

Health and Safety Policy



ST CLARE
Catholic Multi Academy Trust



Sharing the love and goodness of God with everyone

At the heart of this mission are two key teachings:

Jesus said, "If you have love for one another, then everyone will know that you are my disciples" (John 13:35)

St Julie tells us, 'Ah qu'il est bon le bon Dieu' (How good is the good God)

How do we achieve this?

To carry out our mission we apply and evaluate ourselves against the 7 Hallmarks of the Notre Dame Learning Communities. The Hallmarks are the characteristics, values and activities of a Notre Dame learning community.

1. We proclaim by our lives even more than by our words that God is good.
2. We honour the dignity and sacredness of each person.
3. We educate for and act on behalf of justice and peace in the world.
4. We commit ourselves to community service.
5. We embrace the gift of diversity.
6. We create community among those with whom we work and with those we serve.
7. We develop holistic learning communities which educate for life.

Reviewed by St Clare Trust Board;

April 2025

Next review by St Clare Trust Board;

By 31st July 2026

ST CLARE CATHOLIC MULTI-ACADEMY TRUST

HEALTH & SAFETY POLICY

This Health & Safety Policy has been approved and adopted by St Clare Catholic Multi-Academy Trust for use in all its academies.

DEFINITIONS

In this Health & Safety Policy, unless the context otherwise requires, the following expressions shall have the following meanings:

- i. 'Academy' means any academy operated by St Clare Catholic Multi-Academy Trust and includes all sites upon which the Academy undertaking is, from time to time, being carried out.
- ii. 'Board' means the board of Directors of the Trust.
- iii. 'Diocesan Schools Commission' means the education service provided by the Diocese of Hallam, which may also be known, or referred to, as the Diocesan Education Service.
- iv. 'Headteacher' means the most senior teacher in the Academy who is responsible for its management and administration. Such teacher may also be referred to as the Head of School or Principal.
- v. 'Local Academy Committee' means the body carrying out the employment functions of the Trust in relation to the Academy.
- vi. 'Trust' means St Clare Catholic Multi-Academy Trust, which is the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.

1. About this policy

- 1.1 We are committed to ensuring the health and safety of staff and anyone affected by our activities, and to providing a safe and suitable environment for all those attending our premises.
- 1.2 This policy sets out our arrangements in relation to:
 - (a) assessment and control of health and safety risks arising from work activities;
 - (b) preventing accidents and work-related ill health;
 - (c) consultation with employees on matters affecting their health and safety;
 - (d) provision and maintenance of a safe workplace and equipment;
 - (e) information, instruction, training and supervision in safe working methods and procedures;
 - (f) emergency procedures in cases of fire or other major incident.
- 1.3 This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. Responsibility for health and safety matters

- 2.1 The Board has overall responsibility for health and safety and the operation of this policy. The Director of Business is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
- 2.2 The Director of Business will ensure that this policy is reviewed annually. Recommendations for any amendments are reported to the Board.

3. Specific Responsibilities by category of personnel

- 3.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 3.2 You should report any health and safety concerns immediately to your line manager or the Principal Health and Safety Officer.
- 3.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 3.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Policy and Procedure.

Headteachers

- 3.5 Headteachers are responsible to the Trust for all aspects of health and safety in each academy and will delegate to particular individuals specific functions for which they will be responsible to the Headteacher.

In particular he/she will ensure the following in each academy:

- 3.6 There are arrangements for playground supervision; at the start and end of school days, break times and lunchtimes.
- 3.7 There are arrangements for adequate supervision during changeover of lessons.
- 3.8 There are procedures for educational visits and learning outside the classroom including the appointment of an Educational Visits Co-ordinator.
- 3.9 There are arrangements for personal safety and security.
- 3.10 That regular evacuation and fire drills are arranged.
- 3.11 That all incidents, accidents and assaults involving students, staff and any other individuals are reported as per the Academy's procedure.
- 3.12 That dangerous incidents are reported to the Trust.
- 3.13 That, in the event of a bomb warning the building is evacuated and the emergency services are called, that the police are met and informed of the situation and that the Trust is informed of the incident.
- 3.14 That repairs needed to the building and equipment are reported and acted upon.

- 3.15 An internal safety audit will be conducted once a term and ensure that new members of staff including students on teaching practice and work experience students are inducted into the Health and Safety Policy of the Academy and that volunteers who frequently visit the Academy are appraised of the relevant parts of the Academy's Health and Safety Policy. They will keep a record of all such training.
- 3.16 That when the Academy's Health & Safety Policy is reviewed, that members of staff are notified of any changes to it.
- 3.17 To ensure that staff are given appropriate training and guidance.
- 3.18 In general, headteachers will be finally responsible for the maintenance of a safe working environment and safe practice within the Academy in accordance with guidance received from the Health and Safety Executive, Department for Education, Diocesan Schools Commission or any guidance received from the Risk Protection Arrangement or other appropriate insurer and/or any health and safety consultants engaged by the Trust and/or the Academy.

Teachers

Every Teacher will be responsible for:

- 3.19 The general safety of furniture and equipment in use in their own classroom;
- 3.20 Deficiencies must be reported to the member of staff with responsibility for the defective item.
- 3.21 The safe storage of equipment in their room when not in use; deficiencies should be reported to the [Site Supervisor] or other appropriate member of staff.
- 3.22 The safe use of equipment and furniture in whichever area they may be working;
- 3.23 Ensuring equipment is stored away safely as appropriate in whichever area they may be working.
- 3.24 Ensuring that any materials that have been used during a lesson are cleared away.
- 3.25 Training pupils in the safe use, movement and storage of equipment where appropriate.
- 3.26 Ensuring that work is displayed safely.
- 3.27 Ensuring that pupils in their class know and understand the health and safety risks and requirements and any other instructions that are relevant to them.
- 3.28 Know the procedures in an emergency, evacuation or accident.
- 3.29 Completing appropriate risk assessments for activities where there are significant hazards present.

Other Designated Staff

- 3.30 Designated Staff will have responsibility as follows:

Specialist Curriculum equipment eg Science, DT, Art, PE

All relevant teachers using the equipment and the Curriculum Leader.

AV & IT equipment

All relevant teachers using the equipment, the Curriculum Leader and ICT support/Network Technicians.

Furniture

All relevant teachers using the furniture, the Curriculum Leader, cleaning staff and Site Supervisor.

Kitchens

Kitchen staff, contractors or other staff using cooking appliances.

It will be the responsibility of the designated staff to ensure that:

- 3.31 By regular inspection, equipment has no obvious faults.
- 3.32 If faults are found, equipment is withdrawn and repaired in accordance with the appropriate procedures.
- 3.33 New equipment is inspected on receipt to confirm that it is in working order.
- 3.34 All staff are aware of safe practices concerned with such equipment and follow manufacturer's instructions where appropriate.
- 3.35 Where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the Health and Safety file and keeping details of the inspection.

First Aiders

- 3.36 Current First Aid qualifications are held by members of staff. Details of first aid facilities and the names of trained first aiders are displayed on the notice boards. All accidents to, or serious illnesses of staff or pupils must be reported to them, and it will be their responsibility:
- 3.37 To inform the Headteacher or other senior member of staff at once, if necessary.
- 3.38 To deal with the accident or illness in accordance with any appropriate guidance.
- 3.39 To log all incidents, accidents or assaults to, or serious illnesses of pupils and staff in the accordance with the Academy's procedures for recording incidents and accidents.
- 3.40 To report incidents and accidents in accordance with the Academy's procedures for incidents and accidents.

The Principal Health and Safety Officer

- 3.41 The Principal Health and Safety Officer will be responsible for the following:
- 3.42
 - Giving advice on the safe use and storage of equipment in the Academy.
- 3.43
 - The Health and Safety files.
- 3.44
 - Providing advice on risk assessment.
- 3.45
 - Advising on appropriate health and safety training.

The Business Manager

- 3.46 The Business Manager will be responsible to the Headteacher for the following:
- 3.47 Ordering replacement items for first aid boxes as requested by the persons with current first aid qualifications.
- 3.48 The maintenance of an up-to-date inventory of clinical equipment. This must be available when required for inspection.
- 3.49 Knowing the location of first aid equipment in the Academy or Trust site and ensuring that staff and contractors are aware of its availability and who the first aiders are.
- 3.50 Preparing and making available plans showing the location of all fire appliances in the Academy or Trust site.
- 3.51 Reporting any Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) applicable incidents, to RIDDOR, the Headteacher, the Local Academy Committee and the Board.

