



# **Health and Safety Policy**

**(Including Site Security Policy)**

**Adopted by Governing Body: September 2022**

**Due for review: 2023/24**

# **Trinity CE Primary School**

## **Health and Safety Policy**

The School Governors and Head recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors and contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation, the Governors and Head will ensure a safe place to work and a safe system of work.

In providing a safe and secure environment, children can

- 'lead a healthy lifestyle, become confident in their abilities and talents and be given opportunities to be inquisitive through an ambitious curriculum.' – School Vision.
- learn how to be 'Healthy' – School Value

In carrying out this policy effectively, the Governors and Head will:

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislations;
- maintain all places of work, including means of access and egress from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risk to health;
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- ensure safety and the absence of risk to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary;
- bring to the attention of all regular and temporary employees, pupils, visitors and contractors, at the school premises, sites and undertakings, their responsibilities with regard to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, instruction, training and supervision as is necessary;
- identify, eliminate or reduce by control, hazard which exist at the place of work through workstation or work activity risk assessment, and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practice of effective procedures for use in the event of serious risk or imminent danger.

## Policy Review

The Governing Body has nominated the Premises, Safeguarding, Security and Health and Safety Committee to be responsible for health and safety matters in accordance with the Terms of Reference of the committee.

The committee will liaise with the LA and other external agencies to ensure that the school procedures are in line with those of the LA and other sources of good practice.

The Headteacher will report to the Governing Body annually on health and safety issues and this Health and Safety Policy will be reviewed annually. Additionally, this Policy will be further reviewed should there be any substantive change to existing Health and Safety legislation.

This cover of this policy gives details of the date that this policy is due for review.

In addition to assist in the proper implementation of this policy they will:

- keep informed of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regard to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- bring this policy statement and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

## Accidents and First Aid

Accidents (except of a very minor nature) should always be reported to the Headteacher. First aid should only be carried out by any of the following qualified First Aiders on the staff who renew their certification every 3 years. Training dates and reminders are kept within the school's electronic diary.

*Note: Due to Covid-19, some courses have been postponed/delayed.*

<b>Name/ Designation</b>	<b>First Aid Certificate held</b>	<b>Certificate expiry date</b>
Lindsey Newton - Teaching Assistant	Paediatric First Aid	February 2025
Sally Bennet – Breakfast Club Leader & Lunchtime Supervisor	Paediatric First Aid	February 2025

Lucie Jones – Teaching Assistant & After-School Club Leader	Emergency First Aid	September 2025
Vikki Kinsey - Teaching Assistant	Emergency First Aid	May 2024
Deborah Cockerham-Barker	Emergency First Aid	June 2024
Heather Rapley - Classteacher	First Aid at Work	May 2024
Heather Davies - Classteacher	First Aid at Work	June 2024
Ruth Aspin - Lead Teacher & Classteacher	Paediatric First Aid	September 2024
Sue Griffiths	Paediatric First Aid	December 2024
Pam Kinrade - Teaching Assistant	First Aid at Work	April 2022
Carolyn Watkin - After School Club Leader & Teaching Assistant	Paediatric First Aid	October 2022
Sara Davies - Teaching Assistant	Paediatric First Aid	October 2022
Anthony Price - Teaching Assistant & HLTA P.E	Emergency First Aid	Pending
Kate Coutts - Teaching Assistant & ELSA	Emergency First Aid	Pending
Maria Pullen - Teaching Assistant	Emergency First Aid	Pending

Anyone else should delegate First Aid to the above.

### **Asthma Training**

All staff receive Asthma training every 2 years.

### **Asthma Lead & Training**

There is a designated Asthma lead within school who receives training to ensure Asthma procedures are present and correct.

<b>Name/ Designation</b>	<b>Certificate held</b>	<b>Certificate expiry date</b>
Pam Kinrade - Teaching Assistant	Asthma Training	Procedure changes

## **Anaphylaxis Training**

All staff receive anaphylaxis training when required.

