

Health & Safety procedures

August 2025 update

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Summary of changes

Date	Page No	Changes
10/1/25	7	Requirement noted for first aiders to read Supporting students with medical conditions policy
10/1/25	12	Changes to arrangements for evacuation call points. Removal of requirement for member of staff to remain at call point.
3/3/25	8	Clarification on LRC, Food Tech and Textiles lockdown rooms
3/3/25	5	Location of radios for use in holiday periods.
10/6/25	4	Updated link to Trust Health and Safety policy
10/6/25	4 & 6	Updated link to Supporting students with medical conditions policy
6/8/25	8	Update to information on security hut
6/8/25	6, 12, 13, 14	Scarlett Ince refs changed to Lynda Depeiazza-Blissett
6/8/25	12, 14	Lynda Depeiazza-Blissett refs changed to Serena Chambers
18/8/25	12	Added roles of fire marshals
18/8/25	16 & 17	Added fire marshal list

1. Introduction

These procedures should be read in conjunction with the Trust Health and Safety Policy which can be found at [Trust Health and Safety policy](#) and [Supporting students with medical conditions policy](#)

2. Communication and Meetings

The Health and Safety Committee meet every half-term. Any member of staff is welcome to attend or send to a committee member any concerns they wish to be discussed at the meeting. The meetings are attended by the Headteacher, School Business Manager and Facilities Manager.

Staff should not wait for the next meeting to report concerns. These should be passed onto either Adam Stevens or Gemma Davies in the first instance.

3. Key Contacts

Gemma Davies	School Business Manager	gdavies@wrhs1118.co.uk
Adam Stevens	Facilities Manager and Health & Safety Co-ordinator	astevens@wrhs1118.co.uk
Mike Lea	Headteacher	mlea@wrhs1118.co.uk
Sarah Mackenzie Vik Chechi-Ribeiro	Trade Union Representatives	smackenzie@wrhs1118.co.uk ychechiribeiro@wrhs1118.co.uk

4. Reporting Accidents

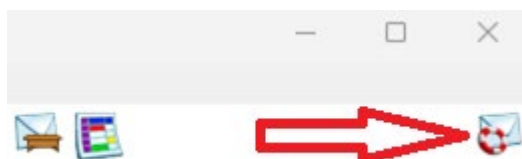
ALL accidents must be reported. If the incident is a minor one, it should be reported on the Accident/Incident/Illness Report slip used by first aiders. If the accident is more serious and a student or a member of staff required hospital treatment, at the time, or later, then the accident must be reported on an Accident Report Form, which can be provided by Adam Stevens, Health & Safety Co-ordinator.

5. First Aid Procedures

Information for all colleagues

If you require a first aider to attend your classroom or elsewhere on the school site, you should:-

- Press the Emergency alert on SIMS (top right-hand corner)



- Call the student services office. Extension numbers 1350/1122/1120 (direct dial 0161 860 2984)
- Send a responsible student to student services to make sure help is coming

In the case of a medical emergency involving a student/staff member/visitor, you do not need to wait for a first aider in order to call an ambulance.

If you do call an ambulance, please let student services/SLT know and they will also send a first aider to you. Student services will also inform SLT, security and facilities so that the ambulance can be directed to your location.

Location of defibrillators

- LRC
- Main school reception
- Student Services
- Security hut

First Aid during holiday periods

If there is an incident requiring first aid, it may not be possible to contact a first aider immediately.

Call student services, if you require assistance on extension numbers 1350/1122/1120 (direct dial 0161 860 2984) or, if you have a school radio available, you may request help via the facilities or student services team using Channel 1. **Radios are available in student services, reception or Head's PAs office.**

Be aware of the following:

1. There are first aid bags available at Student Services.
2. The location of defibrillators (see above).
3. First aid incident forms are available at Student Services
4. **Do not:**
 - Give any staff or student ANY medication unless it is prescribed for them, and you know how to administer it
 - Use any creams, lotions or any other products to treat any condition
 - Attempt to remove any foreign bodies piercing the skin, including splinters
5. If there is an incident where a member of staff or student requires first aid or if a member of staff or student has any kind of accident:
 - Assess the extent of any injuries quickly
 - Send for the first aid kit from student services, if appropriate, or contact the emergency services, if appropriate
 - Fill in an accident/incident form and leave it with student services colleagues

Information for first aiders

You must read the school policy [Supporting students with medical conditions policy](#).

