

## HEALTH & SAFETY POLICY



28/10/2025

### Key information

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The Greek Community School of Newcastle is committed to provide a safe space for all its pupils and Teaching staff. We are based at St. Mary's Catholic School and we comply to the regulations of this organisation and the clear guidance that exists with effective ways of action in order to avoid any risks to health and safety of our pupils and teaching staff.

Following you will find the fire regulations according to St. Mary's Catholic School adjusted to the needs of the Greek Community School of Newcastle:

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**1. Classroom teacher/Support staff** (without a designated role) PREMISES EVACUATION ARRANGEMENTS, in case of an alarm being activated, are as follows:

- Staff discovering a fire or any other emergency for which the buildings should be evacuated should activate the alarm by breaking the glass in the call unit found in all corridors. If possible, they should then notify the main office of the exact location using the telephone in the room (DIAL 110)
- The emergency warning is the continuous alarm signal and on hearing the alarm the building must be evacuated.
- On hearing the alarm, students will stand behind their chairs and when instructed by the teacher in charge, exit the building in single file. Students should then leave the building by the nearest available marked escape route. The class teacher must close the door and all windows and accompany their class to the assembly points. Bags and coats are not to be collected on the way out.
- If a student is not in a classroom when the alarm sounds, he/she must walk to their designated assembly point, leaving the building by the nearest marked exit.
- In the event of an emergency during break or lunchtime, students must leave the building by the designated escape route and go to their assembly point. Students should assemble in form groups and years in the primary assembly points identified on the site plan.
- Designated escape routes are as follows: Exit is at the end of the wings
- The Health and Safety Officer will ensure discussions have been had with any disabled students and their parents, in relation to the evacuation procedure and an appropriate Personal Emergency Evacuation Plan (PEEP) following L.A guidance is drawn up. This information will be shared with teachers when appropriate.
- Each HOY will undertake supervision of their year group assembly areas.

- Immediately students arrive at the assembly area, they must stand in their form groups in silence while staff check registers. • Registers will be taken out to the assembly point and distributed by admin staff.
- The result of the register check completed by the form teacher, must be reported to the head of year who will subsequently report to a senior leader present at the SLT assembly point as marked on the attached map.
- When the fire brigade or fire marshals are satisfied that it is a false alarm, the fire marshals will direct staff, students, and visitors to return to the building. Please ensure that students return to their classes using the correct entrance.
- Following the advice of the fire brigade or fire marshals, students and staff may be required to move to the secondary fire evacuation assembly points as marked on the attached map.
- If the building cannot be reoccupied following an evacuation, students will be evacuated according to the Critical Incident and Continuity Plan and arrangements made to contact parents.

**2. Visitors PREMISES EVACUATION ARRANGEMENTS**, in case of an alarm being activated, are as follows:

- Visitors discovering a fire or any other emergency for which the buildings should be evacuated should activate the alarm by breaking the glass in the call unit found in all corridors. If possible, they should then notify the main office of the exact location using the telephone in the room (DIAL 110).
- The emergency warning is the continuous alarm signal and on hearing the alarm the building must be evacuated.
- All visitors will leave the site by the nearest exit and assemble at the primary visitor assembly point marked on the site plan (near the PE store next to the memorial garden). • Visitors must not leave by the main front entrance, as access to the assembly point is not possible via this route.

- All visitors will be registered by a senior administrator, who will then report to a senior leader present at the SLT assembly point as marked on the attached map.
- When the fire brigade or fire marshals are satisfied that it is a false alarm, the fire marshals will direct staff, students, and visitors to return to the building. Please ensure that students return to their classes using the correct entrance.
- Following the advice of the fire brigade or fire marshals, students and staff may be required to move to the secondary fire evacuation assembly points as marked on the attached map.
- If the building cannot be reoccupied following an evacuation, students will be evacuated according to the Critical Incident and Continuity Plan and arrangements made to contact parents.

**3. ITTs and Supply staff PREMISES EVACUATION ARRANGEMENTS**, in case of an alarm being activated, are as follows:

- ITT/Supply staff discovering a fire or any other emergency for which the buildings should be evacuated should activate the alarm by breaking the glass in the call unit found in all corridors. If possible, they should then notify the main office of the exact location using the telephone in the room (DIAL 110)
- The emergency warning is the continuous alarm signal and on hearing the alarm the building must be evacuated.
- All student teachers or supply staff will leave the site by the nearest exit and assemble at the primary visitor/student teacher assembly point (near the PE store next to the memorial garden) if they are not teaching.
- If a student teacher/supply teacher is teaching a class or group of students they must lead their class to the appropriate year group meeting point to be registered by their form tutor, prior to going to their meeting point.