**First Aid Equipment** is kept in a clearly marked cupboard in the staffroom and in the administrator's office - the Headteacher (in collaboration with first aiders) is designated to ensure that it is correctly stocked at all times.

First aid kits are available for taking on educational visits.

**Accidents** occurring to children should be entered into the accident book which is kept in the administrator's office. The person treating the injury is responsible for ensuring that the accident is recorded, including the time, place, cause and nature of the injury and any action taken. This person may need to consult other members of staff i.e. the teacher on playground duty.

The accident book and near misses will be analysed at least annually at a meeting of the Governors' Health and Safety Committee and will consider action to prevent recurrence.

Injuries to the head will be assessed by a first aider, recorded and parents informed at the end of the school day using a sticker in children's link books. (master copies are kept in the first aid cupboard). If possible, the parents will also be informed verbally.

In the case of more serious accidents, parents will be notified immediately and the emergency services contacted if necessary. It may, however, be sufficient for the parent to take their child to their G.P. or the local hospital. In this case, the accident will be reported to Shropshire Council via the Online Incident Form on Business World.

**Emergency phone numbers** of each child are kept in the filing cabinet in the office.

**Accidents occurring to a member of staff or visitor** should be reported to the Headteacher or in his absence the school administrator who will complete and submit a Shropshire Council Accident Report Form (DT6441) in accordance with the following Shropshire Council guidance:

1. For Employees Shropshire Council's Accident Reporting System (CARS) should be used via the Online Incident Form on Business World. This is in line with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).
2. For Non-employees e.g. visitors, parents and contractors the CARS form should be used.
3. For Pupils all accidents/incidents and near-misses need recording and records kept on the school premise. Due to the nature of the undertakings within schools only accidents/incidents arising out of or in connection with the work activity will need reporting to the Local Authority via the CARS system.

Minor Injuries requiring minimal intervention and where no obvious contributory factors are identified which could have prevented a reoccurrence will NOT need to be reported to the Local Authority but a record will need to be kept on the premises. Some examples to illustrate are detailed below:

- Falling/tripping for no obvious reason resulting in a grazed knee.
- Cut finger on paper which needs a wet green paper towel.
- 2 children collide in playground resulting in a nosebleed, or bumped heads etc.
- Child running in playground bump into fence.
- Sitting on grass child fell backwards and bumped head.
- Behavioural accidents during playtime e.g. pupil to pupil collisions/fights do not need reporting to the Health and Safety Executive (HSE) or HR&D – Health and Safety Team but should be recorded and monitored within the school.
- Medical Conditions e.g. someone faints or falls unconscious due to being diabetic or an epileptic etc, are not reportable to the Health and Safety Executive (HSE) or HR&D – Health and Safety Team but should be recorded and monitored within the school.

Minor injuries should be recorded on the Pupil Accident Record Sheet or something of a similar nature. The following information must be recorded as a minimum to allow effective monitoring of trends.

- Date/time of accident
- Name of injured person
- Description of injury (cut)
- Where the accident happened (e.g. corridor)
- Cause of injury (e.g. tripped up step)
- Name of person completing record
- What treatment/advice given (wet paper towel or ice)
- Name of First Aider if different to the person filling in form

All other injuries to pupils will need reporting to the Local Authority using the CARS system e.g. fatalities, major injuries, dangerous occurrences, minor injuries and near-misses which arise out of or in connection with a work situation. (N.B. accidents or incidents leading to a 3-day absence (or more) are reportable for employees only).

### **The administration of medicines**

The following information provides a summary of the regulations and procedures set out in the ‘Medicines in School’ Policy.

While the School Governors have a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

The School Governors request parents to ensure that the Headteacher be made aware in writing of any medical condition suffered by their child.