Pay careful attention to updates on the students with medical needs which is circulated by Dania Abdulaal and can be found at [T:\Admin and Central Data\Safeguarding\Medical needs 2425\Medical needs 2425.pptx](#)

Please add your first aid duties to your outlook calendar/diary – if you need any help on how to add these and make them a recurring slot, please see Gemma Davies.

During your allocated slot(s) on the rota you must:-

- Have a radio with you which is turned on and set to Channel 16 (if you don't have a radio, please see **Adam Stevens, Facilities Manager**)
- Have your first aid kit with you
- Remain on the school site
- Continue with your usual work. **NB. Please avoid scheduling meetings or events during your slot on the rota, if this can't be avoided, please swap your slot with a colleague in advance**

If a first aider is required, student services will contact you on the radio to attend. If you require further assistance, you should request this using your radio.

Individual first aid kits (and replenishment supplies) can be obtained from **Keri Meredith** in Student Services/Admin Office. **Lynda Depeiaza-Blissett** in Student Services can support with advice on completing first aid incident slips.

When attending a first aid incident:-

- Prioritise and treat the needs of the student/adult who is injured or unwell
- If there is another adult present, ask them to check SIMS for an IHCP which can be found in 'Section 7'. If there is an IHCP, the colleague should print this out. (If no other adult is present, please use your radio to request the support of student services to check for/print the IHCP). In the case of a colleague who is injured/unwell, contact David Grundy ext. 1137 or Gemma Davies ext. 1106 to confirm any known medical conditions. This information is useful for the first aider, but also for the emergency services, if required
- The first aider should seek support from colleagues to manage the incident, for example, clearing a room of students, calling for help from other colleagues, sending for a defibrillator
- Following the incident, a first aid incident slip (which you should have copies of in your kit) must be completed and returned to student services so that the information can be uploaded to SIMS
- **If you are called to a first aid incident involving **Humaira Hussain 9RF1**, you should request SLT support as emergency medication may need to be administered (SLT are trained to administer this)**

If an ambulance is called:-

- Ask another adult to alert student services, SLT and security/facilities. You can also send a responsible student to student services to let them know
- A member of SLT will attend the incident to provide support to manage the incident eg crowd control, arranging ambulance access, sending for help etc (the first aider continues to manage the treatment of the student/adult and may use the SLT colleague for support)
- In most cases, **and in every case where an ambulance is called**, the first aider dealing with the incident must remain with the student/visitor/staff member. If possible, please let Sarah Shaw ext. 1130 know that you cannot attend duties. This can be done via another colleague
- Following the incident, a first aid incident slip (which you should have copies of in your kit) must be completed and returned to student services so that the information can be uploaded to SIMS

Asthma/Epilepsy

Advice on recognising and responding to asthma attacks and epileptic seizures can be found below.

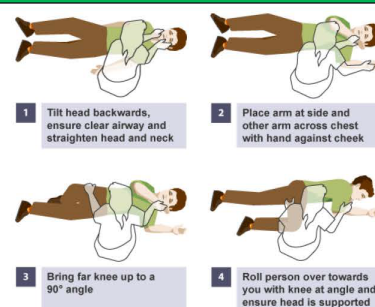
Emergency inhalers and EpiPens are available in school for students with diagnosed conditions who require prescribed inhalers or EpiPens.

Written consent is required from parents/carers for the use of emergency salbutamol inhalers or EpiPens.

First aiders should instruct another colleague to check SIMS 'Section 7' for this consent.