The Site Supervisor

The Site Supervisor at each academy will be responsible to the Headteacher for the following:

- 3.52 The cleanliness of the site. In the event of a breakage, the Site Supervisor will come and remove it as soon as possible. It will be cleared, wrapped up and disposed of. This also applies to the spillage of liquids or contamination by body fluids.
- 3.53 Any maintenance needs must be reported to the Site Supervisor immediately and then dealt with, in a timely manner. Any broken furniture must be dismantled and taken away. The Site Supervisor should conduct a regular check of the Trust and/or Academy's facilities and maintain a record of maintenance services.
- 3.54 Check and maintenance of fire safety equipment.
- 3.55 Check and mitigate for frost danger.
- 3.56 Clearing snow from paths.
- 3.57 Ensuring that all points of access and egress are clear at all times throughout the site.
- 3.58 Maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection.
- 3.59 Training staff in relevant safety precautions i.e. handling materials, equipment etc.

Midday Assistants

All staff involved with supervision during lunchtime will be responsible for the general safety of students in:

- 3.60 The dining areas throughout lunchtime.
- 3.61 The playground during lunchtime, or classroom in the event of wet dinner times.

All Staff

All staff are responsible for the following:

- 3.62 Completing the appropriate incident/accident/assault form if they sustain an accident / assault in the course of their employment with their Line Manager and handing it to the Headteacher who will sign it and arrange for it to be processed by the Business Manager
- 3.63 Entering into the Trust and/or Academy's inventory details of any dangerous substance they may order.
- 3.64 Exercising their own judgement in determining what is safe whenever there are no relevant regulations or advice.
- 3.65 Making themselves aware of Health and Safety at Work Act and other legislation, regulations, advice and safety principles relevant to their work and the education sector generally and observing relevant recognised codes or practice.
- 3.66 Making themselves familiar with the relevant safety policies of the Trust and/or Academy.
- 3.67 Ensuring a safe working environment is maintained in the classroom.

4. Information and consultation

- 4.1 We will inform and consult Trade union **OR** your elected workplace safety representatives regarding health and safety matters.
- 4.2 We will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively.
- 4.3 The Principal Health and Safety Officer is responsible for informing and consulting employees about health and safety matters.

5. Training

- 5.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 5.2 Staff will be given a health and safety induction and provided with appropriate safety training, which may include manual handling, control of substances hazardous to health (COSHH), working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE).

6. National health alerts

- 6.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to HR.
- 6.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

7. Fire safety

The fire procedure for Notre Dame High School is set out in appendix 2

- 7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings and do not use the lifts. Fire wardens will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.
- 7.3 If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

- 7.4 Nominated individuals will be trained in the correct use of fire extinguishers.
- 7.5 You should notify your Line Manager or HR if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in your vicinity.
- 7.6 Fire drills will be held at least every 12 months and must be taken seriously.
- 7.7 The Principal Health and Safety Officer is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

8. Risk assessments and measures to control risk

- 8.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, pupils, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.
- 8.2 Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.
- 8.3 The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available and/or appropriate. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.
- 8.4 Personal protective equipment (PPE) is provided for certain roles, such as those working in the Science Department, but will also be provided to other staff or visitors where there are risks that cannot be adequately controlled by other means.
- 8.5 The Principal Health and Safety Officer is responsible for workplace risk assessments, including general and/or periodical risk assessments, as well as any specific requirement or recommendation to undertake a risk assessment for a particular staff member or other visitor, and to take any other appropriate measures to control risks.

9. Computers and display screen equipment

- 9.1 If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:
- (a) You should try to organise your activity so that you take frequent short breaks from looking at the screen.
 - (b) You are entitled to a workstation assessment.
 - (c) You are entitled to an eyesight test by an optician at our expense.
- 9.2 You should contact your line manager or HR to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.
- 9.3 We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.

10. Stress at Work

The Trust has adopted a Stress and Mental Wellbeing at Work Policy which covers all aspects of staff mental health.