- Non-prescribed medicines and/or Prescribed medicines will not be administered in school without written consent of parents and the specific authorisation of the Headteacher. Parents of a pupil requiring medication during school hours should complete a 'Parental Request for Medication to be Administered in School' form from the school office.
- Where permission has been given by the Headteacher for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil, contents, dosage and date of prescription.
- Changes in prescribed medication (or dose) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- A written record of the date and time of administration will be kept in the school office.
- A member of staff should not administer medication without the specific authorisation of the Headteacher or most senior member of staff present.
- No member of staff can be *required* to administer medicine or drugs to a pupil.
- The medicine will not be kept by the pupil but in a secure location out of reach of pupils.
- Inhalers used by asthmatic children must be readily accessible at all times of the school day. Children are encouraged to become responsible for their own inhaler and independent in its use.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child. Where applicable, staff will undertake training in line with Health Authority guidance.
- Parents are further required to indemnify authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.

### **Food Hygiene and Safety**

Any member of staff who is involved in food preparation for children on a daily basis within school must acquire an up-to-date Level 2 Basic Food Hygiene Certification to ensure the correct catering procedures are upheld. These will need to be renewed

every 3 years. Training dates and reminders are kept within the school's electronic diary.

<b>Name/ Designation</b>	<b>Food Hygiene Certificate held</b>	<b>Certificate expiry date</b>
Vikki Price – Kitchen Assistant	Level 3 Food Hygiene	Sept 2024
Emma Ryder - Kitchen Assistant	Level 2 Food Hygiene	Mar 2025
Pauline Middleton – Kitchen Assistant	Level 2 Food Hygiene	Sept 2025
Sally Bennett - Dawnraiders/Breakfast Club and Duskbuster/After School Club	Level 2 Food Hygiene	Sept 2025
Deborah Cockerham-Barker - Dawnraider/Breakfast Club	Level 2 Food Hygiene	Sep 2025
Helen Roberts – Duskbusters/After School Club Back-up	Level 2 Food Hygiene	Pending
Pam Kinrade – Duskbusters/After School Club Back-up	Level 2 Food Hygiene	Pending
Carolyn Watkin – Duskbusters/After School Club	Level 2 Food Hygiene	Pending
Lucie Jones - Duskbusters/After School Club	Level 2 Food Hygiene	Pending

### **Allergen Awareness Training**

Any member of staff who is involved in food preparation for children on a daily basis within school must acquire an up-to-date Allergen Awareness Certification to ensure the correct catering procedures are upheld. These will need to be renewed every 12 months.

### **Fire**

The school is required to carry out an annual risk assessment under the Regulatory Reform (Fire Safety) Order 2005 – ‘Keeping Your School in Business’. This document details control measures in relation to fire prevention and safety.

The annual risk assessment carried out by an assessor who is classed as a ‘competent person’: a contractor who has been third-party certified and is on the register of fire risk assessors, eg. by: IFE, IFPO, IFSM, BAFE, etc. The contractor is selected from a list held by Property Services Group at Shropshire Council e.g. Unicorn.

### **Fire Awareness / Fire Extinguisher Training**

All staff are required to undertake Fire awareness / Fire extinguisher training every 3 years to ensure correct protocols in relation to Fire hazards are upheld.

<b>Name/ Designation</b>	<b>Fire Awareness Training / Fire Extinguisher Certificate held</b>	<b>Certificate expiry date</b>
All Staff	Refresher training	Nov 2023

## **Fire Drill – evacuation routes**

**Class 1** Through **classroom external** door – around back of school to front playground

**Class 2** Through **classroom external** door – around back of school to front playground

**Class 3** Through **classroom external** door – around back of school to front playground

**Class 4** Through **classroom external** door – to front playground

**Class 5** Through **classroom external** door – to front playground

**Resources Room:** Through **classroom external** door – around back of school next to pond to front playground

**Hall** – Through **external door**, around back of school next to the pond and front playground

**Kitchen staff** Through back door to kitchen, across car park to front playground

**Names, positions and duties of persons responsible for controlling each of the following:**

### **Health, Safety and Welfare Advice and training**

Health and Safety Team, Shirehall Carol Fox – Manager 01743 252814

Nominated School Safety Liaison Officer Jack Pittaway / John Rowe (Co-Heads)