- All student teachers/supply teachers will be registered by a senior administrator who will report to a senior leader present at the SLT assembly point as marked on the attached map (near the PE store next to the memorial garden).
- When the fire brigade or fire marshals are satisfied that it is a false alarm, the fire marshals will direct staff, students, and visitors to return to the building. Please ensure that students return to their classes using the correct entrance.
- Following the advice of the fire brigade or fire marshals, students and staff may be required to move to the secondary fire evacuation assembly points as marked on the attached map.
- If the building cannot be reoccupied following an evacuation, students and staff will be evacuated according to the Critical Incident and Continuity Plan and arrangements made to contact parents.

**4. Robertson's/Newcastle City Council staff PREMISES EVACUATION ARRANGEMENTS**, in case of an alarm being activated, are as follows:

- External staff discovering a fire or any other emergency for which the buildings should be evacuated should activate the alarm by breaking the glass in the call unit found in all corridors. If possible, they should then notify the main office of the exact location using the telephone in the room (DIAL 110)
- The emergency warning is the continuous alarm signal and on hearing the alarm the building must be evacuated.
- All NCC staff (IT, catering, and cleaning) will leave the site by the nearest exit and assemble at the primary visitor/student teacher assembly point (near the PE store next to the memorial garden).
- All NCC staff (IT, catering, and cleaning) will be responsible for completing their own roll call and reporting to a senior leader present at the SLT assembly point that this is complete.

- Robertson are responsible for their own staff and those visitors/contractors who they have signed into the building.
- When the fire brigade or fire marshals are satisfied that it is a false alarm, the fire marshals will direct staff, students, and visitors to return to the building.
- Following the advice of the fire brigade or fire marshals, students and staff may be required to move to the secondary fire evacuation assembly points as marked on the attached map.
- If the building cannot be reoccupied following an evacuation, students and staff will be evacuated according to the Critical Incident and Continuity Plan.

##### **5. Fire Wardens The following have designated roles during a premises evacuation:**

The following individuals have designated roles during a premises evacuation:

- **Location:** English Corridor
  - **Fire Warden:** Headteacher - Ms Louisa Meffan
  - **Deputy Fire Warden:** Second designated teacher - Ms Despoina Terpsiadou
  - **Deputy Fire Warden:** Third designated teacher - Ms Georgia Kara

The key role of the Fire Warden is to ensure that the building is safely evacuated in the event of a fire alarm activation. On hearing the alarm, please complete the following:

- Direct staff to safe available exit routes.
- Sweep all rooms where safe to do so ensuring toilets and places like walk in cupboards are checked.
- Assist disabled people.
- Close all windows in rooms and corridors.
- Close all doors and fire doors.
- Ensure final fire doors are closed.

- At the assembly point that you have checked your area and that it is completely evacuated.
- Return to your form group or year team and support with registration
- Support your form group or year team if movement to the secondary fire evacuation point is required following advice by the fire brigade.

**6. Update from Tyne and Wear Fire & Rescue Service** – 16.4.24. Since 1 October 2019 TWFRS have not automatically responded to investigate fire alarm activations in educational premises between 08:00 and 18:00, Monday to Friday, during term time (if applicable). We will also respond to educational premises such as universities, colleges and schools including preschools on weekends, bank holidays and during school holidays.

**7. Radioactive Sources** - updated June 2024. Mark Wood (Head of Physics) is the schools appointed Radiation Protection Supervisor (RPS) on site. Radioactive sources are held within the school and are stored within a locked store cabinet in a locked store cupboard in the head of Chemistry/Biology/Physics office. This is on the first floor. The location of the radioactive sources are marked on the fire building drawings as per regulations. The RPS holds a key for the radioactive store cabinet. A spare key is marked clearly and stored in the key safe in the main school office. CRO/EPA/LDO/DLA/,Mark Wood and Sophie Pearson all have access to this key safe.

8. Site Plan

## Primary Meeting Points

When the fire alarm sounds, please assemble at the Primary Meeting Point as identified in the map below:



## Secondary Meeting Points

If directed by a member of the SLT, please move from the Primary Meeting Point to the Secondary Meeting Point as identified in the map below:

