



Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

SECURITY, ACCESS CONTROL, WORKPLACE SAFETY AND LONE WORKING POLICY

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Rebecca Henriksen

Governor Committee Review: Health and Safety

Latest Review: September 2021

Next Review Date: September 2022

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Since 1893



Aims

This policy applies to the Harrogate Ladies' College Family of Schools – Highfield Pre School, Highfield and College - hereafter referred to as "the School".

Our policy for security and workplace safety is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and visitors can gain appropriate access to the site. 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 Principal 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.

Day to day responsibility for managing, monitoring and reviewing security, workplace safety and lone working arrangements together with managing the physical security of the buildings on the site is delegated to the Estates Manager.

The Estates Manager ensures that one member of the caretaking team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. A Caretaker always remains on duty (as opposed to on call) until they have checked that all the buildings are locked and empty and boarding accommodation is secured. The Duty Caretaker carries a school mobile phone (Duty Caretakers phone) whilst working and has a separate school mobile phone (Night Caretakers phone) whilst on call overnight. That number is made available to all members of staff to use if they need assistance.

The Duty Caretakers are responsible for the physical security of the buildings on the site including:

- being on duty on site from 6.30am until 10.00pm or, until they have checked that the buildings on the site are locked and empty (excluding staff residencies and boarding houses).
- locking and unlocking external buildings and windows at the start and close of every day
- switching on and off security alarms
- carrying out regular checks of the site, both when it is occupied and unoccupied.
- checking the security lights which are used to protect the outside of buildings. They are fitted to the car park areas and above the main external doors and pathways around each building.
- Summoning the Emergency Services, if the security or fire alarms are activated (unless they are pre-warned of a planned fire practice or it is a confirmed false alarm).

The school seeks to ensure that pupils are properly supervised at all times – arrangements are detailed in HLC's Supervision of Pupils Policy.

We promote awareness of safety amongst all pupil age groups. This programme is linked with our PSHE programmes on personal safety, anti-bullying and the safe use of ICT, mobile phones and other electronic devices.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.



Every pupil is given a locker for the secure storage of their personal possessions. Our boarders also have lockable storage facilities in their boarding houses. We encourage pupils not to bring large amounts of money or valuables to school, the cost of lunches is included on the school bill. We advise pupils that if they have to bring more money than usual into school because of some planned school activity, that they can store it securely in the Bursary.

Access Control and CCTV

To prevent intruder access, an electronic SALTO access control system is installed to the external entrance doors of all buildings on the site, including the boarding houses. The system operates using electronic cards programmed with specific access restrictions appropriate to the staff member or pupil.

There is a CCTV system installed which is administered and managed by the School, who act as Data Controller. Director of Finance as Data Protection Officer (DPO). The school is registered to use CCTV with the Information Commissioners office in accordance with the CCTV Codes of Practice.

Further details on the CCTV system including purpose of the installation is detailed in the school's CCTV policy.

Parking Facilities and Deliveries

There are road markings and signs directing visitors to our visitors' parking bays to the front of the main building. Our regular suppliers are instructed to make all deliveries to the loading bay next to the kitchens, away from the pupils. There are warning signs restricting speed to 10mph and speed humps to restrict speed.

Visitors and Contractors

The school has a Visitors Policy in place requiring all Visitors and Contractors to report to main reception, which is manned between 08.00am and 5.30pm Mon-Fri and Sat 8.30am – 12pm in term-time and 08.30am and 4.30pm Mon-Fri during school holidays apart from Bank Holidays when it is closed. The Visitors Policy is included at Appendix A. Visitors are unable to gain access into the buildings due to the access control system and they are required to report to college reception and sign in under our Visitors Policy.

Intercoms are fitted to College, Highfield and Highfield Pre School entrance reception doors. All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times. Visitors and contractors wait in the Reception Area 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.



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. Any such event is subject to our risk assessment policy.

It is the responsibility of all Contractors, their Employees and Self-Employed individuals or groups to comply with:

- The requirements of HLC's Contractor Policy which details our safeguarding checks and supervision arrangements.
- HLC's Whole School Health and Safety Policy.
- All relevant Statutory Regulations and Codes of Practice and Guidance notes issued by the Health and Safety Executive.
- All relevant Safety Instructions issued by HLC staff.

To ensure the safety of our pupils and staff the Maintenance and Safety Manager will ensure that any areas where temporary works are being carried out for maintenance purposes are adequately fenced off to provide a clearly segregated work area for the contractors and prevent unauthorised access to the work area.

Intruders on School Premises

All staff should feel confident in issuing a polite challenge to any person they believe has no reasonable cause to be on our premises or is not accompanied by another member of staff. Such persons should be requested to either accompany the member of staff to reception or leave the premises. If any member of staff feels uneasy about the presence or behaviour of such persons, they should report their concerns immediately to the nearest member of staff for additional support in approaching the person, if a situation remains these concerns should be immediately escalated to the Principal or Head of Highfield (or Deputy Head Pastoral or Academic in their absence) so additional support can be given to the members of staff. If any pupil feels uneasy about the presence or behaviour of such persons, they should report their concerns immediately to the nearest member of staff.

Where there is a serious concern or threat, those concerned should follow the guidance below:

- If an immediate threat is posed and if deemed appropriate advise a senior member of staff to consider instigating a whole school lockdown. **Refer to the separate Lockdown Policy and Procedure.**
- Do not stand too close or invade personal space.
- Be polite. Stay calm; speak gently, slowly and clearly.
- Tell another person when going to speak to possible intruders.
- Do not turn your back, and if you leave a room, do so backwards.



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- Try to leave yourself an escape route which you have planned on entry to the area.
- Be on the lookout for weapons.
- If there is more than one intruder, do not confront them on your own, seek support first.
- If you do not feel sufficiently confident to challenge an intruder, do not do it. Seek help.

Emergency Services are to be contacted if there is:

- Any danger to life.
- An actual or expected threat of violence.
- A threat of damage to property.
- A crime in progress.
- Any other incident which in your judgement requires an immediate response.

The above incidents are to be reported as per the section on accident and incident reporting and investigation, where applicable. The HLC Crisis Management Plan addresses dealing with such incidents which are less serious and do not constitute an emergency.

Access Restrictions

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design and food technology rooms 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. Regular checks are made by the Caretaker to ensure that restricted areas remain secured.

Certain parts of the campus have restricted access to particular groups of people/pupils. Some examples of which are:

- Access to plant rooms will be restricted to essential maintenance staff.
- Access to the maintenance workshop, garage and stores will be restricted to maintenance staff.
- Access to chemical or substance storage will be limited to those requiring it (teachers for chemicals used in lessons, maintenance staff for substances used for maintenance purposes, domestic staff for cleaning products etc.).
- Access to some classrooms containing hazardous equipment or items may be restricted when not in use to ensure the safety of the pupils.
- Access to cleaning cupboards containing the Domestic Staff's cleaning equipment is restricted to the Domestic Staff.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.



- Access to store rooms by pupils.
- Access to the main kitchens by pupils.
- Access to basements (in boarding houses this includes access to basement trunk rooms unless under the supervision of house staff) and floor voids by pupils.
- Access to roof voids and their access hatches by pupils.
- Access to Godolphin pond by pupils unless with a member of staff during clubs or lessons.
- Access to the swimming pool and sports hall (including the area to the rear of the hall) by pupils unless with a member of staff during clubs or lessons.
- Access to skip and waste disposal areas by pupils.
- Access to the waste metal area to the rear of the IT suite by pupils.
- Access to areas where personal information is stored may be restricted to ensure data protection.
- Access to temporary works areas will be restricted to those carrying out the work. This will be applicable to some maintenance activities carried out by our staff and to contractors working on campus.

Staff have the authority to instruct any person who they reasonably believe to be unauthorised to be in a restricted area, to leave the area immediately. The member of staff responsible for the restricted area must take steps to ensure that access is only available to authorised persons and that the entrance to that area is secure when unattended.

Where applicable any statutory signage will be posted at the entrance to the restricted area.

Staff and pupils will be made aware of any areas where their access is restricted during their induction on arrival at HLC. Generally, pupils should not encroach on areas around buildings which are not either gardens or pathways.

Visitors to campus are required to report to reception on arrival and will be accompanied by a member of staff to ensure they do not inadvertently stray into any areas where access is restricted. The separately documented visitor's policy is to be strictly adhered to.

Lone Working

In accordance with the Health and Safety at Work Act 1974, if a member of staff wishes to work after the normal closure time in any building on the School site (generally after 6pm on weekdays or at any time on a Saturday, Sunday or Bank Holiday) or, if you believe you are the final person in the building, you must make it known to the Duty Caretaker that you are on the premises.



This applies to those staff who are already in school at 6pm and also those staff who come into school after 6pm or during the weekend or Bank Holidays. The Duty Caretaker should be contacted on 07833 445344 and the employee must provide a contact number and advise the location where they will be working and the estimated time they will be leaving. Employees should then notify the Duty Caretaker once they have left the premises. If staff have not left by 9.30pm the Duty Caretaker may ask them to do so.

Whilst on the premises employees should keep within range of their provided contact number at all times in case of an emergency. In the event of a medical emergency, if practicable, the employee should call the Duty Caretaker, who will seek medical attention and have access to a first aid kit.

