



# ACCESS CONTROL, WORKPLACE SAFETY AND LONE WORKING POLICY

*This policy refers to both Wellington Senior School and Wellington Prep School*

Headmaster	Eugene du Toit
Author	Estates Manager
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## **INTRODUCTION**

Security is treated as part of health and safety and is subject to the same regime of risk assessment. Schools are encouraged to cooperate with their local police forces, fire and rescue services and local communities, and aim to achieve a balance between providing reasonable security protecting pupils, staff, parents, visitors and contractors, and turning the school into a fortress.

Wellington School has many facilities that are widely used by the local community. The Governors, who are responsible for the School's security strategy, will monitor and review the access and control policy and procedures from time to time.

At Wellington School, executive responsibility rests with the Headmaster, with operational responsibility devolved to the Director of Operations and with day to day responsibility delegated to the Estates Manager and his team. The School's Health and Safety committee is the main forum within the School for discussing security issues, and monitoring risk assessments, induction and training programmes, and assessing the effectiveness of the physical and electronic security measures adopted. The Health and Safety Committee is responsible for ensuring that these activities are carried out and recorded.

Our policy for the security and workplace safety at Wellington School is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can safely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the School and the personal possessions of everyone in our community.

## **RESPONSIBILITIES**

The Headmaster has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety and lone working and monitoring and reviewing these arrangements on a regular basis.

The Estates Manager and his team are responsible for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied). The team manage the CCTV system from the monitors in the Main Reception. The Estates Manager ensures that at least one member of their team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. The Estates Manager or security staff member on duty carries a mobile phone whilst working or on call. That number is made available to all members of staff resident on site to use if they need assistance. This is published by the Estates Department and issued to all departments.

The Estates Manager or security staff member will summon the Emergency Services, if the security or fire alarms go off outside the hours that the School Office is staffed, unless they are pre-warned of a planned fire practice. As an additional security measure the Headmaster lives on site and has access to all buildings, as do the resident boarding staff.

The IT Network Manager and his team are responsible for maintaining a safe IT technical infrastructure at the School. Their responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware.

At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Staff are on duty in all boarding houses in the evenings and at weekends. Boarding pupils are able to call on a member of staff at any time if necessary by telephoning the numbers published in each boarding house.

## **RISK ASSESSMENTS**

The School Health and Safety Advisor will conduct, review and record risk assessments on the security and safety of the grounds and all the buildings.

## **VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in at one of our Receptions or the Estates Office, where they are issued with a visitor's badge, which should be worn at all times. They are briefed by staff in the Receptions or the Estates Administrator on the School's safeguarding procedures and the way to the assembly points. Visitors and contractors wait in the Reception Areas and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the School and to ensure that they sign out and return their badges on leaving.

(The special arrangements for our Nursery Department are described at the end of this document. Otherwise, this policy applies throughout School).

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Risk assessments are undertaken for any such events in accordance with our Risk Assessment Policy.

## **ACCESS CONTROL**

There are electronic vehicle gates at our main entrance which close at appropriate times. Our other vehicle access gates are locked at night by the security team. The pedestrian gates are open during the school day but are shut overnight. All access points to the Prep School are locked during the school day, securing the Nursery which is within the Prep School.

## **PARKING FACILITIES**

There are clear signs directing visitors to our visitors' car park; warning signs restricting speed to 5mph and traffic calming methods to restrict speed are in place.

## **RECEPTIONS**

The Senior Reception is staffed between 8.15am and 5.30pm during weekdays throughout the year, other than on Bank Holidays. The Prep School Reception is staffed between 8.00am and 5.00pm throughout term time. All Reception staff are given advance warning of fire practices. If the alarm goes off for any other reason, the Reception staff have standing instructions to summon the Emergency Services. The PRSC Reception is open at different times and is staffed when open.

## **TRAINING**

As part of the induction process all staff receive a briefing on security and workplace safety within their first week at the School. This includes advice on:

- Supervising pupils, where new members of the teaching and boarding staff are given training in registration and in the arrangements for supervising pupils and safeguarding their personal possessions.
- Safeguarding the School's property.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for out of hours and lone working. (Staff working out of normal working hours are asked to inform the Estates Office or Reception when working out of hours on site and also when they leave). Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.

The briefing also covers:

- The location of the School's CCTV cameras in the high-risk areas of the School, together with the School's monitoring procedures.
- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- How academic, medical and boarding staff are trained in keeping pupils safe.

## **LONE WORKING**

The Governing Board is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, caretaking/cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

### **CATEGORIES OF LONE WORKERS**

A lone worker will most probably fall within one of the following categories:

- Staff that are required to work alone for all or most of the time, such as cleaning staff working in the evening or early mornings.
- Staff staying on to finish work after others have left, or those who regularly work late or start early, before anyone else gets into the building
- Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone has gone home.

### **DEFINITION OF LONE WORKING**

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

### **RISK ASSESSMENT**

Risk assessments are in place for lone working.