Appendix 1

People with particular roles within this policy at Notre Dame High School

Role	Name
Health and Safety Officer	External Health and Safety Consultant – L. Askwith
Principal Health and Safety Officer	Director of Business, H. Hazleton
First Aider(s)	M. Pickup, C. Struttman, M. Brennan, C. Otieno, G. Noble, M. O’Sullivan, T. Randall, S. Manchester, S. Giles, J. Neal, J. O’Sullivan, J. Hogan, A. Taylor, R. Quinn, C. Ward, L. Bower, I. Barringer, T. Smith, J. Whelan, W. Nicholson, S. Marsden.
Mental Health First Aider(s)	S. McCole, J. Neal, H. Slater

Fire Procedure at Notre Dame High School

(Names Retracted for Public Use)

FIRE PROCEDURE

IF YOU DISCOVER A FIRE

1. Operate the nearest fire alarm call
2. Tackle the fire with the available fire equipment **only** if safe to do so.

ON HEARING THE FIRE ALARM

Evacuate the building immediately by the nearest exit route

The One-Way System does NOT apply

Continue with the evacuation even if the alarm ceases to sound

Teachers or Others in Charge of Students

Lead students out of classroom and to the yard

Student Reception / Medical Room Staff

Lead / assist any students in medical room out to the assembly area

Staff Responsible for Roll Call Documentation

Take to assembly area

Do not stop to collect personal belongings, Switch off machinery/appliances, if possible

Close windows and doors behind you, if possible

(This will not be possible for Teachers or Others who are leading students out)

Proceed to the fire assembly point

FIRE ASSEMBLY POINT –

<ul style="list-style-type: none">• Students• Teaching staff• SCITT Students• Non-teaching staff connected to teaching departments in year groups.	Lower Yard behind Main School
<ul style="list-style-type: none">• Other Staff i.e., non-teaching staff not connected to a year group.• Visitors	Top Yard behind Main School
<ul style="list-style-type: none">• Environmental Learning Centre (ELC) Visitors	Behind the ELC

ROLL CALL DOCUMENTATION

Attendance Officer / Pastoral Administrator

Take to Top Yard in front of Technology Block (marked A). DO NOT MOVE. Documents must be collected:

*Names/roles retracted

Sixth Form Team

Take to Top Yard in front of Technology Block (marked C). DO NOT MOVE. Documents must be collected:

*Names/roles retracted

Receptionist Staff (and/or Repro-OLC Assistant)

Take to Top in front of Technology Block (marked B). DO NOT MOVE. Documents must be collected.

*Names/roles retracted

Librarian

Collect megaphone and take to fire assembly point **(to Headteacher)**

ROLL CALL
Supervised by Headteacher (D Cleary)
Co-ordinated by Deputy Headteacher (S Woodward)

STUDENTS AND TEACHING STAFF

- Students assemble with their Form Tutor by Tutor Group in the designated location.
- Other Teachers assemble with the year to which they are attached.
- Heads of Year collect the following from the Attendance Officer (Pastoral Administrator in their absence):
 - "Form group fire drill attendance" and distribute to their Form Tutors.
- Assistant Head of Sixth Form and Sixth Form Administrator take role of Heads of Year for Sixth Form.
- Roll call of students taken by Form Tutors, or other person allocated to a year group.
- Form Tutors remain with their Tutor Group.
- Any other persons allocated to a year group remain with their year group.
- Head of Year visits each Form Tutor, or substitute, who reports positively to Head of Year (on reverse of "Class group fire drill attendance") - either "all present" or a list of students missing.
- Assistant Headteacher visits each Head of Year (Y7 –Y11) who reports positively - either "all present" or a list of students missing.
- Head of Sixth Form undertakes this role for (Y12-13).
- Assistant Headteacher removes from list of students missing those who have signed out. Head of Sixth Form undertakes this role for (Y12-13).
- Assistant Headteacher and Head of Sixth Form report positively to Roll Call Co- Ordinator - either "all present" or a list of students missing.
- Assistant Headteacher collects **Staffing Folder** from a Receptionist and visits each year and takes a roll call of form tutors and other staff attached to the year group and this is documented on the Form Tutors and other staff evacuation roll call sheet. (Head of Sixth Form does this for Sixth Form).
- Assistant Headteacher/Head of Sixth Form checks list of persons missing against the Cover Sheet/Part time Staff Book and Signing In/Out Book/Master Timetable/Inventory records.
- Assistant Headteacher reports positively to Roll Call Co-Ordinator - either "all present" or a list of teachers / departmental assistants missing. Head of Sixth Form undertakes this role for (Y12 – Y13)

SIXTH FORM STUDENTS IN SCHOOL AND NOT IN A LESSON

- When not in a lesson but in school, it is generally expected that sixth form students will be in one of the following areas:
 - The Sixth Form Common Room – Oakbrook House
 - The Study Room – Oakbrook House
 - The Study Mezzanine Area – Open Learning Centre (OLC)
 - The Dining Room / Covered Link
 - The City Learning Centre
 - Study Rooms – Upstairs Chapel
- Staff / Fire Wardens have been appointed to check these areas as part of the normal evacuation process.
- Confirmation that these areas have been checked will be made to the Roll Call Co-Ordinator by the Lead / Deputy Person at the same time as reporting on the register for their fire roll call group.