How to recognise an Asthma attack		If you witness an Asthma attack	
The signs of an asthma attack are:- • Persistent cough (when at rest). • A wheezing sound coming from the chest (when at rest). • Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body). • Nasal flaring. • Unable to talk or complete sentences. Some children will go very quiet. • May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache).	1	Help them use their reliever inhaler straight away (usually two puffs) This should relieve the attack. Emergency inhalers and spacers are kept in Student Services and in each Year Office. If this is used, check the child is on the list of students who have parental consent. The list is kept with the emergency inhaler kit.	
	2	Next, sit them down in a comfortable position. Keep the child calm and reassure the child. Ensure tight clothing is loosened.	
	3	If it doesn't get better within a few minutes, it may be a severe attack. Get them to take owner two puffs on their inhaler every two minutes, until they've had 10 puffs.	
	4	If the attack is severe and they are getting worse or becoming exhausted or if their first attack, then call 999/112 for an ambulance.	
	5	Help them to keep using their inhaler if they need to. Keep checking their breathing, pulse and level of response.	
	6	If they lose responsiveness at any point, open their airway, check their breathing and prepare to treat someone who's become unresponsive.	
	7	Never leave a student having an asthma attack	
	8	Contact the student's parents/carers immediate after calling the ambulance. A member of staff should accompany a student to hospital by ambulance and wait with them until parent/carer arrives.	

What to do in the event of an epileptic seizure		
A	ASSESS	Assess the situation – are they are in danger of injuring themselves? Remove nearby objects that could cause injury.
C	CUSHION	Cushion their head (with a jumper, for example) to protect them from head injury.
T	TIME	Check the time - if the seizure lasts longer than five minutes you should call an ambulance.
I	IDENTITY	Look for a medical bracelet or ID card – it may give you information about the person's seizure and what to do.
O	OVER	Once the seizure is over, put them on their side (in the recovery position). Stay with them and reassure them as they come around.
N	NEVER	Never restrain the person, put something in their mouth or try to give them food or drink.



6. Lockdown Procedures

Lockdown may be initiated when there is a threat to the safety of pupils and/or staff within school, caused by one of a range of potential internal or external incidents. This could include, for example, intruder(s) or a warning received about a local risk of air pollution such as a smoke plume or a gas leak within school.

If you believe you have discovered a potential threat which requires a lockdown to be enacted, please contact a member of SLT or Facilities immediately.

The lockdown signal will be 5 rings of the school bell, each ring lasting approximately 3 seconds. In the G Block and the F Block the signal will be the message: 'School is in Lockdown. Proceed immediately to your designated safe area' – this message will be broadcast twice.

If the Headteacher, or other designated member of SLT, deems a lockdown is necessary, the following steps will be taken:

- A member of Facilities sounds the alarm from the panel in the Facilities office. The alarm will sound in all blocks including the stadium.
- A member of Facilities stays in the Facilities Office and phones 999 (if appropriate) to report the potential incident and operate the CCTV cameras
- The member of Facilities contacts the Headteacher/SLT to update on progress
- Receptionist to get behind the reception desk, if unable to access Admin Manager's office or the parent/carer rooms/WC
- Any parents/carers or visitors in reception to access parent/carer rooms/WC and secure the doors
- Student Services staff to lock Student Services doors and return to the office
- If the security hut is occupied, facilities will inform the colleague by radio of the potential threat
- If occupied, the colleague in the security hut will leave the barrier down, lock the cabin door and remain out of sight during the lockdown procedure
- All students remain in, or go to, classrooms / base spaces. Staff and students should, where possible, get under desks or stay away from windows/doors
- Staff who should be with groups of students (e.g. teachers, TAs) stay / move with them
- Staff not with students should go to the nearest safe base (if you do not have a base, or your base leaves you exposed, then move to a classroom / other room which is safe)
- Classroom / office doors should be locked, windows and blinds closed and lights turned off. Projectors and computer screens should be turned off, if safe to do so
- Students should be kept calm and silent, away from windows and doors and seated **under** tables
- **All mobiles should be switched to silent**, if not already, and students **must not** use their mobiles during lockdown
- Remain silently in place until the all-clear is given – either in person by a senior member of staff or by 1 long ringing of the school bell (approx. 20 seconds), or by the announcement "Lockdown over" in F & G Blocks.

Staff and students in the LRC should move to G011 & G012

Staff and students in Food Tech should move to G027

Staff and students in Textiles should move into G112 or the classroom facing textiles but would need to barricade the door using tables.

If the signal is given during break or lunch, staff and students should proceed calmly to the following:

Year 7 – A086, A090, A019, A021, A023 or offices on the front A block corridor.

Year 8 to 11 – A063, A060, A054, A053, A052, A048, A044, A043, A040, A039 classrooms or offices on the back A block corridor.

