establish if the Fire Service are required. If Fire Service are required to attend the School, the alarm centre can contact Fire Service Control. However, an additional 999 call will be appropriate to enable local and specific information to be shared with Fire Service Control Centre. This should be coordinated by Headteacher/ SLT or Fire Marshall.

B) On raising the alarm:

- The alarm is a continuous non-changing beep with flashing red lights
- Once the alarm is sounded the building must be evacuated and the alarm remain active until the source of the activation is investigated and Premise Manager, Headteacher or Fire Marshall instructs it to be reset.

C) On hearing the alarm

- The premises must be **evacuated immediately** in an orderly fashion. Classroom teachers are responsible for ensuring the evacuation of their classes from the buildings, including. Classroom doors must be **closed but not locked (except Science Labs/ high risk areas)**. On no account should the premises be re-entered.
- Evacuation routes and a plan of the assembly points will be posted in classrooms, workspaces and offices. Staff should familiarise themselves with evacuation routes and assembly points. See pages 9 & 10 for details of evacuation routes.
- Lifts must not be used during an evacuation. The alarm activation will disable the lift and doors will open.

Procedure for individuals unable to exit an upper floor:

- **If for any reason an individual or individuals are unable to exit an upper floor they must go to and remain in that floors designated Refuge Point** (*which is an area located on the stair well, that is both separated from a fire by fire-resisting construction (double fire doors) and provided with a safe route to a storey exit (evac chair)*).
 - **Press and hold the refuge button and await emergency evacuation support.** Once the refuge button is pressed this will be indicated on the panel in visitor reception and the staff members present at the panel will be able to communicate via the speaker. Staff and students in the refuge should listen to and act on advice given.
 - **Staff providing emergency evacuation support, Headteacher and Fire Marshall must be made aware of any such individual or group immediately.**
 - **Upon the arrival of the Fire Service, a current update of the life safety status of all personnel will be provided.** This may require information to be passed to a nominated member of staff awaiting the arrival of the Fire Service (*who is in constant contact with the evacuation status*).
- All persons must assemble on the designated assembly area. All students must line up alphabetically and in silence in tutor groups at the designated assembly area (Tennis Courts)

The assembly areas are:

- **Staff and students (Year 7 to 11)** – Tennis Courts to the south east and rear of the main building. See the plan for location of each year group.

- **Associate Staff** – Outside the Tennis Courts to the south east and rear of the main building.
- **Sixth form** - To the south of the building, under canopy near the tennis courts.
- **Visitors** – the Plaza at the front / north of the school or with Associate Staff.
- **Community visitors** – the Plaza at the front / north of the school
- **Kitchen Staff** – the Plaza at the front / north of the school

- The Premises Manager, Caretakers Headteacher and Fire Marshal will go directly to the Fire Alarm panel at front reception. The designated fire alarm operator will check the alarm panel for the location of the activated alarm.
- If it is safe to do so at least 2 caretakers or designated fire alarm operative may check the alarm point to determine if the activation is malicious but should there be any sign of smoke or fire they should immediately advise the Headteacher, Fire Marshall and designated alarm operative. They should only use firefighting equipment such as fire extinguisher if they feel it is safe to do so.
- In the event of the fire / smoke increasing all staff should exit the building and wait for the Fire Service.

Communication:

- Deputy headteachers / Assistant Headteachers to communicate with the Headteacher/Fire Marshall (at the fire panel) using **Radio Channel 5**.
- Caretakers - **Radio Channel 1**
- Once assembled a register will be taken of:
 - **Students**, by tutors or another teacher taking this responsibility.
 - **Teaching staff** (including trainee teachers and supply staff) by – Karen Mettrick
 - **Associate staff** by Liz O’Grady Headteacher PA / Personnel Manager
 - **Learning support teaching assistants** –SENCO
 - **Visitors** by Reception Staff
 - **Community Visitors** by Community Manager. (LPa)
 - **Kitchen staff** by The Cook-in-Charge.
 - **Cleaning and Caretaking and any visiting contract staff, midday supervisors** by Liz O’Grady - Headteachers PA / Personnel Manager