FIRE WARDENS

- Fire wardens are spread across the site *details of names and work location are retracted.

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The Role and Responsibilities of a Fire Warden

- A Fire Warden is a person(s) designated by the Headteacher to:
- Assist in implementing the necessary fire safety arrangements as identified, to prevent a fire from endangering the health and safety of occupants and other relevant person for whom a duty of care is held.

- Play an important role in ensuring the continuity of the workplace and are prepared for a fire emergency.
- Be an important risk control measure to ensure the workplace is prepared should an emergency situation - potentially a fire - occur.

Key Duties of a Fire Warden include:

- To assist in implementing and improving effective emergency arrangements within the workplace
- To assist in preventing emergencies by monitoring the adequacy of the fire risk control measures
- To raise awareness with other staff about the fire hazards that exist within the workplace;
- To instruct occupants in the action to be undertaken in response to a fire emergency
- To assist in undertaking simulated Fire Evacuation Drills to evaluate the effectiveness of emergency arrangements
- To be familiar with all fire emergency escape routes and exits from designated area
- To ensure all people from within the workplace are accounted for during an evacuation and;
- To assist all people in the workplace should an emergency occur, including assisting people with special needs, e.g., helping someone in a wheelchair to evacuate.
- To check the refuge point allocated to the fire wardens in their area, once a sweep has been carried out, and provide assistance to anyone waiting to leave.

In the Event of the Fire Alarm Sounding

TEACHING STAFF / STAFF SUPERVISING STUDENTS IN CLASSROOMS

- Ask students to stand up behind their chairs leaving bags under chairs/tables.
 - Take some time to 'set' the students for a safe exit – remind them of the need to be silent (to listen to instructions) and to keep to the left in single file moving along corridors and stairwells (to keep everyone safe)
 - When you are confident the students are regulated for egress, please lead the students out of the classroom from the front. This is so you are first to arrive from your group to any fire, obstacle or hazard and can re-direct the students if necessary.
 - If the corridor is already crowded wait until there is space to lead your students onto the corridor so that egress is safe for everybody.
-
- Fire Wardens have a duty of care to assist in the safe evacuation of all workplace occupants including visitors and to ensure that their designated area has been cleared. During an Evacuation, Fire Wardens need to:
 - Direct everyone to leave the workplace/building using all appropriate routes and exits, (avoid inappropriate exits, such as lifts);
 - Check all accessible spaces in their area, including bathrooms and toilets, to make sure everyone has evacuated – this should be undertaken whilst exiting the area so as not to expose themselves to un-necessary risks or delays;
 - Close windows and doors behind them so as to isolate any spread of fire;
 - Guide everyone to the designated Fire Assembly Area and assist in confirming that everyone has arrived safely.
 - In conjunction with the Headteacher and the Director of Business, to liaise with the Emergency Services on arrival at the premises, informing them of any relevant details relating to the fire incident and follow any instruction provided.
 - To use Evac chairs, where available, to support those with mobility issues exiting the building safely (training to be provided). See locations of refuge points on page 10-11.

OTHER STAFF

- Report to their "Lead Person"
- Lead person takes roll call marking either present, not on site. Anyone not so marked is missing
- Lead Person reports positively to Roll Call Co-Ordinator - either "all accounted for" or a list of persons missing.

PREMISES STAFF

- To attempt to ascertain the reason for the activation and if required the location of a fire;
- To inform the Headteacher, Director of Business, Deputy Headteacher or substitute of the reason for the activation;
- To liaise with the fire service, to meet them at the school entrance and inform them of the location of the fire;
- In the event of a known false activation, to inform the fire service as required or to ensure that our fire alarm monitoring providers have done this;

- In the event of a false activation, to silence the sounder when instructed to do so by the Headteacher, Director of Business, Deputy Headteacher or substitute.
- The Lead Person for the roll call group to inform the Roll Call Co-Ordinator – either all present or a list of persons missing.

