



### **General Statement of Policy**

This policy is part of, and should be read in conjunction with, the school Health and Safety Policy. The main aim is to ensure that quality learning and teaching takes places in a safe and secure environment.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, to ensure this, the policy and the way in which it has operated will be reviewed every two years by the school governors.

### **Organisation**

#### **Governors**

The school governors are responsible for ensuring that they are organised to exercise their responsibilities. To do this the Governor responsible for Health & Safety will:

- carry out an annual site audit in September and feedback to governors
- carry out a security risk assessment every six months and feedback to governors (see appendix 1)
- ensure that regular and appropriate training takes place
- arrange to monitor and review the policy, including the frequency and nature of reports from the Headteacher;
- identify their own training needs to enable them to understand their responsibility for managing security.

#### **Headteacher**

The Headteacher is responsible for:

- ensuring that this policy works, is understood by all staff and is revised ;
- ensuring that this policy is monitored as required by the Governing Body;
- identifying training needs and arranging for training
- ensuring that regular routine security checks and biannual security risk assessments take place in September and March
- feeding back information from security risk assessment to health and safety committee and all staff
- raising awareness of pupils to security and personal safety issues The Headteacher is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

#### **All Staff Members**

All staff members have a responsibility for ensuring:

- the safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults;
- that property is safeguarded;
- that they know when to contact the police;
- how to implement the school's emergency plan;
- their own actions do not expose themselves or colleagues to unacceptable risks

#### **Pupils**

The Headteacher and all staff are responsible for ensuring the raising of pupils' awareness in relation to:

- their own personal safety and welfare and the safety of others in and out of school (eg swimming, personal survival programmes, cycling/proficiency training, first aid courses, drug and health programme);
- the safe use of the accommodation (eg anti-bullying campaigns, children's council);



- the appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action.

## **Information**

The Headteacher will ensure that the following key documents are available to all staff;

- A copy of this policy, and the Devon County Council Policy on Violence and Aggression 2004.
- Improving Security in Schools, Guide four in the Managing School Facilities services from the DfES 1996. ISBN 0-11-270916-8.
- Devon Education Health and Safety Manual.
- A legal toolkit for schools DfES 2002 ISBN 1.84 185 7726
- Dealing with Troublemakers 1997 – DFEE and Home Office PP47D14/31050/1297/54
- Education Service Advisory Committee 'Violence to staff in the Education Sector HSC ISBN 0-11-88558-1.

## **Arrangements**

### Risk Assessment

The Headteacher will ensure that a formal security risk assessment takes place twice a year in September and March (and at any time a significant change occurs). A copy of this is held in the Health & Safety file in the office. The outcome of the assessment should be recorded as an action plan, presented to the School Governors for approval and attached to this policy.

### Incident Reporting

All security incidents should be reported to the Headteacher and recorded on the security incident log which will be kept in the school office with the risk assessment. A copy of this form should be sent to the Director of Education at his request and reported to the Governing Body.

All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse.

In addition the Headteacher will ensure that the appropriate accident report form is completed. Particular attention should be given to the completion of Form PO20, Report of Violent, Aggressive or Threatening Behaviour.

### Training

Headteacher will provide:

- specific training on security issues within the school's overall development plan priorities
- training of new staff including supply and temporary staff. (Part of Induction Process)

### Personal Security (See also Acceptable Behaviour Policy – Safety from Violence and Aggression)

The Headteacher and governors will review measures for combating violence to staff and pupils. They will include:

- ensuring priority is given to personal security training;
- fully co-operate and notify all assaults to the police, including full co-operation with the police in the exercise of their legal powers;
- ensuring appropriate legal advice is obtained from the County Solicitor following incidents in which the police will not prosecute;
- sending formal letters to people making threats or verbally abusing staff as appropriate;



- fully supporting staff who have been assaulted or suffered verbal abuse; and facilitate access to the County Council Counselling Service;
- ensuring appropriate investigation of all incidents of violence that take place.

### **General**

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.

### **Security Procedures at Beaford**

#### Visitors

- All visitors must report to reception
- Visitor car parking on road, not in staff car park to reduce vehicle movement during school hours
- Front door is open & internal door locked with security code
- Administrator checks identity. (See procedure for unknown visitor)
- Weekly Diary sheet informs administrator & staff of planned visitors
- Visitor signs in & reads our Fire Procedure/safeguarding procedure
- Visitors are given badge to wear
- Visitors are required to sign out on departure
- Visitors should not be left on own with children unless on our DBS checklist. (Child Protection Policy)

#### Car Park

- After staff arrival front gate is shut
- No parents to park in staff car park.
- Entrance to Foundation Stage Unit through main school (Nursery parents to use main entrance when collecting children)