Staff and students in the Bistro to remain there. Staff to close and secure the 'sliding doors' and close all blinds in the Bistro.

Staff and students outside in the plaza to go to G block or E block classrooms.

Year 12 & 13 – Go to G block.

Any staff and students on the field (including during PE lessons) should go straight to G block or C block classrooms with the LRC as a last resort.

Any staff and students in either the Sports Hall, Stadium or Gym should remain there with the doors locked and stay out of sight.

Radio silence must be maintained and radio only used when absolutely necessary or Facilities staff have been asked a question by the Headteacher / or SLT lead. **Contact between Facilities and SLT will be by mobile phone wherever possible.**

7. Fire Drill/Evacuation

Activation and Monitoring of Fire Alarm

During a Fire Drill the fire alarm will be activated by one of the Facilities staff. In the case of an actual fire the person who first sees the fire must activate one of the fire alarm points. At this time the alert panels in Student Services, Reception and Security will activate. The fire sirens will be silent at this stage.

The Health and Safety Coordinator and Facilities staff will proceed to the fire alarm panel to monitor the activation and note the time. After a six-minute delay the fire sirens will activate and the evacuation will commence. The School Business Manager, Gemma Davies, (deputised by Adam Stevens, Facilities Manager), will remain by the Fire Alarm Panel to act as the Liaison officer to meet and advise the Fire Service as to possible location etc. and to ensure that in the event of a real fire the six minute delay is overridden and the alarm call centre is alerted immediately, so that they can inform the Fire Service of the situation.

- When the fire alarm sounds, teachers must make sure students are quiet and **must** tell them which is the nearest safe exit from the building, being mindful that this may have to change if the fire is between them and the exit.
- A plan of escape routes for fire evacuation can be found in every classroom

N.B. The gate by Range Stadium will not be open. Classes exiting through the Student Services entrance or the Staff entrance near Facilities will access the field by walking in front of the school.

- Lifts must not be used under any circumstances
- All teachers must do a headcount of students as they leave their rooms and try to ensure that the class they are teaching all stay together as a group
- Once the room is clear, teachers should lock their classrooms as they leave
- The teacher should escort the group to the form assembly points at the rear of the field
- Fire marshals will check their designated areas of the school to ensure that all staff and students have left the building, then leave the building by the nearest safe route. They should then report to the Facilities Manager, using their vhf radio (Channel 1), to report that their area is clear. A fire marshal is assigned to each exit door to ensure no one re-enters the building during the evacuation (see attached list of fire marshals).
- In the event of an alarm sounding outside of lesson time i.e. before period one, at break time or at lunchtime, all staff should ensure that they direct all students out of the building and accompany them directly to the assembly point, without returning to their classrooms, leaving the building by the nearest safe exit
- Staff attached to forms must go to their Year area and will be allocated as necessary. **Staff used to cover morning registration for a form must go to cover the same form in the event of a fire evacuation**
- Heads of Year must ensure that all forms have a member of staff allocated. In the event of a Head of Year being absent, SLT Year Links/Year Coordinators should take on this role and check that all forms have a member of staff in charge

- Students must line up in silence in, facing the fence, their Form Groups and their Learning Coach will meet them and check off the register. Students must line up in the order below

Astroturf
pitches

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
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Order of lining up, left to right, in year groups - Years 7-11
(NB. In Year 11, there are two additional forms AH3 and RP3)

AH1	AH2	MA1	MA2	RF1	RF2	RP1	RP2	SG1	SG2
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Order of lining up, left to right, in year groups - Years 12 and 13

SF1	SF2	SF3	SF4	SF5	SF6	SF7	SF8	SF9	SF10	SF11	SG12	SF13	SF14
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The usual procedures (as per the Fire Evacuation Procedure) of collection, checking and return of registers are still in place. SLT Year Links to collect staff and student registers and take them to their Year groups, returning checked registers to JBA (staff) and MCO (students).

Support Staff and Visitors – Assembly Point

Any staff who are not allocated to a Form or Year, including Cover Teachers, Teaching Assistants not allocated to support particular students, as well as visitors, must gather up on the right-hand side of the assembly area with their team, adjacent to the all-weather/astroturf pitches.