- Teachers without a tutor group are to be available to assist as and when required. Staff responsible for checking the attendance from each tutor group may call upon this section of staff for assistance.
- Registers will be taken to the assembly points by Attendance Officer and handed to the Year Managers. Year Managers will liaise with tutors and will inform the Assistant Headteacher(s) if any students are missing.
- Assistant Headteacher will contact Fire Marshall and Headteacher inside the building immediately if any students or staff are missing/ believed to be inside the building.
- Other staff taking register will inform the Assistant Headteachers who will in turn inform the Headteacher / Fire Marshall via the radio that all individuals are/aren't accounted for.
- Four electronic tablets are provided to enable staff to access the Inventory sign in system, 1 at reception and 3 with staff at the tennis courts. These can be used to access the live database should any missing staff or students be unaccounted for.

If the Fire Service are required to attend

- Fire Marshall or Head teacher will instruct the Sixth Form staff and students and other personnel to relocate to the end of the car park and assemble near bus turning circle, to clear the way for fire appliances.
- A member of staff designated in charge will liaise with the Fire Service and wait in the Plaza to receive and brief the Fire Service.
- A caretaker should be sent to the main gate to prevent any other persons entering the building or leaving the premises.
- Any person needing medical attention will be seen by a First Aider.
- Re-entry may be allowed after the roll call and only then with the permission of the named member of staff responsible for the site and/or the Fire Service.

3. FIRE DRILLS

- There will be regular Fire Drills to familiarise the whole school with the procedures. Such drills should be taken seriously and any suggestions for improving the procedures should be made to the Headteacher and or Fire Marshall.
- Prior to the drill the fire alarm will be set to 'test mode' by the Premises Manager/Caretaker in order to ensure that the alarm centre / Fire Service are not alerted. The system automatically defaults to 'test' for one hour.

- Throughout the drill staff should pay particular attention to:
 - a. Communication difficulties with regard to the registers and establishing that everyone is accounted for;
 - b. The use of the nearest available escape routes as opposed to common circulation routes;
 - c. Difficulties with the opening of exit doors;
 - d. Difficulties experienced by people with disabilities or young children;
 - e. The roles of specified people, e.g. fire marshals, fire alarm operatives; Inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts; Doors not being closed.
 - f. The time taken to evacuate will be recorded by the Fire Marshall and Deputy Headteacher.
- 2. A Fire Drill log will be maintained by the Premises Manager / Fire Marshall (see page 12 for sample).
- 3. During a drill the Premises Manager and/or Fire Marshall and Business Manager will observe key mechanical/building safety measures e.g. maglock deactivation, kitchen shutter closure, automatic fire door closure, deactivation of lifts etc. to ensure they function correctly.
- 4. Community Visitors/customers will be informed that there will be a planned fire drill and will be reminded of their evacuation route and assembly point however they will not be expected to evacuate. (Note: If a fire alarm is unplanned they **must** evacuate the building).

4. EXAMINATIONS

If there is an examination in the Sports Hall the students are to follow the instructions below, if the exam is in a normal classroom they are to follow the standard fire evacuation policy but be kept under exam conditions by the invigilators during the evacuation.

If in the sports hall: at the sound of the fire alarm the examination is to continue, unless there are signs of fire (smoke and flames), and the time be noted by the chief invigilator. If the fire alarm is a false alarm then the students will remain inside the venue and continue with the examination. If there is a fire the students will be evacuated to the tennis courts and kept under exam conditions by the invigilators as practicable. This incident will be reported by the exams officer to the examination board and the Headteacher with a full written report.

5. NAMED STAFF IN CHARGE

If on site, the Headteacher will assume responsibility and will be located at the fire alarm panel at Visitor Reception.