### **Fire**

Fire Safety Officer Mr Tim Mason 01743 255684  
Fire Safety Compliance Officer Mr Chris Humphries 01743 258428

Nominated Fire/Emergency Evacuation Co-ordinator Jack Pittaway / John Rowe (Co-Heads)

Nominated persons to contact emergency services Mrs J Price (Administrator)  
Jack Pittaway / John Rowe (Co-Heads)

### **Risk Assessment and Premises inspection**

Governors Health and Safety Committee





# **Site Security Policy**

**Adopted by Governing Body: September 2022**

**Due for review: 2023/24**

## **Site Security Policy**

The School Governors and Head recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors and contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the Governors and Head will ensure a safe place to work and a safe system of work.

### **Policy Review**

The Governing Body has nominated the Premises, Safeguarding, Security and Health and Safety Committee to be responsible for site security in accordance with the Terms of Reference of the committee.

The committee will liaise with the LA and other external agencies to ensure that the school procedures are in line with those of the LA and other sources of good practice.

The Headteacher will report to the Governing Body annually on all health and safety issues and this policy will be reviewed annually. Additionally, this Policy will be further reviewed should there be any substantive change to existing legislation relating to the security of school sites.

This cover of this policy gives details of the date that this policy is due for review.

In addition to assist in the proper implementation of this policy they will:

- keep informed of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regard to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- bring this policy statement and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

## **1. Roles and Responsibilities**

Overall school security is the responsibility of the school Governing body. The Head Teacher is responsible for implementing the site security policy.

### **Governing Body**

The Governing Body has drawn up and agreed the Security Policy with the school community. The Health and Safety Committee meets termly and reviews the implementation of this policy as part of its annual timetable.

### **Head Teacher**

The Head Teacher is responsible for implementing the Site Security Policy. They will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher should ensure parents and pupils are fully informed of the security policy and should be encouraged to help.

The school undertakes an annual review of security risk assessments and undertakes regular routine security checks. All crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body.

As part of the 'Safer Schools' initiative. All defects, trespass or other criminal activities should be recorded on the site plan.

The Head Teacher is responsible for the security of the premises during the school day; in their absence the Deputy Head Teacher assumes this responsibility.

### **Staff**

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services

New staff are informed of the school's security policy and of their responsibilities before taking up their post as part of their induction process.

### **Caretaker**

They are responsible for the day to day security of the school, for example unlocking and securing the school site and buildings during the week. They are also responsible for the daily monitoring of the site security including the perimeter fence. Any concerns or breaches are immediately reported to the Headteacher.

The caretaker is also responsible for ensuring action under the Ice and Snow policy.

### **Pupils**

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and social responsibilities.

The Head Teacher must be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

### **Parents**

The parents of pupils are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

- School policy on web and information about 'Safer Schools'
- School weekly newsletter
- Individual letters

### **Police/Local Community**

Trinity School values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area.

The school communicates with the local police to the area and local residents are encouraged to report incidents directly to the police.

The headteacher meets at least termly with police and community support officers from the Shropshire Rural North and District team based at Pontesbury Police Station. Officers also attend 'Safer Schools' meetings at least annually.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature, using the 101 number. The Police should be called immediately when a child goes missing, after an interior and exterior search has taken place.

Health and Safety Services, with assistance from the Police will keep local schools informed of current matters of concern, for example if a stranger is spotted loitering outside any local school.

## **2. Security Strategies for site**

### **Control of Access**

Trinity has a policy of welcoming visitors; however, we realise that problems can occur. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

### **School Grounds:**

Security fencing surrounds the perimeter of the school grounds that is adjacent to the public dog walking foot path and school car park.

