

Martyn's Law: Quick Checklist for Schools



This is a preparation checklist to ensure full compliance by March 2027

Site: _____ Owner: _____ Review date: _____

01 Scope and Responsibility



- ☐ Work out the average number of staff, learners and visitors reasonably expected on the campus on school days.
- ☐ If **200+** your school is "IN-SCOPE"
- ☐ Only **Standard Tier** applies (even if above 800).
- ☐ Identify **responsible person** (governing body or proprietor).

02 Reasonable & Practicable Procedures



The legislation only requires "Reasonable & Practicable" steps to be taken so have a document telling people:

- ☐ How to leave a building and where to go.
- ☐ Who are moving around the campus where to **RUN** to (i.e. Invacuation)
- ☐ How to secure themselves within a building and **HIDE** (i.e. Lockdown)
- ☐ How you will **Communicate** an activation of these procedures.
- ☐ Who can activate each procedure.



Consider simplifying this even further by integrating lockdown and evacuation into a single “Shelter-In” procedure. Set this out one page.

- ☐ Ask a third party to complete Keep It Simple (KISS) review of your procedure.

This is important step because, having written the plan, you won't recognise the really obvious gaps and faults. We always find 3 common ones that are easy to rectify.

03 Making sure the plan will work



- ☐ Brief Staff
- ☐ Run a test drill with Staff Only.
- ☐ Incorporate into New Starter / Induction procedure.
- ☐ Include in Visitor Briefing sheet.
- ☐ Include in parent briefings at start of school events.
- ☐ Include additional paragraph in standard Hirer Terms and Conditions.
- ☐ Write to Parents.

04 Final Sign Off



- ☐ Record School & Responsible Person on SIA portal (when active).
- ☐ **Schedule termly drills:**
 - Drill 1** - Lesson time
 - Drill 2** - Transition time
 - Drill 3** - Lunch Break.

Outstanding action: _____ **Owner:** _____ **Due:** _____

Approved by: _____ **Date:** _____