Students in C4 room/External (non-WRHS) students in C4 or Inclusion

The member of staff supervising the C4 room should escort all students to the field. WRHS students should line up with their form groups. Non-WRHS students should assemble in the support staff and visitors area, supervised by **Lindsey Carroll, Inclusion Administrator** and registered by **Senior HR and Finance Officer, David Grundy (deputised by Admin Manager & Head's PA, Habiba Baig)**.

Vulnerable students and adults

The Inclusion Faculty, in the first instance, are responsible for vulnerable students. If a member of the Inclusion Faculty is not with a vulnerable student when the Fire alarm sounds, a responsible person must be allocated by the classroom teacher to accompany them.

Teaching Assistants who have been allocated to support specific students **must** remain with the students they have been allocated to support for the duration of the fire evacuation.

In the event of any person with mobility problems being in the building and unable to readily evacuate to the assembly area, they should be accompanied to the nearest evacuation call point. The classroom teacher or member of staff must activate the call point which will inform the Facilities Manager of their location. Once the call point is activated, the member of staff should then evacuate via the nearest fire exit. The three call points in the main school are: by the stairwell on the first, and second floor in C block; and outside A124 the Inclusion room on the first floor of A Block. In G block there is a call point on each staircase on all floors. Evacuation for these people will be organised via fire lift or evacuation chair.

8. Fire/Emergency Evacuation – Roles and Responsibilities

Tasks	Lead(s)
Fire Marshals – Clearing areas	
Fire marshals will check their designated areas of the school to ensure that all staff and students have left the building, then leave the building by the nearest safe route. They should then report to the Facilities Manager, using their vhf radio (Channel 1), to report that their area is clear. A fire marshal is assigned to each exit door to ensure no one re-enters the building during the evacuation (see attached list of fire marshals).	See attached list
Print & distribution of Staff and Visitors Lists	
Using the Fire Evacuation button on Invenry, Receptionist prints the staff and visitors lists, taking the lists out to the field. Receptionist is responsible for passing the list of staff attached to Year groups to Jane Barnes, Deputy Headteacher who will check that all staff attached to Year groups are accounted for. Jane Barnes will report to the Headteacher. Receptionist is responsible for passing the list of support staff and visitors to David Grundy who will check that all support staff and visitors are accounted for. David Grundy will report to the Headteacher. Receptionist should also have a box on reception containing high-vis vests, clipboards, pens and copies of this document which should be taken out to the field. The receptionist should also take their radio out to the field with them to be used as spare for staff who were not able to access their own.	Receptionists - Cath Brett or Malyun Ukash (deputised and supported by Habiba Baig, Admin Manager & Head's PA) Jane Barnes (deputised by a member of SLT) David Grundy (deputised and supported by Habiba Baig, Admin Manager & Head's PA)
Print & distribution of Student Tutor Group Lists	
Once the alert panel is activated in the Student Services office, the Student Services Lead or Deputy will print off the SIMS whole school fire drill list, this will then be ready if the alarm goes to a full evacuation. The Fire Drill lists are printed off in Tutor Groups and will indicate the marks for all students for the day, up to the time of printing. In the event of a whole school evacuation, as the lists are printed they will be put into a folder for each individual Head of Year. Student Services Lead or Deputy is responsible for taking these out to the Assembly area. Heads of Year/Year Co-ordinators will collect the folders and distribute them to the Learning Coaches. The Signing-out record for the Sixth Form, which is printed by the Receptionist, will be taken out by the Receptionist and given to the SLT member of staff in charge of Sixth Form, Steve Mycock	Lynda Depeiaza-Blissett (deputised by Serena Chambers) Receptionist Heads of Year/Year Co-ordinators Steve Mycock (deputised by Zawditu Maloney-Rock) Sophie Smith