All children enter the school grounds via the pedestrian side gates. During the school day, side gates are locked, during which time visitors and late arrivals should enter through the main car park and front entrance, reporting directly to the administration office, signing-in and presenting credentials. Directions are clearly signposted.

Where Parents want to pass a message to the class teacher, a senior member of staff is on the gate from 8:35 and is available to speak with parents.

Parents are reminded **not to park** on the school car park. However, some parents have access agreements with the school.

Where practicable, parents/guardians want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in. If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

### **Access to the school buildings**

To prevent unauthorised or unknown visitors entering school, the perimeter fences remain locked once the pupils are on site. The front entrance is locked and can only be accessed with a fob or released by the Office staff.

All office doors are locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. Visitors will be given a visitor badge and asked to read the safeguarding information on display and on their badge. A member of admin staff will then escort visitors to the member of staff requested – or asked to take a seat in the entrance waiting area while the member of staff is contacted. The member of staff then comes to collect the visitor. All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school. No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school.

At lunchtimes and breaktimes, supervising staff will meet visitors in the playground and confirm details. Lunchtime staff are equipped with mobile radios to inform staff of visitors/issues. The front playground gates are locked to prevent immediate access.

Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Panic alarms are situated in the administrators and the headteacher's office.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents / carers wish to take their child/children out of school during the school day, they should report to the administration office area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence. When they collect their child, a member of staff will go to the class to collect the child, while the parent / carer remains in the entrance area and signs the child out.

## **Trespass**

Trinity School is a public building but is not a public place to which any member of the public is entitled to have access.

Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher/Deputy Head might revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Head Teacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

## **Entering the main school building (start of day)**

All children enter and leave the school by the front entrance. If a child arrives after 8:50am, they should report to the office. All parents are asked to wait outside the

school building. The side pedestrian gate opens at 8:35 and parents / carers drop their children off at this point and the children make their way onto the playground. There are two members of staff on duty at the front and rear playgrounds from 8:35 as school buses arrive.

### **Leaving the main school building (end of day)**

At the end of the day, a member of staff opens the gates for Parents at 3:15pm to enable KS1 children them to come and collect their children off the back playground.

It is the responsibility of teaching staff to ensure the safe dismissal of their classes. Children will indicate the parent collecting them at the end of the day.

Parents will inform their child's classteacher of changes to collection arrangements via the Links Book. Where there are further changes to collection arrangements, staff will be informed via the collection arrangement clipboard in the office. Children will remain with the classteacher until these amendments are confirmed.

No child is allowed to leave unless teaching staff are sure they are safe.

### **Dismissal for After School Clubs**

When clubs that take place after school finish, it is the responsibility of teaching staff to ensure the safe dismissal of their classes. Children will indicate the parent collecting them at the end of the day.

Children are either dismissed from the reception area or, in the case of sporting events from the field or playground.

Where there are changes to collection arrangements, staff will be informed via the collection arrangement clipboard in the office. Children will remain with the classteacher until these amendments are confirmed.

Where children are joining Duskbusters at the end of the activity club, it is the responsibility of the club leader to ensure the child arrives at Duskbusters

### **Entering and Leaving Before and After School Club (Dawn Raiders and Duskbusters)**

For Dawn Raiders (Breakfast club), parents can come onto the school car park for drop off. Pupils access the rear of the site via the side gate. Once inside, they are signed in on register. At 8:35, a member of Dawn Raiders staff takes the children to the playground.

At the end of the school day, children in the Infants are taken by Duskbusters staff to the setting. Junior children make their own way to the setting.

When collecting, parents / carers access the rear of the site via the side gate. Parents are then allowed into the setting to collect their children and must sign their child out.

### **School Buses**

Parents of children who are required to use school transport have responsibility to inform the school when their child is to use the school transport.