#### Unknown Visitors

- All staff must ask to see identification from anyone that they do not recognise
- Staff report to School Office
- Unauthorised visitors must be asked to leave premises
- Incident recorded and reported to police & county

#### Visitor who can not show identity and is not known to School Staff

- Is not allowed entrance to building
- If visitor says from a company, details are checked
- Headteacher is informed (Incident reported to governors if required)
- Police informed
- Incident logged

#### Collection of Children

- Staff to ensure children in their class who travel by bus are put safely on and are wearing seatbelts
- Other children are collected from the classroom by recognised adult
- Parents are asked to inform school if their child is being collected by someone unknown to the school

#### Absent Children

- Parents are required to phone the school office by 10am if their child is absent
- A record of this is kept in school office by the administrator
- If no contact has been made – school administrator contacts home
- (See Child Protection Policy)

## USING DEVON HEALTH & SAFETY SERVICE'S RISK ASSESSMENTS

The Devon Health & Safety Service provide a number of pre-populated risk assessments in an attempt to make the risk assessment process more straightforward and relatively simple. Overleaf is a flow chart of the risk assessment process.

The generic risk assessment is designed to ensure that establishments comply with the law on what is required in an assessment but it is **essential** that each individual establishment makes this generic risk assessment their own.

To do this, the establishment's details need to be filled in accurately on the top of the first page – in particular the date of the assessment is significant.

Under these details you will find a table consisting of 2 columns. The column headed 'Control Measures in Place' consists of a list of bullet points under headings. This is where you will amend/delete or add bullet points until you end up with information that reflects the current situation within your establishment:

- delete anything that does not apply to your establishment
- add anything local that you have in place but is not listed
- amend each bullet point if it does not exactly describe your situation

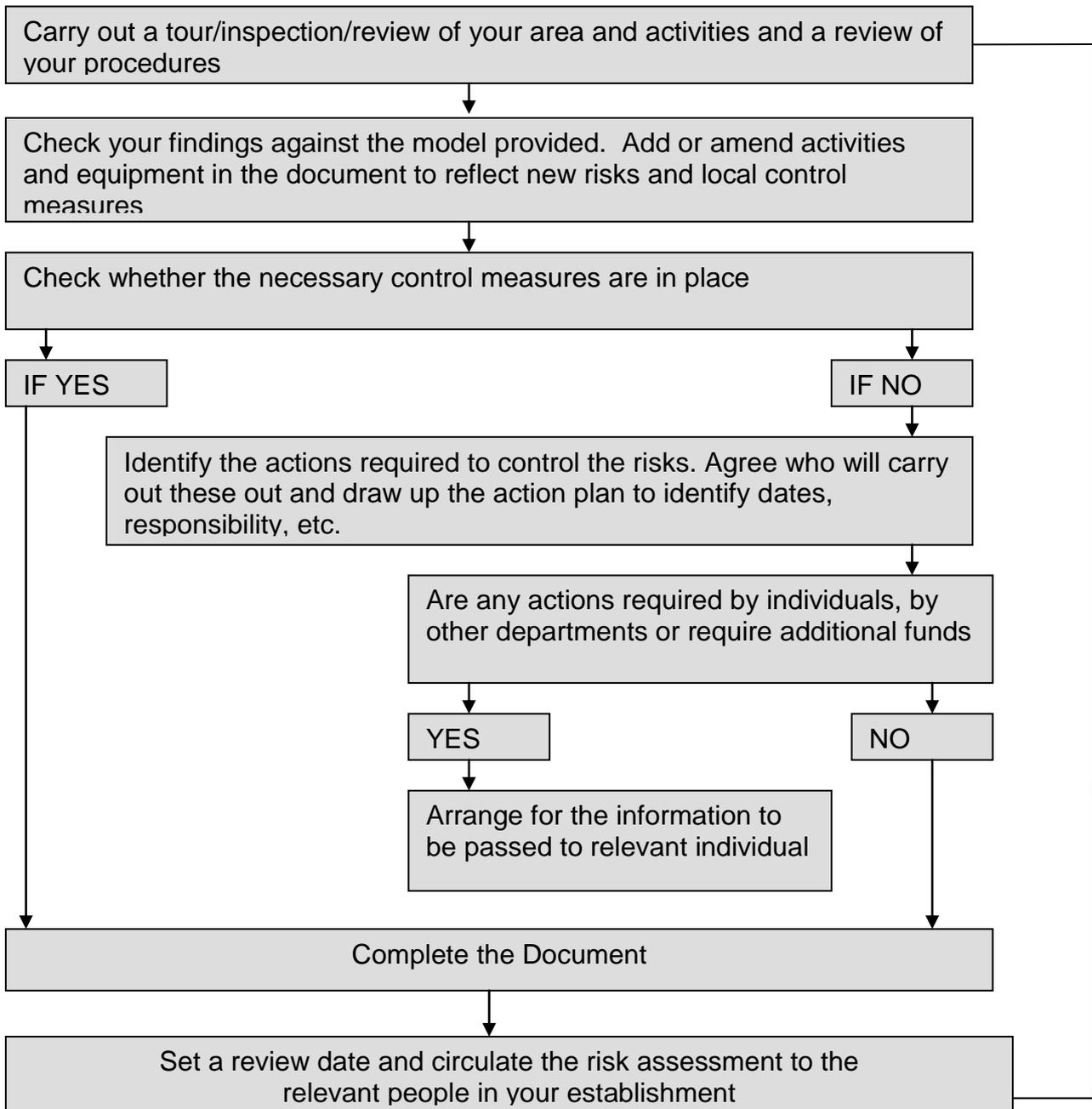
On the last page, the 'Assessor's Recommendations', you must list anything which you need to put into place with the date by which it will be done. These action points will, once completed, become part of the 'Control Measures in Place'.