- In the absence of the Headteacher, the Deputy Headteacher/s shall assume responsibility. In the absence of the Deputy Headteachers the Assistant Headteacher / Fire Marshall shall assume responsibility.
- Other than the Fire Service officer or senior Police Officer (if in attendance) the above named staff shall have full charge during an evacuation and will be the only person(s) to instruct a return to the building.
- The Assistant Headteacher(s) will be responsible for communicating with the Headteacher and Fire Marshall via radio to confirm that all individuals are accounted for and to confirm 'safe to return'.
- The return to the building will only happen when the fire alarm has been silenced in all areas and the Headteacher / Fire Marshall confirmed that it is safe to return.

6. OUTSIDE OF USUAL SCHOOL HOURS

- If the fire alarm is activated outside of usual school hours i.e. evening and weekends when community users may be on the premises, the building should be evacuated immediately using the designated evacuation routes and procedures.
- The nominated 'on call' premises staff member will be contacted who will then attend.
- Individuals must only return to the building once they have been informed that it is safe to do so by the staff member on call or the Fire Service.
- All community users are made aware of fire evacuation procedures, routes and assembly points upon arrival. Signage and notices are located in all relevant areas.

7. OPEN EVENINGS, EVENTS & PERFORMANCES

- Individual risk assessments will be undertaken for open evenings, events and performance.
- Upon arrival/at the beginning of performances guests/visitors will be informed of fire evacuation procedures and made aware of the nearest fire exits.
- At least one staff member on site/coordinating the event will be identified as the Fire Marshal on site.

Fire Drill Log & Evaluation

Date of Fire Drill:				
Location of Fire Drill: (If different from address):	*N/A			
Weather Conditions:				
Time Alarm Activated:				
Time - All Persons Accounted for:				
Named Staff in Charge:				
Overall Standard of fire Drill:	*Unsatisfactory:	*Satisfactory:	*Good:	*Very Good:
*Tick ()				

Comments		Action Required/Responsibility	Date action resolved & by whom
Signature Block (The Fire Drill Supervisor's Name and Position)			
Name:			Signature:
Position:			Date:

Tennis Courts

East

North

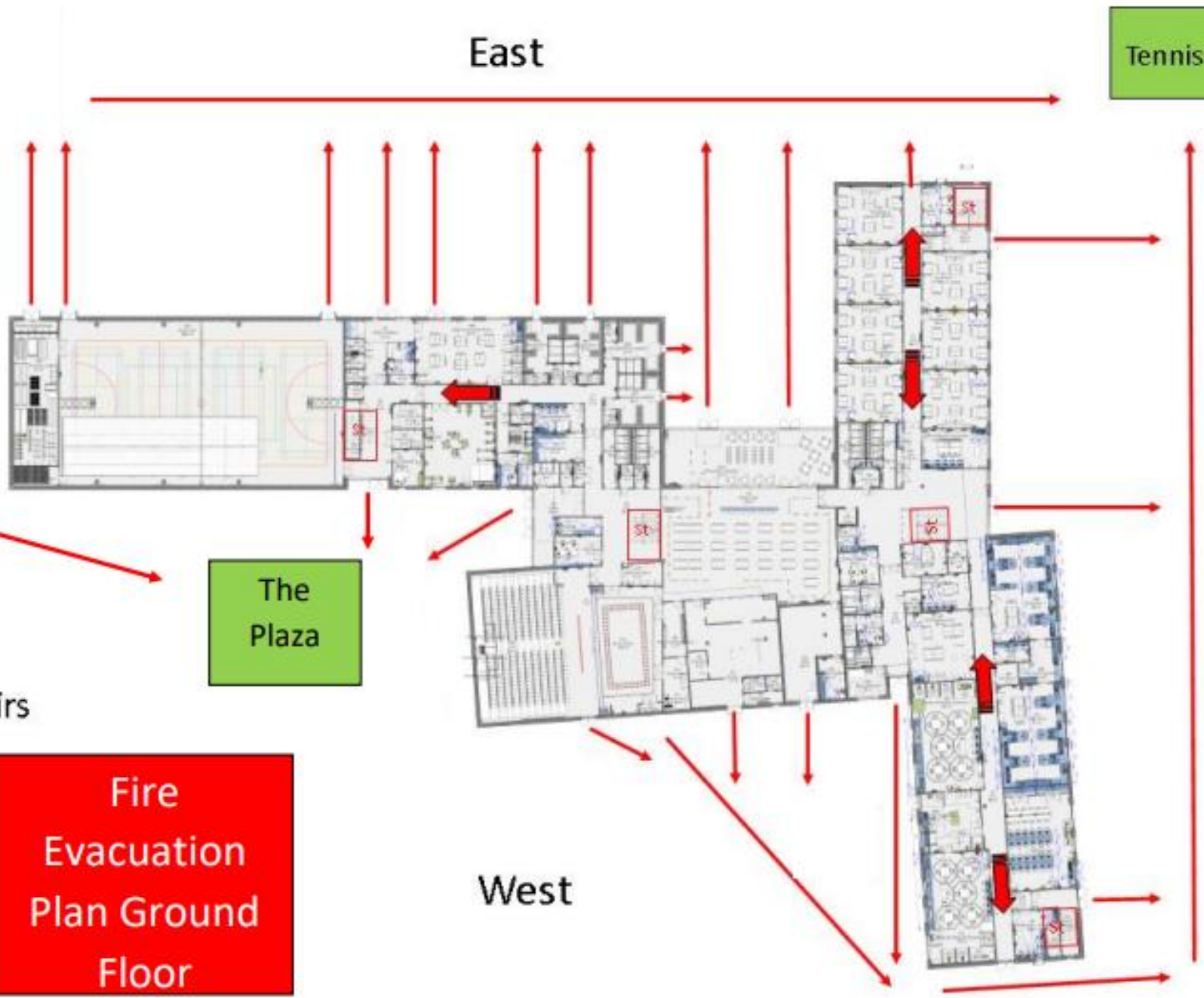
South

The Plaza

St Stairs

Fire Evacuation Plan Ground Floor