SCHOOL VISITORS

- Report to the Receptionist.
- Receptionist reports positively to Roll Call Co-Ordinator- either "all present" or a list of persons missing.

STAFF CHILDREN ON SITE

- Staff must inform Reception of the names of any children brought into school that day who will be logged as staff children on site.
- In the event of any emergency evacuation this list will be given to Stuart Scriven to check in the course of the
 - school's evacuation procedures and policies.

FIRE ALARM SOUNDER FAILER

- If the fire alarm fails to sound in any area of the school site, when this is known, the school Tannoy system will be used (where this is available) to inform all those on site to immediately follow the usual fire evacuation procedure.

SUMMARY

- Roll Call Co-Ordinator has received reports for all sections of ROLL CALL FINAL CHECK LIST
- Roll Call Co-Ordinator reports to Headteacher
 - All Students, Staff and Visitors are present
 - There are persons missing and he has a list of them

OR

FIRE EVACUATION PROCEDURE DURING SCHOOL HOLIDAYS

- Staff must use the Main Reception as the point of entry / exit unless advised otherwise
- Staff must sign-in in person immediately on arrival using the Inventory system by either:
 - Tapping their ID Card on the card reader on the OUTSIDE of the Main Doors on arrival
 - Signing in on the Inventory Screen in Reception
- This will register Staff on the Inventory system
- Staff must sign-out in person immediately prior to leaving by either:
 - Tapping their ID Card on the card reader on the INSIDE of the Main Doors on leaving
 - Signing out on the Inventory Screen in Reception
- Staff must evacuate on hearing fire alarm.
- The Receptionist, Director of Business (when in school) or another appointed person will print a register from Inventory (and/or use the Inventory App on their mobile phone) and register those on site at the Muster Point on the Top Yard.

ROLL CALL FINAL CHECK LIST

*Information redacted

As part of the roll call process, the lead (or deputy in their absence) member for each register group MUST:

- **Ensure that they have checked with any fire warden(s) included on their register that a check of their allocated area has been completed.**
- **Clearly document whether this check has been made in the space provided on the register form.**

Fire Wardens will be clearly identifiable on the register list and will also be wearing hi-vis Fire Warden waistcoats.

Staffing Folder

1. Assistant Headteacher collects **Staffing Folder** from a Receptionist and visits each year group where each Head of Year reports either "all staff accounted for" or a list of persons missing. Assistant Headteacher checks list of persons missing against the Cover Sheet / Part time Staff Book and Signing In/Out Book.
2. Collect the Staffing Folder from a Receptionist. This folder will contain copies of;
 - i. Form Tutor Group Lists, for use in emergency registrations, should the printed attendance lists not be available
 - ii. Teacher / Associated Staff List (by Year Group)
 - iii. Master Timetable
3. Carry out a check for any teacher / staff connected to a year group who is NOT accounted for, using master timetable / Cover Sheet / Part time Staff Book and In/Out book/Inventory Records.
4. Reports positively to Roll Call Co-Ordinator - either "all present" or a list of teachers / staff connected to a year group "missing".