(deputised by Zawditu Maloney-Rock). Sophie Smith will also print this from Inventory, if she is in the office at the time of the evacuation. Student Services should also have a box containing high-vis vests, clipboards, pens and copies of this document which should be taken out to the field. Radios should also be taken out to the assembly point to be used as spares for staff who were not able to access their own.	
Registers of Support Staff & Visitor Registers and reporting discrepancies	
Support staff (including Cover Teachers and TAs not allocated to support particular students) and visitors will be registered by David Grundy who will then report to the Headteacher. It is the responsibility of members of staff who are with visitors to ensure that they are evacuated safely and directed to the assembly point.	David Grundy (deputised and supported by Habiba Baig, Admin Manager & Head's PA)
Registers of staff attached to Year Groups and reporting discrepancies	
When arriving at the field, Heads of Faculty should report to Jane Barnes, Deputy Headteacher (deputised by a member of SLT) to collect lists of staff for the Year they are attached to. They should check staff attendance and return completed lists to Jane Barnes. Names on staff attendance lists should be ticked clearly at the start of each name to indicate who is present so there can be no ambiguity.	Heads of Faculty Jane Barnes (deputised by a member of SLT)
Registers of TAs attached to individual students and reporting discrepancies	
Karen Robertson (deputised by Sofia Zarar) should report to Jane Barnes to collect the list of Teaching Assistants attached to work with individual students. Names on staff attendance lists should be ticked clearly at the start of each name to indicate who is present so there can be no ambiguity. The completed list should be returned to Jane Barnes.	Karen Robertson (deputised by Sofia Zarar) Jane Barnes (deputised by a member of SLT)
Taking SLT register and reporting discrepancies	
Sophie Casey, Deputy Headteacher should report to Jane Barnes to collect the SLT list, check attendance of SLT and return the completed list to Jane Barnes.	Sophie Casey (deputised by a member of SLT) Jane Barnes (deputised by a member of SLT)
Taking Student Registers and reporting discrepancies	
Students should line up in register order. Learning coaches should do a register to ensure that all their students are present, carefully checking the day's previous marks for discrepancies e.g. 'N' following a present mark. Raise any concerns with the Head of Year.	Learning Coaches Heads of Year (Y7 – Y13) Morresa Connolly (deputised by Besim Mustafa, Assistant

Heads of Year (main school) must check that all students in their Year are present and report to Morresa Connolly, Deputy Headteacher (deputised by Besim Mustafa, Assistant Headteacher). This should include passing on any discrepancies. Morresa Connolly (deputised by Besim Mustafa, Assistant Headteacher) will report to Mike Lea, Headteacher on student registers and discrepancies. Heads of Year (Sixth Form) must ensure that before lists are returned, they have been cross checked against the Signing-Out record, held by Steve Mycock, Head of Sixth Form (deputised by Zawditu Maloney-Rock) Frank Dooley and Lindsay Mackenzie, Attendance Officers and Lynda Depeiaza-Blissett, Student Services Administrator should report to the centre of the field (after registering their presence with David Grundy) to support the investigation of any student register discrepancies.	Headteacher) Mike Lea Steve Mycock (deputised by Zawditu Maloney-Rock) Frank Dooley Lindsay Mackenzie Lynda Depeiaza-Blissett
Missing students	
In the event of a student being declared missing, Heads of Year should speak to Lynda Depeiaza-Blissett, Student Services Lead, to ascertain if she is aware of any reason for the student's absence (e.g. medical appointment etc). In the event that an absence cannot be confirmed, this must be reported by the Head of Year to Morresa Connolly Deputy Headteacher (deputised by Besim Mustafa, Assistant Headteacher), who in turn will alert the Headteacher. Mike Lea, Headteacher will liaise with Adam Stevens, Health & Safety Co-ordinator (by vhf radio) as this may require a further search of the building to be carried out by the emergency services, guided by the Health & Safety Co-ordinator and Facilities staff.	Lynda Depeiaza-Blissett (deputised by Serena Chambers) Heads of Year Morresa Connolly (deputised by Besim Mustafa, Assistant Headteacher) Mike Lea Adam Stevens Facilities staff
Managing the orderly conduct of students	
Year Co-ordinators and Heads of Faculty should support Heads of Year in managing the orderly conduct of students and ensuring that Learning Coaches remain with their forms and are proactive in supervising students. In the event of a Head of Year being absent, Year Co-ordinators should take on the role of the Head of Year as outlined	Year Co-ordinators Heads of Faculty Heads of Year
Completion of Evacuation	
Once the registers, staff lists and visitor checks have been completed, the Headteacher will inform the Facilities Manager and the School Business Manager (by vhf radio, Channnel 1) that all students, staff and visitors have been accounted for. The Facilities Manager/Health & Safety Co-ordinator, and/or School Business Manager will then pass on this information to the Fire Officer in charge.	Mike Lea Adam Stevens Gemma Davies