West





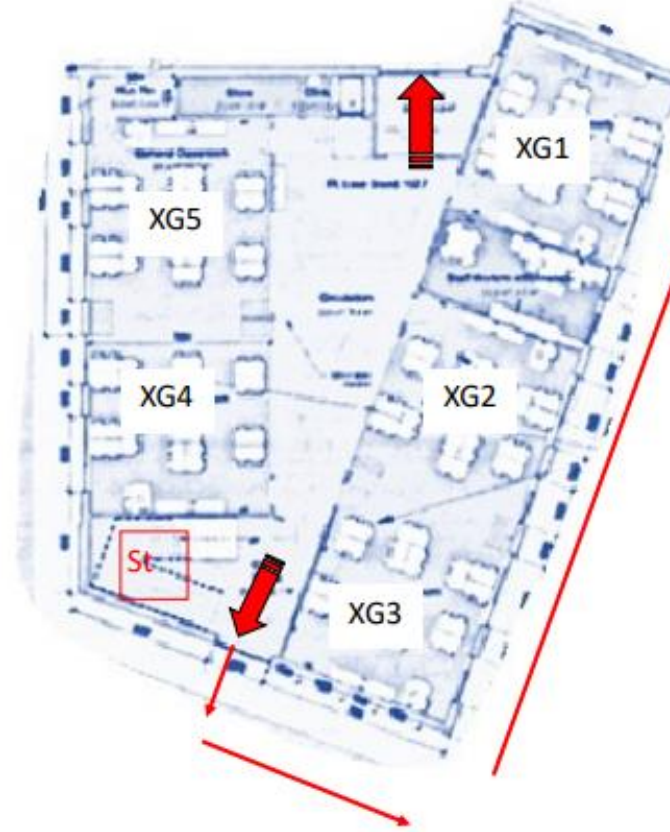
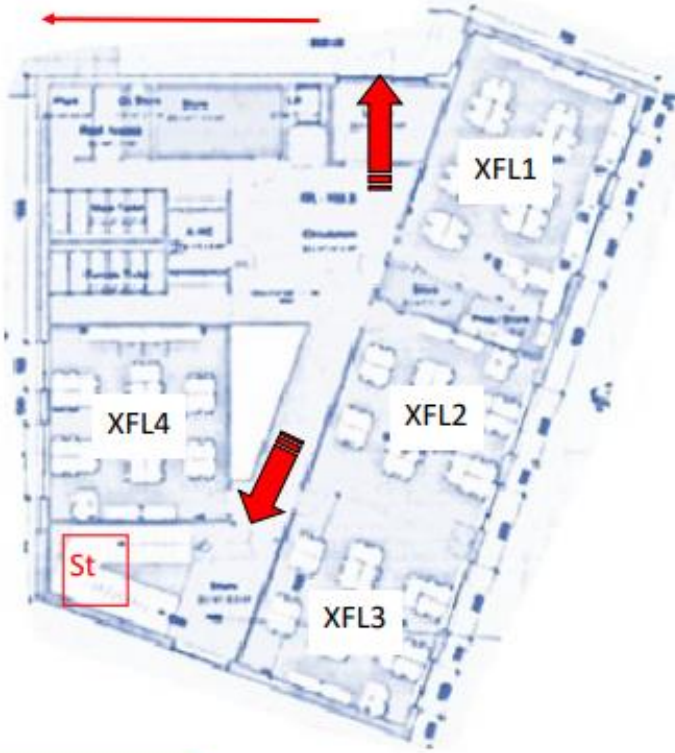
Tennis Courts