### **CONTROLS**

The lone worker must notify someone of their intended time at work and their intended time of departure.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number to call if the lone worker fails to return home at the expected time.

Staff should not enter the school premises if there are signs of intruders and must not place themselves in danger by challenging intruders or vandals but should call the Police for assistance.

Staff should ensure that areas of the School not in use are kept secure.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Only agreed tasks are to be undertaken, avoiding high risk activities, i.e. working at height. Lone workers must be considered capable of responding correctly in an emergency situation by the Headmaster or the Director of Operations. Whenever possible it is recommended that staff work with a colleague.

Lone workers should not undertake activities that have been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

Staff will receive appropriate training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the School's Fire and Emergency Procedures.

Staff have a responsibility for making themselves familiar with and following the School's safety procedures and ensuring that they are aware of the location of safety equipment. In a situation where two or more people are working in isolated areas of an otherwise unoccupied building, staff should keep each other informed about their movements.

## **KEY HOLDERS**

Key holders may need to attend premises outside of normal business hours. This may be to carry out normal work activities or following the activation of an intruder alarm or some other emergency.

It is the responsibility of all school staff and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Director of Operations. If members of staff fail to follow procedures designed to protect their safety, this could result in disciplinary action as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

Staff should be proactive in bringing to the attention of the Headmaster or Director of Operations any aspect of work-related risks which may occur when lone working.

## **PUPILS**

We use PSHEE and house/tutor discussions to promote awareness of safety amongst all age groups covering –

- Travelling on foot
- Using public transport
- Safeguarding mobile phones and other personal possessions.

This programme continues in higher years and is linked with our PSHEE programmes on anti-bullying and the safe use of ICT, mobile phones and other electronic devices.

Every pupil in the Lower school and Upper School is given a locker for the secure storage of his or her personal possessions. Our boarders have lockable storage facilities in their

boarding houses and each house has an electronic safe where larger amounts of money, passports etc. can be stored. House staff have access to this so pocket money can be given out as and when necessary. We encourage Senior School pupils not to bring large amounts of money or valuables to School. We advise pupils that if they have to bring more money than usual into School because of some planned after school activity, that they can store it securely in the Finance Office. Prep School pupils are not allowed to bring money or valuables in to school.

## **BOARDING PUPILS**

We have a strict regime for timings for all boarders during the after- school time. Junior boarders (years 7-10) have supervised prep either side of dinner at 1800. Senior boarders are expected in the house by 1845 when prep starts and are then supervised in house by the duty member of staff. Junior boarders are supervised throughout the evening until bed time and senior boarders are allowed to use the School facilities and go to town having signed out of the house after prep finishes at 2045. All senior boarders are required to be back in houses by 2200 where they are registered by the duty member of staff. All houses have signing in and out procedures, students have to state their destination and their expected arrival time back in the house and these are strictly adhered to.

## **USE OF SCHOOL FACILITIES BY MEMBERS OF THE LOCAL COMMUNITY**

Local community groups use our sports and drama facilities outside School hours, at weekends and in the holidays. We regulate their use by hire agreements that cover practical matters such as: hours of usage, rent, insurance and security. Risk assessments are undertaken for any such events in accordance with our Risk Assessment Policy.

## **PHYSICAL SECURITY MEASURES**

### **EXTERNAL DOORS AND WINDOWS**

All external doors are fitted with locks. All external doors to buildings that access pupil areas, with the exception of the Chapel, are fitted with an Access Control System or code-operated security locks.

### **UNSUPERVISED ACCESS BY PUPILS**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, CCF store etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the School.

## **SECURITY LIGHTS**

We use security lights to protect the outside of our buildings. They are fitted adjacent to most external doors and pathways around each building.

## **CCTV**

We have extensive CCTV camera coverage including the main entrance used by visitors, most boarding house entrances and other access points used by pedestrians and vehicles. For further information please refer to the CCTV Policy, which is set out in full at Annex 6 of the E-Safety Policy.

## **MONITORING**

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning.

All doors, windows and gates are checked by the security staff when locking up.

## **MAINTAINING A SAFE AND SECURE ENVIRONMENT IN OUR NURSERY DEPARTMENT**

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We:

- Only allow a child to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) or been given a password that is shared between the person collecting, the staff at the setting and the parent that the child may be collected by another adult
- Ensure high levels of supervision indoors and outdoors on the Nursery premises unsupervised. There is always at least one adult in charge of the outside play area - which is fenced off from the rest of the School
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in at Reception, wear security badges and are escorted throughout their visit. They sign out on leaving
- Ask parents to sign their child in and out according to attendance patterns
- Register all pupils at the start of the morning and afternoon sessions and sign them out as they are collected by their parents or carers.

All visitors to the Prep School are required to sign in at the Prep School's Reception area. Known parents and carers are greeted at the door by staff and allowed access to collect their child. If the staff are in any doubt regarding the validity of a visitor then a check will be made to the Prep School's Reception staff.