Re-occupation of building	
Once the Fire Officer has declared the building safe for re-entry the Facilities Manager/Health & Safety Co-ordinator or School Business Manager will alert the Headteacher (by vhf radio, Channel 1) that the building can be reoccupied. Students will wait in their Tutor group lines until they are asked to go back into the buildings by their Head of Year. Learning Coaches must ensure that their students do not move out of line until the Learning Coach has received direct instruction from their Head of Year that they can return to the school building. Heads of Year must ensure that no students or Learning Coaches are dismissed until advised to do so by a member of the Senior Leadership Team. Other staff and visitors must not return to the building until advised to do so by the Senior HR & Finance Officer or a member of SLT.	Adam Stevens Gemma Davies Mike Lea Heads of Year Learning Coaches David Grundy

**Whalley Range 11-18 High School
Fire Marshals Evacuation Checklist September 2025**

	Areas	Details	Staff	Exit to cover	Area Clear
D	Block D Kitchen Zone 9	• Kitchen & Kitchen Offices • Kitchen Rest Room and Toilet • Storerooms • Dining Room • Kiosk • Student Services and Toilets • Disabled toilets	J. Roper-Browning S. Priestley S Donnelly	Student Services	
E	Block E Gym Block Zone 7	• Sports Hall • Gym • Student Changing Rooms • Student Toilets • Art Rooms (Upstairs) • PE Office	S Donnelly	Sport Hall door Back of Gym (covered way)	
A East	Block A Ground Floor East Zone 1	• Reception & Toilets • Hall • Admin Offices & staff kitchen • Headteacher's and adjoining offices • Staffroom, Offices and Toilets • East Quad • Music Toilets • Music Office and Music practice-rooms • Classrooms A0/19 to A0/48	D Else	Exit off Back Corridor (middle)	
A West	Block A Ground Floor West Zone 11	• Attendance Office & SLT offices, C4 room • West Quad • Classrooms A0/86 to A0/52 • Reprographics/Facilities offices • Global Awareness Staff Workroom	N. Folwell <i>(Deputy: H Baig))</i>	Main Entrance	
A 1st	Block A First Floor Zone 6 & 10	• Finance Offices, Conference Room • Balcony & Stores • Classrooms • Offices, whole of first floor	D Grundy		
B & C Ground	Block B And Block C ground floor Zone 2	• Radio Station • Offices, Lift area and Science Toilets • Classrooms • Labs • Server Room, Chemical Store	W Qayyum	Link Corridor 6 th Form Entrance	
B & C 1st	Block B And Block C First Floor Zone 3	• Classrooms • Offices • Toilets • Lift Area	A Sobanski	Corner of B Block	
B & C 2nd	Block C Second Floor	• Classrooms and Offices • Lift Area	A Sobanski		
G 2nd	Block G - Top Floor Zone 2 1,2,3,4,9,10	• Classrooms • Offices • Toilets both ends	S Smith		
G 1st	Block G - Middle Floor. Zones 1,2,3,4,5,6,7,8	• Offices • Classrooms • Toilets both ends	L Beadle		
G Ground	Block G – Ground Floor Zones 1,2,3,4,5,6,7,8	• Offices • Classrooms • Toilets both ends • LRC	C Manggilingan		

J	Block G External Gates	• Gate C then LRC Entrance Block G • Dining Room Entrances (under canopy)	J Davies	LRC Entrance Dining Room	
K	Block G Fire panel	• Fire panel in Block G to be manned	C Walker D Holik	6 th Form Entrance	
L	Fire Panel (Facilities entrance)	• Main fire panel (Facilities) to be manned	G Davies A Stevens	Facilities Entrance	

9. Fire Evacuation - Supplementary Procedure for Range Stadium

Operation

The operation of the Range Stadium Fire Alarm system:

- If a Fire Alarm is activated in the main building (first knock), no signal is received in Range Stadium. If the Fire Alarm in the main building escalates to a second stage (full evacuation), the Range Stadium Fire Alarm will also go to a full evacuation.
- If a Fire Alarm is activated solely in Range Stadium, sirens will sound immediately, and the stadium will go to a full evacuation. The Whalley Range system is alerted only, and the Fire panel will note the alert; hard wired alerts in the Facilities office and the Student Services office will also show the notification. The Whalley Range Fire Alarm system is not activated at this stage.