East

Extension First Floor

Extension Ground Floor

North



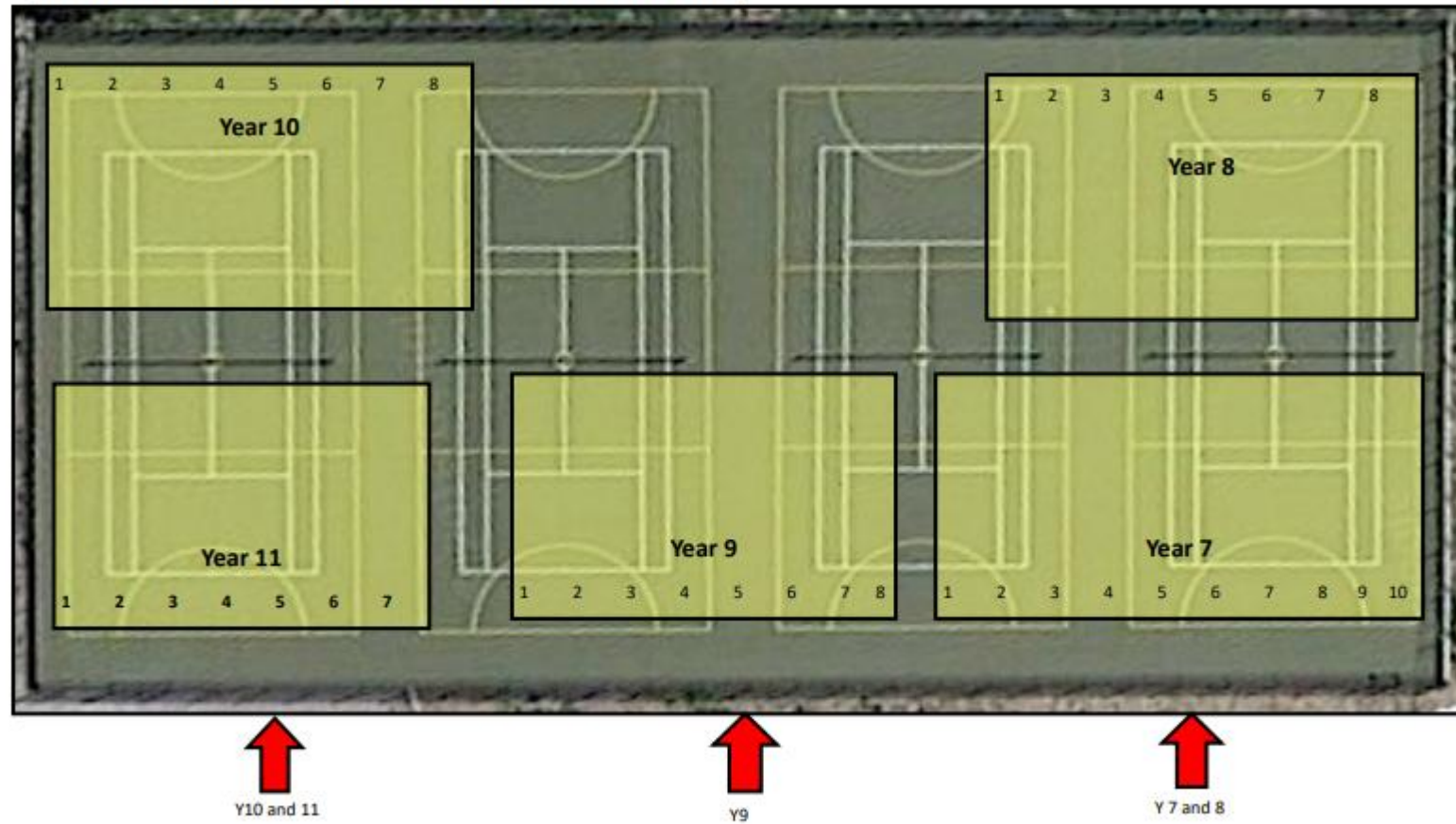
South

Fire Evacuation
Plan Extension

St Stairs

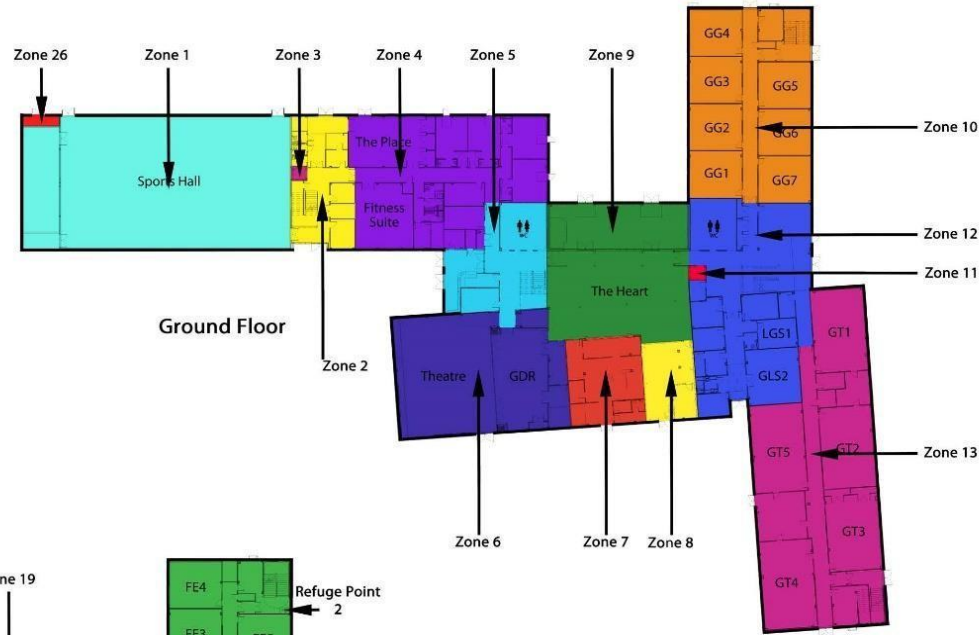
West

Fire Evacuation Assembly Plan on the Tennis Courts 2022



All Sixth Form, Associate staff, trainee teachers and any visitors to line up near the canopy outside of the Tennis Courts.

Fire Alarm Zone Plan



Zone 21 - External Roof Area
Zone 27 - Sprinkler House

