

Pickwick Academy Trust



Site Safety & Security Policy

Policy Ratified by the Board: January 2018

Next Review Date: December 2020

PICKWICK ACADEMY TRUST

SITE SAFETY & SECURITY POLICY

This is to be read in conjunction with the Trust's Health and Safety Policy, First Aid Policy and the Lone Working Policy.

Aims

To provide a safe and secure environment for all those who work on or visit Trust sites.

Objectives

1. To provide arrangements which enable the maximum security and protection to pupils' consistent with their need to have a wide and varied experience and a safe place in which learn and develop.
2. To ensure suitable access is available for those who are injured or taken ill at a Trust site..
3. To ensure that suitable precautions are taken to mitigate against risk of fire or arson.
4. To protect and secure Trust sites, buildings and equipment against damage or theft.
5. To protect staff members while working on a Trust site.

The CEO will ensure that requirements of this policy are broadcast across the Trust and are adhered to.

The Headteachers will be responsible for ensuring that these objectives are fulfilled by putting in place the necessary arrangements required by this policy.

Headteachers is a term used to describe the senior leadership team in the organisation. It will include but may not be limited to the Senior Head, Heads of Schools, Assistant Head and their Deputies

Consistent with the Trust's approach to health and safety management, all pupils, staff and visitors will share in the responsibility for their safety and the safety of others while on any Trust site.

Arrangements for Safety on Trust sites.

1. Staff, contractors and visitors are expected to regard pupil safety as a top priority at all times and take necessary steps to ensure risks are appropriately managed.
2. Constant vigilance is required in checking, identifying, reporting and following up on perceived hazards observed anywhere onsite.
3. Gas leaks and electrical malfunctions must be reported immediately.
4. Any potential fire hazards must be minimised without delay.

5. Information about any risks must be communicated to the Headteacher, Site Manager/Caretaker or School Business Manager in a timely manner and where necessary recorded on the risk register
6. To facilitate attendance of ambulances, fire engines and other emergency services, good parking discipline must be maintained and access routes on site must not be blocked at any time.
7. Traffic on site should be restricted to a speed of 5 m.p.h.
8. The bomb threat procedure will be followed in the event that there is a threat of this nature.
9. Hazardous materials subject to COSHH requirements will be received on site, safely transferred, safely (and where necessary) securely stored and used by appropriate staff. Appropriate records will be kept and reviewed periodically.
10. The Code of Conduct for Parking for parents and carers will be followed and if necessary enforced. See Appendix 1
11. When undertaking activities involving manual handling the Manual Handling Guidance Procedures will be followed
12. Contractors visiting the site are responsible for carrying out their tasks in accordance with industry standards, manufacturer's guidelines, and in consideration of the safety of the surrounding environment and activities. Where necessary, Method Statements must be produced and relevant permission sought before starting work.

Arrangements for Personal Safety including when working alone and responding to call outs to Trust sites

1. Staff working on site out of school or office hours must ensure that all outside doors are locked particularly if they are working alone. If staff do decide to work late and alone they must inform the Headteachers, Assistant Head, Deputy, Site Manager, Caretaker or Handyperson (whoever is appropriate). Staff are advised to keep their mobile phones with them at all times in case of an emergency.
2. No staff member should access any part of the building that could endanger themselves or others. Examples of this are the roof, boiler room or high-level storage space. Only authorised staff should enter these areas.
3. Staff who are key holders and are called out at night alone should not put themselves at risk by tackling an intruder or entering the Trust when they think an intruder is present. They should wait for the police or suitable backup before entering.

Arrangements for Security on Trust Sites

1. All visitors to the Trust sites must sign in and sign out using the Visitors Book. The office staff are responsible, at the point of entry to site for ensuring that this happens
2. CCTV Arrangements are strategically placed around Trust sites, these are intended to act as another security aid as all movement is digitally recorded and kept on record.
3. Fire Practices are held at regular intervals; fire equipment is checked regularly and maintained. Fire procedures will be modified if fire practices reveal any problems
4. The Headteachers, Deputy, Site Manager and Caretaker check the security of the buildings and also for hazards to Health and Safety and involve the leads for H&S including those on LGBs and the Link Trustee for H&S as required.

Assessing Risks to Site Safety and Security

Risk Assessments are undertaken annually to ensure that the Trust is a safe and secure environment. These are kept in the Risk Assessment file in the Trust Office. However, staff must continually assess risks to safety and security and take necessary steps to manage such risks and share information about such risks in a timely manner.

Contractors may be asked to produce risk assessments and method statements (where relevant) for their activities before starting work .

Hirers of facilities are responsible for carrying out assessments of risk for their activities

Responsibility

It is the responsibility of the Headteachers, Deputy, Site Manager, Caretaker, School Business Manager and her/his staff to ensure any safety and security issues are dealt with promptly following procedures and guidance.

Post incident review requirements

1. The security of Trust building and equipment will be reviewed following any incident or damage or theft to see if procedures can be improved.

For further information on particular Policies and Procedures please refer to the **Health and Safety Management File, Safeguarding File** the **First Aid File** and the **Hirers, Contractors and Others File** located in each Trust School office and the Pickwick Offices.

Equal Opportunities

When writing and reviewing this policy staff have completed an Equality and Diversity Impact Assessment in order to ensure it complies with equality obligations outlined in anti-discrimination legislation. We believe the policy positively reflects the aims and ambitions of Pickwick Academy Trust.

School Car Park Code of Conduct

This code of conduct is designed in order to fulfil our primary aim of safeguarding your children. The car park represents a severe health and safety risk for obvious reasons. In order to keep it open for the use of parents it is essential that the risks are recognised by all and effectively managed. If you wish to use our car park, either as a motorist or pedestrian, we ask that you sign up to this code of conduct.

In order to ensure your safety and that of your children it is expected that you will:

- Comply with the 5 mph speed limit.
- Ensure children are supervised in and around the car park.
- Not allow children to run or play in the car park.
- Treat the car park in the same way that you would as if it were a road.
- Always use and keep to the marked pedestrian walkway.
- Park only in marked spaces.
- Not double park or block in other cars.
- Do not park on the marked pedestrian walkway.
- Not use the disabled parking space unless you qualify to do so.
- Put pedestrians first when manoeuvring in the car park.
- Be courteous to drivers and pedestrians.
- Observe road markings and sign postings.
- Keep dogs on a lead at all times outside the school perimeter.
- Follow instructions ++++++++ School staff in the management of traffic flow.

Abusive behaviour to staff, pupils and other parents will not be tolerated and may result in you being excluded from the car park.