Parents report this via the online form prior to the week commencing before Monday morning. Where there is discrepancy or doubt, the child will always remain in school and parents contacted by phone.

The responsibility for safety on the school bus is the transport provider. The transport provider reserves the right to manage behaviour on school transport and may choose to ban children from their vehicles if children do not behave appropriately.

The school will direct queries relating to the management of school transport to the transport provider and the Local Authority.

The school will ensure effective supervision of children to and from the school bus.

### **Collection/Arrival of pupils outside of normal collection arrangements**

Parents of children being collected for during the school day should report to the school office and complete the appropriate book detailing the reason for removal from school.

Children arriving at school after normal registration should complete the book to detail the reason for their child's absence.

### **Security of Personal Property**

Children should not bring anything of value to school. Individual staff are responsible for their own property. A locker is allocated to each member of staff.

### **Security of Equipment and Cash**

Main items of school equipment, for example computers, TVs, videos, are security marked using Smartwater. Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

### **Security of Buildings**

An effective, police monitored intruder alarm is in operation. This is always set when the school is empty.

Security lighting has been installed that is set on a movement sensor around the site and at the front of school. It is the responsibility the Caretaker to ensure that all

classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The Caretaker is also responsible for locking the gates and setting the intruder alarm at the end of the day.

### **Safety of Key Holding Staff**

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. School staff must call 101 to ask for police who will attend if the intruder alarm sounds to ensure that it is safe to enter the site. If no reason for the alarm presents itself, they will set the alarm and leave the school.

The Head Teacher, the Deputy Head Teacher and Caretaker are designated key holders and are responsible for the security of the building.

### **Caretaker**

It is the responsibility of the Caretaker to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented.

Before leaving the premises, the Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds/curtains are closed that the intruder alarm is set and that all gates are locked.

### **Contractors in School**

When contractors are working on site, the following precautions should be taken:

1. The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision.
2. When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.
3. Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member.
4. Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

### **Access Outside School Hours**

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays.

Trinity School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Curtains and blinds should always be closed in the evening, but especially if staff are working late.

## **Fire**

At Trinity School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

1. Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.
2. Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
3. The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

## **Bomb Threats**

Any warning the school receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the fire and emergency plan and the emergency services informed. Staff must also follow the Critical Incident Plan.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

## **Lockdown Procedures**

Lockdown Procedures are detailed in a separate policy which provides clear systems in place in the event of any external or internal incident that poses a threat to children and staff within the school e.g. civil disturbance, intruder threat, pollution, etc.

## **Reporting Incidents**

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.

A review of incidents over the year is distributed to the Governors as part of their monitoring responsibilities (see H&S Committee Annual Planner)

## **Injury**

Shropshire Council Health and Safety team must be informed of any serious injury caused to a pupil or member of staff. Where anyone on site has to attend hospital, this

is recorded using the corporate health and safety recording system (CARS) via the Online Incident Form on Business World.

### **Conclusion**

It is the responsibility of all staff to ensure that procedures agreed in this safety policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Leadership Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary.

This policy will be evaluated during the Spring term of each academic year and Governors and parents informed of any changes. New intake parents will be informed of the contents of the policy during parents' meetings and the welcome pack. The pupils will be regularly reminded of aspects of this policy during school assemblies and as part of classroom practice.

Policies and documents related to this Health and Safety Policy, inc. Site Security Policy are:

- Child Protection
- ICT guidelines for staff
- ICT email guidelines for staff
- Information and ICT Security
- Behaviour and Discipline
- Before & After-School Policy
- Anti-Bullying
- Medicines in School
- Administration of Medicines
- Attendance
- Educational Visits
- Asthma
- Managing Drug related incidents
- SC Tree Safety Policy
- No smoking policy
- Food policy
- Fire Policy (inc. Fire Risk Assessment)
- Lockdown Procedures
- Emergency Response and Business Recovery Plan