In the event of a non-medical emergency or a fire alarm, emergency evacuation procedures must be followed. Emergency evacuation procedures can be found on iCommunity and all staff must familiarise themselves with these procedures before working alone.

Working at heights must not be undertaken by lone workers. No young person under the age of 18 may work alone.

All staff are advised that if an employee has any known medical conditions that could make it unsuitable for him or her to work alone they must make the HR Manager aware of this so a review can be undertaken with the Health & Safety Officer.

Use of School Facilities by Outside Groups / Local Community

Local community groups use our sports and school 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. A member of our Caretaking team is always on site when outside groups are present.

Training

All staff receive a briefing on security and workplace safety as part of their induction training. This includes advice on:

- Supervising pupils, where new members of the teaching and boarding staff are given training in registration and arrangements for supervising pupils.
- Safeguarding the school's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late and lone working



- Staff who work in the Highfield Pre School 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 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. (See Safeguarding Policy).

More detailed and specific training is given to the Estate teams and to the staff who work in Reception and the School Office.



Physical Security Measures

External doors and windows

All external doors and accessible windows are fitted with locks. An electronic SALTO access control system is installed to the main external entrance doors of all buildings on the site, including the boarding houses. Windows to classroom and office areas containing valuable equipment are fitted with blinds.

Security Alarms

An infra-red intruder detection systems is installed to the Main Building covering the main entrances and corridors on the ground and first floor. The security alarm conforms to British standards and is operated in accordance with the recommended code of practice. A maintenance contract is also in place with a specialist intruder alarm contractor.

Entrance Gates

Due to the open nature of our site the majority of vehicle and pedestrian entrances into the site are open / accessible and do not have gates. We therefore prioritise securing the entrances into the buildings. There are metal gates to the sportsfield vehicle and pedestrian entrance which are secured by padlock at night, these gates are also left closed during the day when the sportsfield is in use.

There is a gate to the path leading from the gardens to the rear of Lancaster House up to Tower House. This is secured by the Caretakers at night during the winter months.

Security of Electronic Property

All school computer equipment is password protected and cannot be activated without a recognised login and password. The IT Network manager maintains a register of IT equipment which is reviewed annually.

Security Lights

We use security lights to protect the outside of our buildings. External lights are fitted to illuminate external doors and pathways around each building, together with the connecting paths, pedestrian entrances and car parks.

Monitoring of Security Measures

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning. All doors, windows and gates are checked by the Caretaker when locking up. Regular checks are made by the Caretaker and maintenance team throughout the day to ensure that restricted areas remain secured.

CCTV

We have notified the Information Commissioner that Harrogate Ladies' College operates a CCTV system for the prevention and detection of crime and for the protection of pupils, staff and visitors. Full details on the management and operation of the CCTV system is detailed in the school's CCTV policy.



Appendix 1 – Visitors Policy

Visitor Signing in / ID Badge System

As part of our on-going concern for the safeguarding of children at HLC schools, we have an access control system installed to the external doors of all our buildings to prevent unauthorised access. Pupils and staff are issued with access control cards which are pre-programmed with relevant access rights to provide them with access into relevant premises.

To comply with our Safeguarding, Health & Safety and Fire regulation policies it is essential that **All Adult Visitors** report to either College, Highfield Prep or Highfield Pre School reception on arrival in order that they can be signed in and issued with a visitor's pass. Pupils and staff are instructed not to bring people onto the site without first having asked them to report to reception. Staff and pupils are advised that Visitors should not be let into the premises without an appropriate visitors pass.

The signing in system provides us with a robust means of identifying and locating any visitors who may still be on the premises in the event of a fire evacuation. The ID badges also provide a visible way for staff to identify and challenge any strangers not wearing a pass as to their purpose of being in the building and request that they either report back to reception to be signed in, or request assistance from other staff members if it is felt they pose a threat.

Please note as children visiting the premises are always escorted although they will be signed in by their escort, they will not be required to wear a pass.

ID Badges are:

- Highfield Pre School - Pale Blue
- Highfield - Dark Blue
- College - Maroon

Coloured Lanyards and ID Badge holders denote the following:

- RED – Visitor
- BLUE – Contractor
- GREY – Parent
- ORANGE – Governor

On reporting to reception all visitors will be asked by the receptionist to read the Health & Safety Notice on the Visitor's pass. They are then requested to wear the pass at all times whilst remaining on the site. Prior to leaving the premises they are to return the Visitors pass to the **point of issue** where they will be asked to sign out.

Boarding Accommodation

All persons visiting boarding accommodation are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.

All boarder access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one-to-one contacts between staff and boarder.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.