The Facilities Manager, Adam Stevens, or (another member of the Facilities team) will immediately make their way over to Range Stadium to carry out an investigation and the status will be communicated by Whalley Range vhf radio, Channel 1 back to the **School Business Manager, Gemma Davies** who will make their way to the Fire Alarm Panel. Depending on the status in Range Stadium, the Whalley Range system is activated or not. In the event of activation, the detailed evacuation procedure is followed.

Staff Actions and Registers

Staff who are teaching in Range Stadium should take the register using the SIMS system in the usual way, the register should be taken as early in the lesson as possible to ensure that all students are registered and will therefore appear on the Fire Evacuation list in the event of an evacuation. **Staff and students should assemble on the overspill car park area**, to allow a register to be taken. This will enable confirmation that all students and staff have been evacuated safely and are out of Range Stadium.

All other actions will be controlled by Range Stadium staff, following their own internal procedure.

In the event of a fire or evacuation due to an event which puts Range Stadium out of action, staff will take students back into the Whalley Range main buildings to continue lessons.

10. Fire Evacuation – During Holiday Periods

During any holiday including classes or activities, staff are responsible for the evacuation of themselves and any students working with them.

Staff Evacuation

1. All staff must sign in on arrival and sign out on leaving on Inventory.
2. If the fire alarm rings you must:
 - **Evacuate the building immediately**
 - **Not stop to collect work or belongings**
 - **Assemble in the Support Staff area by the football pitches at the rear of the school**
 - **Check in with the receptionist on duty at the assembly point, who will have the records of all staff in the building**

Student Evacuation

At the start of any class or activity:

1. Check that all students have signed in on the class paper register. Any late arrivals must sign in at student services and be added to class lists. Staff must retain a copy of the class list at all times. Student Services must also have a copy of all lists.
2. Remind students that they must sign out at student services when leaving the building.
3. Give the students the following instructions:
 - **If the fire alarm rings, you must evacuate the building immediately**
 - **Do not stop to collect your work or belongings**
 - **Assemble on the field in the Support Staff assembly area**

If the fire alarm rings you must:

1. Instruct the students of the route they should evacuate the building.
2. Walk with any students who have special needs.
3. Take the paper register and check that all students have evacuated the building.
4. Once the register is checked, return it to the member of SLT on duty at the assembly point, alerting them to the names of any missing students.
5. Do not re-enter the building until told it is safe to do so.

N.B. There are specific and detailed procedures for running holiday classes which must be read prior to any activities taking place. A member of SLT will be on duty. See the Facilities Manager/Health and Safety Coordinator, Adam Stevens, or Gemma Davies, School Business Manager for further information.

11. Emergency Evacuation of Students from Examinations

WHALLEY RANGE 11-18 HIGH SCHOOL

Centre Number 32441

Emergency Evacuation of Students from Examinations

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing
- Collect the attendance register (**in order to ensure all candidates are present**) and evacuate the examination room in line with the Examination Evacuation Locations listed
- Advise candidates to leave all question papers and scripts in the examination room
- Candidates should leave the room in silence
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
- Make a note of the time of the interruption and how long it lasted
- Allow the candidates the full working time set for the examination
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
- Make a full report of the incident and of the action taken, and send to the relevant awarding body

12. Examination Students - Evacuation Locations

Hall, Parent/Careers, A086/A132/A137: exit through Reception and turn right. Assemble in exam seat order on the school field at the corner of Wilbraham Road and Princess Road by the green shed and aerial.

C / G Block: use the Fire Exits and walk onto the field. Assemble at the corner of Wilbraham Road and Princess Road by the green shed and aerial.

Gym: use the Fire Exit in the front corner (by seat A1 – **not** the back exit) and walk through the car park to the wooden sheds. Assemble in exam seat order as per the row labels on the sheds.

Stadium / Sports Hall: use the Fire Exits at the back of the stadium / sports hall and turn left towards the Astroturf. The black gate is unlocked and can be pushed open. Walk around to the field and assemble in exam seat order as per the row labels on the fence of the Astroturf.