We are here to help you, so if you do have any queries, please contact us on 01392 382027.



**This risk assessment must be completed with reference to the HS0050 Security Safety Guidance Note**

## FLOW CHART FOR THE RISK ASSESSMENT PROCESS



	<b>Department &amp; Service or Team</b> /	<b>DCC Security Risk Assessment</b>	<b>RA24</b>	
	<b>Name and Address of Establishment</b>			
<b>Person(s)/Group at Risk</b> <b>Employees, Contractors, Visitors and Service Users</b>		<b>Initial Assessment</b> <input type="checkbox"/> <b>Review</b> <input type="checkbox"/> <b>Following Incident</b> <input type="checkbox"/>		
<b>Activity/Task/Process/Equipment</b>		<b>Date of Assessment</b> <b>Assessor(s)</b>		
<b>Security Arrangements</b>				
<b>Significant Hazard and possible Outcomes/injuries</b>	<b>Control Measures in Place</b>	<b>Are any additional measures or actions required? (if yes put on the Action Plan)</b>		
		<b>Yes</b>	<b>No</b>	
<b>Management issues</b>  e.g. knowledge / competence / commitment of building users / contractors	<b>TRAINING</b> <ul style="list-style-type: none"> <li>▪ Training in avoiding violence in the workplace is included in staff induction and provided by <b>...[name] ...</b></li> <li>▪ Training in alarm setting and disarming processes is provided by <b>...[name] ...</b></li> <li>▪ Training records kept and maintained by <b>...[name] ...</b></li> </ul> <b>PRECAUTION AGAINST SECURITY ISSUES</b> <ul style="list-style-type: none"> <li>▪ Safe working practices are in place <b>...[ list them here: e.g. access control, logging where people are going]...</b></li> <li>▪ Lone working procedures for staff in place</li> <li>▪ Procedures are in place for dealing with abusive persons</li> <li>▪ Contractors are screened in the same way as establishment or local authority staff</li> </ul> <b>COMMITMENT OF BUILDING USERS AND LOCAL COMMUNITY</b>	<input type="checkbox"/>	<input type="checkbox"/>	

	<ul style="list-style-type: none"> <li>▪ Young people are encouraged to be involved in combating vandalism and criminal damage</li> <li>▪ Neighbours, via existing 'neighbourhood watch' schemes, are encouraged to report any suspicious persons or unusual events to the police</li> </ul> <p><b>CONTRACTORS</b></p> <ul style="list-style-type: none"> <li>▪ Activities are reviewed and procedures and site rules have been drawn up prior to contractors being allowed on site by <b>...[name] ...</b></li> <li>▪ Contractors sign in and check with <b>...[name] ...</b> prior to starting work each day</li> <li>▪ Contractors make their working area safe at all times</li> </ul> <p><b>Add in other control measures that are in place but not mentioned above</b></p>		
<p><b>The Building and Its Equipment</b></p> <p>e.g. building issues / vulnerable areas / security lighting / CCTV</p>	<p><b>THE BUILDING AND ITS EQUIPMENT ... [delete or amend as necessary]...</b></p> <ul style="list-style-type: none"> <li>▪ The building has been secured by: <ul style="list-style-type: none"> <li>▪ Fitting roller shutters on doors and windows</li> <li>▪ Coating scaleable walls and drain pipes with anti-climb paint</li> <li>▪ Preventing access onto low roofs</li> </ul> </li> <li>▪ External security lighting has been provided to: <ul style="list-style-type: none"> <li>▪ Illuminate pathways and car parking areas</li> <li>▪ illuminate access routes</li> </ul> </li> <li>▪ The areas lit by security lighting are under regular surveillance from one or more of the following: <ul style="list-style-type: none"> <li>▪ Neighbouring property or passers by</li> <li>▪ CCTV</li> <li>▪ Security patrols</li> </ul> </li> <li>▪ There is a CCTV system installed in the building which is effective</li> <li>▪ The CCTV pictures are viewed on a monitor and recorded in a convenient location by <b>...[name] ...</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Security Systems and Working Methods</b></p>	<p><b>ENTRY ACCESS CONTROL</b></p> <ul style="list-style-type: none"> <li>▪ An access control system is in place <b>...[state what this is, e.g. 'visitor' badges] ...</b></li> <li>▪ Everyone in the establishment, including parents/guardians and young people, know about the arrangements for identifying visitors</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