*Information redacted

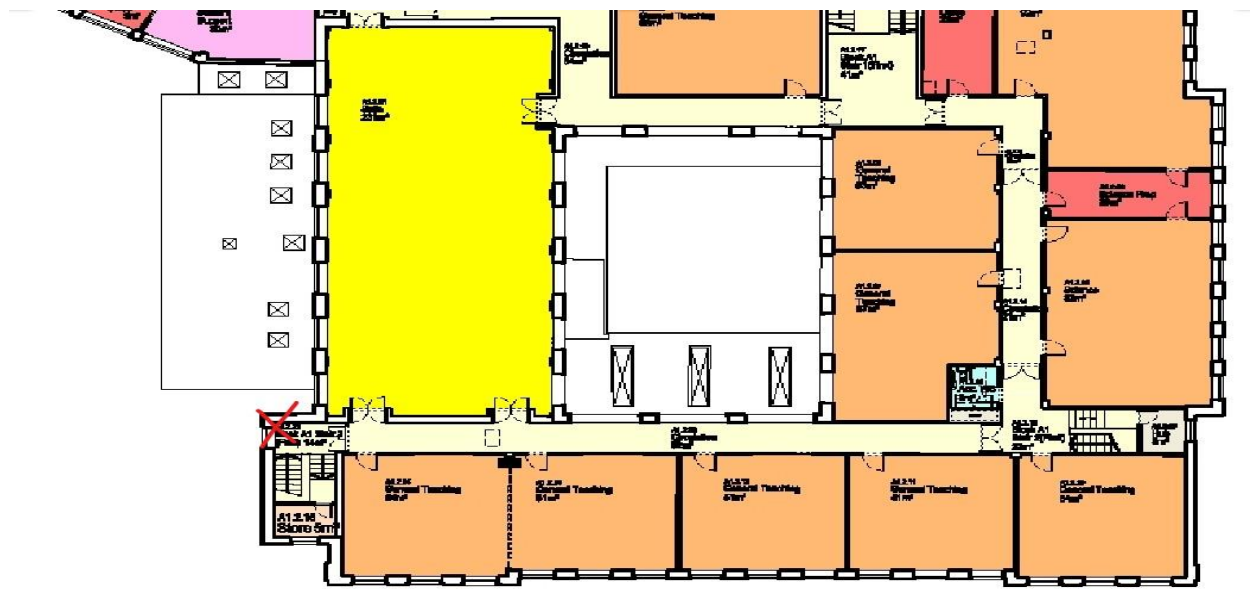
FORM TUTORS 2025-26 – Main School

*Information Redacted

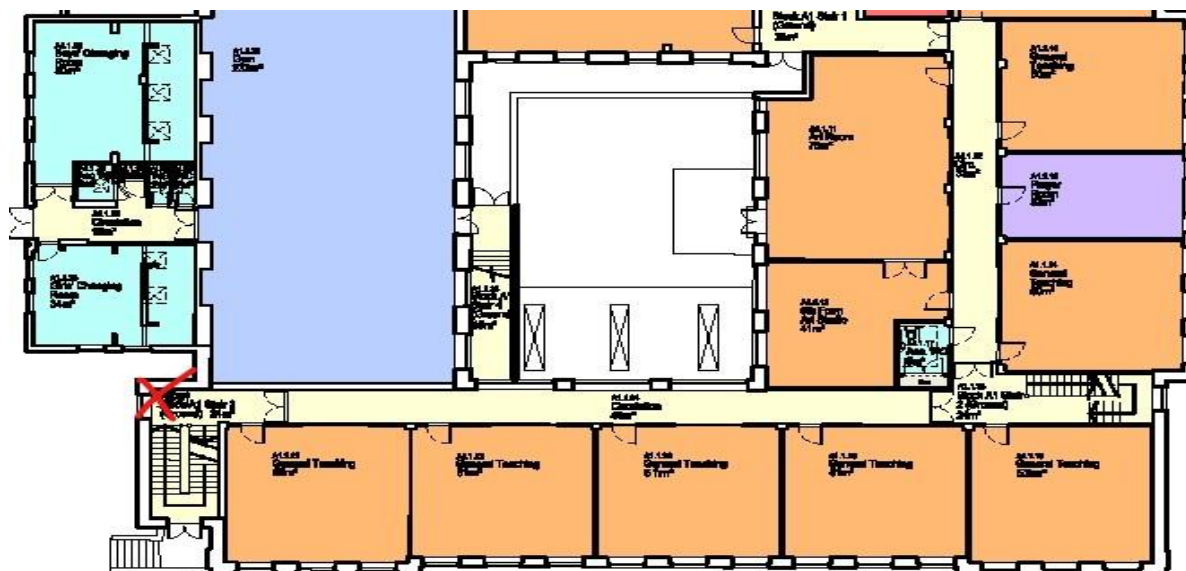
*Information redacted

Refuge Points

Main Building First Floor – Red =cross denotes Refuge Point.



Main Building Ground Floor – Red cross denotes Refuge Point.



[illegible]

Room Schedule:

Room Number	Room Name	Area (m²)
N1.1.01	Year Heads' Office	36m²
N1.1.02	Year Heads' Office	36m²
N1.1.03	Year Heads' Office	36m²
N1.1.04	Year Heads' Office	36m²
N1.1.05	Year Heads' Office	36m²
N1.1.06	Assoc. WC	
N1.1.07	Reprographics	27m²
N1.1.08	Plant Room	20m²
N1.1.09	General Teaching	68m²
N1.1.10	Staff Room	18m²
N1.1.11	Corridor	
N1.1.12	Corridor	
N1.1.13	Corridor	