- The system prevents unrestricted access to all visitors
- All visitors sign in and give the reason for their visit
- Procedures are in place for hirers/lettings which include details such as: arranged access points, the number of people attending, escape routes, and securing areas not in use

**SECURE WINDOWS AND DOORS ...*[delete or amend as necessary]*...**

- External door locks and window catches are provided with a similar level of security
- Exit doors are fitted with alarms to warn of unauthorised use during normal hours
- There is strict control of keys
- Key storage boxes are kept in alarmed areas
- Frequently used doors (internal and external) are fitted with push button combination locks and self closures
- Areas adjacent to glazing are kept free from any material that could be used as a means to smash glass
- There is a program for reducing the amount of glazing
- Laminated glass is used in vulnerable areas
- Polycarbonate glazing is used in vulnerable areas
- Adhesive safety film is used to maintain the integrity of the window if attacked
- Shutters or grilles are used to protect the glazing

**INTRUDER ALARM SYSTEMS ...*[delete or amend as necessary]* ...**

- Passive infra red (PIR) detection system is installed
- PIR sensors have been extended to other rooms
- Automatic fire and smoke detection systems have been installed
- False alarms are prevented by removing hanging decorations, user error, etc
- The monitoring company is able to receive a signal if the telephone wire is cut i.e. 'Red Care' service.

**PERSONAL PROPERTY ...*[delete or amend as necessary]* ...**

- Young people and/or staff are discouraged from bringing in valuable items
- Lockable/secure storage i.e. lockers are provided
- Bicycle sheds are located in positions overlooked by activity rooms or administration offices
- Staff lock away personal bags and handbags

**ESTABLISHMENT'S PROPERTY**

- An asset register (inventory) records the type, quantity and location of our property and is kept by ...**[name]** ...

**PROPERTY MARKING** ...**[delete or amend as necessary]** ...

- All expensive portable equipment is marked as belonging to us
- Valuable and recognisable items have been photographed

**COMPUTER SECURITY** ...**[delete or amend as necessary]** ...

- Back up procedures for records and data are in place and kept by ...**[name]**...
- Storage of key data and programs is kept off-site or in a fire proof safe
- Paper copies of work or documents are kept as necessary

**SECURE STORAGE** ...**[delete or amend as necessary]** ...

- A room with no windows, external doors or roof lights has been selected for secure storage
- Bars/grilles are used on the windows
- A security door or roller shutter has been installed
- Walls offer the same resistance as the doors and windows. Access through ceiling voids or from roofs has been prevented
- An intruder alarm protects approaches to and in the secure room
- Keys to secure areas are issued only to authorised persons and records kept of keyholders
- Bulk waste bins are secured away from the building

**SECURITY CHECKS** ...**[delete or amend as necessary]** ...

- Staff work in pairs
- Means of summoning assistance is provided: ...**[state what they are, eg mobile phones/personal alarm]** ...
- Guidelines on dealing with angry visitors or intruders are in place
- A security company patrols

**FENCING** ...**[delete or amend as necessary]** ...

- There is continuous palisade fencing around the perimeter
- Gates offer the same protection as the main fence line
- Fencing prevents access to the more vulnerable sections of the property
- 'Private Property' signs are around the perimeter of the establishment
- Fencing is checked for breaching by ...**[name]** ...

	<p><b>CAR PARKING AND VEHICLE SECURITY ...[delete or amend as necessary] ...</b></p> <ul style="list-style-type: none"><li>▪ Car parking area is under natural surveillance</li><li>▪ There is security lighting for evening and winter use</li><li>▪ Locking wheel nuts are fitted and the establishment's name and postcode and/or vehicle's registration number is etched on the vehicles</li></ul> <p><b>LOOSE MATERIALS ...[delete or amend as necessary] ...</b></p> <ul style="list-style-type: none"><li>▪ No loose items are left outside the building</li><li>▪ Rubbish/waste bins are secured to a post or locked in a secure compound away from the building</li></ul>		
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<b>Assessor's Recommendations - Additional Control Measures or Actions</b>		
<b>List Actions / Additional Control Measures</b>	<b>Date action to be carried out</b>	<b>Person Responsible</b>

**Signed Manager/Headteacher**

**Date**

The outcome of this assessment must be shared with the relevant staff.  
 A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator