



# KING JAMES I ACADEMY

## Health, Safety & Security Policy

## **Introduction**

The health, safety and welfare of all the people that work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The governing body, as an employer, takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

## **Section 1 – Statement of intent.**

The Governing Body of the school recognise their responsibility as employers under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and non- teaching staff, the pupils and other people who come onto the premises.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body has adopted the Health & Safety Policy of Durham County Council, as detailed in the School Health & Safety Policy and Procedures Manual. In addition the school will, where reasonably practicable, apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies. When required the Governing Body and/or Head Teacher will seek competent Health & Safety advice from the Local Authority.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee, so far as is reasonably practicable, the provision and maintenance of:

- safe premises, plant and systems of work;
- safe methods of using, handling, storing and transporting of articles and substances;
- suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe working environment with adequate arrangements for the welfare of employees and;
- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health, safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Head Teacher in fulfilling the schools' statutory duties.

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

## **Section 2 - Organisation of Health & Safety Responsibilities**

### **Governing Body**

The Governing Body has responsibility as an employer for Health & Safety and has chosen to adopt and implement the health and safety management system of the Local Authority as set out in the Schools Health & Safety Procedures Manual. In order to fulfil its responsibilities the Governing Body will, as far as reasonably practicable, ensure that:

- Health & Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;
- the School Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the schools control is understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and Local Authority advice;
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and it's procedures;
- the school cooperates with Local Authority auditing and monitoring of Health & Safety;
- A committee of the governing body will be delegated the role of monitoring health & safety performance within the school; and that;
- should the Governing Body be unable to meet its duties and responsibilities it will seek competent health & safety advice.

### **Head Teacher**

The Headteacher will co-operate with their Governing Body to ensure that:

1. adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
2. where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
3. systems are in place to monitor the application and effectiveness of the health and safety procedures;
4. at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,
5. they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

### **Employees**

All employees have a responsibility to -

- 1 observe the health & safety policy & procedures in school;
- 2 take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

- 3 observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- 4 co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- 5 use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- 6 make use of safety aids, appliances, equipment and protective clothing provided;
- 7 report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- 8 do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- 9 notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- 10 do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;
- 11 familiarise themselves with the action to take in the event of fire or other emergency;
- 12 seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school.
- 13 Sign in and out of the Academy every time they enter/leave the building. This includes going to the carpark.

## **Pupils**

Our school promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives.

Pupils will be encouraged to participate in helping to create a safe learning environment in school.

## **Section 3 – Health & Safety Procedures**

The following health & safety procedures are detailed in the Durham County Council School Health & Safety Policy and Procedures Manual.

- Accident / incident / ill-health reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects
- Confined Spaces
- Design & Technology
- Display Screen Equipment
- Driving at Work
- Electrical Safety
- Fire Safety (***See section 5 of policy***)
- First Aid
- Food Safety
- Hand Arm Vibration

- Hazardous Substances (COSHH)
- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- Mobile Phones
- Manual Handling (Objects)
- Moving & Handling Pupils and Young People
- New & Expectant Mothers
- Noise at Work
- Outdoor Play Equipment
- Personal Protective Equipment (PPE)
- Playgrounds and Outdoor Play Equipment
- Public Events on School Premises
- Risk Assessment
- Science Teaching
- Security in Schools (**See Section 7 of policy**)
- Traffic Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace Transport
- Workplace Welfare & Premises Inspection
- Young Employees

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work etc Act 1974 and other regulations.

The school will keep up to date with additions and changes to the School Health & Safety Policy & Procedures Manual where it related to the work of the school.

## **Section 4 – Other school arrangements**

### **The School curriculum**

- We teach pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through the science curriculum we teach pupils about hazardous materials, and how to handle equipment safely and the PSHCE curriculum, about drugs.
- We teach pupils respect for their bodies, and how to look after themselves. We discuss these issues with the pupils in PSHCE lessons and we reinforce these points as part of our healthy schools programme, where children learn about eating and hygiene. We also show them how to move and play safely in PE lessons.
- Our school promotes the spiritual growth and welfare of the Pupils through the RE curriculum.
- Each Pupil has the opportunity to discuss problems or issues of concern with their teacher / pastoral support. Employees handle these concerns with sensitivity.

### **School meals**

- Our school provides the opportunity for pupils to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals. We do all we can to ensure that the meals provided have a suitable nutritional value.
- Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value.
- If pupils choose to bring their own packed lunch, we provide them a suitable place to eat their lunch, and we supervise them during this time.
- Our schools promotes a healthy lifestyle and achieves the Healthy School Standard.

### **Child protection**

- There is a named person responsible for child protection in the school. See child protection policy for details.
- We require all adults employed or having contact with pupils in school (eg staff, volunteers, contractors etc) to have been DBS checked before being allowed access to pupils. This includes adults accompanying Educational Visits.

### **Visitors in school**

- All visitors will sign in using InVentry on entering the school and wear a visitors badge at all times.
- Staff should report any potentially unauthorised visitors to the Head Teacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.

### **Seat belts**

Our school only uses coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving.

When staff cars are used to transport pupils the law regarding child restraints is always followed without exception.

### **Educational visits and Off-Site Activities**

Our school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The school will follow the Local Authority guidance on Educational Visits and seek Local Authority approval for all visits where LA approval is required.

Governors delegate the Head teacher authority to approve all visits on behalf of the school with the exception of overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits will be made by the governing body.

Educational Visits for the previous term will be included in the head teachers termly report.

## **Section 5 - Fire Information**

The following information could save your life. Please read it carefully and sign the declaration at the end. If there is anything you do not understand ask the Site Manager.

### **1. On Discovering a Fire**

- Immediately raise the alarm by breaking the glass of a wall mounted call point.
- Leave the building by the nearest safe exit. Please bear in mind that this may not be the same way you came into the building or by which you would normally leave it. Additionally some exits may not be available, make sure you know where your nearest exit is to get out.
- Proceed to the designated assembly point and report to the fire marshal.
- Do not re-enter the building until authorised to do so.

### **2. On Hearing the Fire Alarm**

- Stop work. If it is safe to do so, turn off any equipment and close any open windows, close doors behind you.
- Leave the building by the nearest safe exit. Please bear in mind that this may not be the same way you came into the building or by which you would normally leave it. Do not stop to collect personal belongings or return for any reason. Additionally some exits may not be available, make sure you know where your nearest exit is and how to get out.
- Proceed to the designated assembly point on the school yard next to the Agnew Building.

### **Evacuation Process during Examinations**

- Students sitting exams in the Sports Hall / Main Hall will evacuate onto the Netball Court.
- Students sitting exams in the Art Seminar Room will evacuate to the designated assembly point.
- Exam Invigilators will keep students segregated from the rest of the students and will check to make sure all students are present. Invigilators will confirm this with the Examinations Officer who will then inform Office Staff.
- Do not re-enter the building until authorised to do so.

**If it is felt that the designated assembly point / netball court is under threat, an air horn will sound, and site staff will open the bottom gates at the bottom of the back drive and all staff / students will evacuate onto Queen's Road playing field.**

### **3. Please Remember:**

- Raise the alarm....Get out....Stay out!
- Do not attempt to fight a fire – it is not your job
- Never Block fire exits
- Never prop open fire doors
- Keep fire exits and escape routes clear

### **4. Unknown and Suspicious Packages**

- Please refer to the Unknown and Suspicious Packages procedure at the end of this policy.

## **Section 6 – Personal Safety**

King James I Academy takes the safety of its employees very seriously. Please read the following points. If you have any questions ask your line manager.

- Under no circumstances must you knowingly expose yourself to the risk of violence.
- If you see someone acting suspiciously offer them assistance without being confrontational and inform a line manager or the main office.
- Never try to apprehend or recover goods from someone on your own, don't chase anyone.
- If you are threatened or subject to actual violence make sure you report it immediately.
- If you have any suggestions how your personal safety or that of our students could be improved tell your line manager.

## **Section 7 – Security Policy**

1. Security Policy statement  
The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to King James I Academy. The Academy's security procedures will operate within the framework described in this policy.
2. Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them. The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
3. The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

### **Organisation**

4. The following groups and/or individuals have responsibilities for ensuring the security of the Academy:
  - Governors - The Governors will ensure that the Academy has a security policy and that this has been implemented. Governors will monitor the performance of the Academy's security measures. This will be achieved:
    - via the head teacher's reports to governors
    - by all governors observing its implementation when they visit the Academy
    - Governors will periodically review the Academy's security policy.
    - Governors will delegate the day to day implementation of the policy to the Headteacher.



- Headteacher - The Headteacher will:
    - Set up arrangements in the Academy that complies with the security policy agreed by governors.
    - Ensure that all staff within the Academy receive information, instruction and training in the security policy and procedures.
    - Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
    - Ensure that all visitors, contractors and agency staff adhere to the security policy.
    - Monitor the implementation of the policy and security arrangements.
  - Staff - All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the Academy site.
5. Those listed below have been given specific responsibilities for Academy security.

Security issue	Name	Specific Duties
Agreeing and reviewing the Academy security policy	Finance committee	Agree policy Review every 12 months
Day to day implementation and management of policy	Headteacher / Estates Manager	Inform staff Monitor performance Review arrangements
Securing Academy entrance/exits as detailed in this policy	Site staff	Unlock gates 6:30am – 8:40am and 3:30pm (2:20pm on a Friday)
Checking the condition and maintaining the safe operation of physical and mechanical security devices (locks, gates, key pads, and fences)	Site staff	Part of normal duties to check physical integrity of security devices.
Control of visitors	Receptionist	Issue badges
Control of contractors	Site Coordinator	Check security level. Make aware of asbestos plan. Make aware of security abstract, fire and first aid systems. Ensure correct level of supervision.

Security of money, etc.	Finance staff	Counting, storing and transporting cash within the Academy.
Security Risk Assessment	Headteacher / Health & Safety Officer	Review annually and inform governors of findings. They need to use this as part of the policy review.

- Children will:
  - Be encouraged to exercise personal responsibility for the security of themselves and others.
  - Cooperate with the arrangements made for the security of the Academy. Breaches of the Academy security arrangements are a breach of the Academy's Behaviour Policy.

## **6. Arrangements**

- The Academy has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the Academy premises.

## **7. Information and Communication**

- All staff must be aware of the Academy's security procedures, especially staff that have been given a specific role to play.
- All staff induction will include the Academy's security policy.
- These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the Academy's security arrangements as a condition of sharing use of the building.
- Where there has been a breach of any aspect of the Security Policy, the event should be recorded on the Accident/incident/near miss form. The breach would constitute an incident or near miss and therefore, it can be considered by the SLT and Governors in their regular review of statistics. Any breach of the Security Policy should always, in the first instance be referred to a senior member of staff as a matter of urgency. Any action taken should be clearly recorded as should the reason for not taking any action.
- Parents will be informed about the Academy security arrangements and any part they are expected to play. For example when visiting the Academy or at handover times.

## **8. Controlled access and egress during the Academy day**

- Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.
- When a visitor or contractor arrives at reception, details will be taken, verbally, as to their name, car registration number and purpose of visit. Details will also be recorded of who they are visiting and the time of day. A photograph will also be taken; from this a badge will be raised and placed in a plastic wallet with lanyard. This must be worn at all times as identification. It is not acceptable to put it on a pocket or bag as this will just prompt multiple challenges by staff as to why the person is on site.
- At the end of the visitor's time in the Academy, the badge will be handed into reception and visitor signed out. If visitors are leaving after Main Reception is closed, badges can be posted in the box next to the desk in Main Reception.
- Visitors will wait in the outer reception area until the person they are visiting comes to meet them. The member of staff receiving the visitor must ensure

that the visitor leaves the premises through the reception door, and return the badge to the receptionist so that the badge can be cancelled.

- Staff who wish to leave the premises during the Academy day, must sign out in reception and also sign in on their return.
- The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. King James I Academy has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

## **9. Buildings**

- The Academy will make all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.
- The access control procedures for the building are:
  - The main building has two entrances, one for visitors and contractors and one for students. Authorised visitors will only be allowed access after the receptionist has recorded their details, taken a photograph and issued them with a personalised badge. Visitors also need to wait in the lobby until the person they are meeting with comes to reception to collect them.
  - Visitors to the Lodge must sign in at Main Reception beforehand.
  - All external entrance doors can be opened from the outside using combination locks.

## **10. Grounds**

- The following parts of the Academy have been secured by means of physical restrictions such as fencing and electronic access control.
- All external boundaries have either/or a 6 foot metal or wooden security fence erected or at least a six foot high tightly grown hedge which provides a physical barrier.
- The following areas are accessible by the public but the risk is controlled with our Academy's supervision arrangements and how the Academy deals with visitors.
- At the times when large groups of either Year 5 or Year 6 students spend some days in the Academy, the supervision system becomes more elaborate. Academy staff along with the host teaching staff, ensure that groups of students are moved safely from one activity area to another. Lunch and break times are staggered with enhanced supervision for the entire duration of the break.

## **11. Control of Visitors**

- The control of visitors is a fundamental part of the Academy's security policy for the safeguarding of both people and property.

## **12. Our policy is that:**

- All visitors report to the reception desk on arrival.
- Visitors mean 'parents, helpers, contractors, LA staff and any other person that is not a member of the Academy staff'.
- Visitors will not be allowed to move around the site on their own unless they provide a suitable up to date Enhanced Disclosure and a form of photographic ID.
- All visitors are issued with a badge with their picture which must be worn at all times. Any refusal to have a picture taken will be reported to the Headteacher or Senior Member of Staff. Any aggression will be reported to the police.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher or senior member of staff. Any aggression will be reported to the police.
- Visitors will not remove any items of Academy property without the express permission of Academy staff.
- For their own safety any authorised visitor will be given appropriate information on the Academy's health and safety procedures such as parking, fire safety and first aid and security in the Academy.

## **13. Supervision of pupils**

- The Academy's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised Academy staff.
- Locations where supervision is part of our safeguarding procedures:
  - Playground – children are always supervised in this area and visitors challenged. A senior member of staff is also on duty outside the Academy to observe entry into Academy.
  - The Academy field – here, the staff follow procedures which ensure that supervision is applied at all times when students are on the field.
- Times of the day when supervision is part of our safeguarding procedures:
  - Students accessing the site before 8:15am enter the site via the Dining Hall, are registered in the Library and supervised by a member of the support staff in the Dining Hall.
  - Start of Academy day – gates are open from 8:15am to allow access to the site. The gates are supervised from 8:30am to 8:40am. Parents have been

informed of these arrangements and that supervision does not start till 8:30am.

- The only route into the Academy after 8:50 am is via reception
- Lesson changes – all parts of the Academy site have access control and supervision.
- Lunchtime – all parts of the Academy site have access control and supervision.
- 3:30pm – at the end of the day, staff will monitor the students leaving the site.
- Our security arrangements request parents not to drop off and pick up students within the Academy grounds at the start and end of the Academy day.

#### **14. Cooperation with third parties, extended services and community groups**

- Our Academy security arrangements have taken into account any other third parties that use the Academy building or grounds. In most circumstances the arrangements for the Academy in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.
- Community use – Community activities begin at 4:30 pm.
  - Spectators will not be allowed on the school site before 4:30pm unless this has been agreed in advance with the Headteacher.
- Supervision of contractors – In the event that a contractor does not have the relevant DBS check and it has been agreed in advance with the Site Manager, contractors will be controlled as follows:
  - All will be given Academy badges and be expected to wear them.
  - They will only park where authorised to do so.
  - They will only carry out work agreed at the start of the contract and at the times agreed.
  - They will be supervised at all times by Academy staff. This does not mean watched continuously, but in a way proportionate to their location and proximity to unsupervised children.
  - They will be made aware of fire safety, first aid and security arrangements.
  - Asbestos in the building will be explained and contractors will sign to confirm understanding of these measures.
- Lone Workers - Our Academy has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

## **15. Physical security measures**

- The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.
- The risk assessment will take into account:
  - The location and layout of the Academy
  - Past incidents related to security
  - The performance of other security measures already in place or that could be implemented.
  - The cost of physical security improvements and the availability of funding
- Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the Academy to ensure the safety of staff and pupils.
- Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

## **16. Locking arrangements**

- At different times of the day the Academy's security arrangements require the locking of various entrances.

## **17. CCTV**

- The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout Academy informs people of this. There are 4 external cameras outside of the Rawe Building which cover key points outside of the building and internal cameras at various points around the site. The Risk Assessment will identify additional CCTV that is needed where applicable.

## **18. Cash Handling**

- The Academy avoids keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas. Cash is collected twice a week by Securicor.

## **19. Valuable equipment**

- All items above the value of £25 will be recorded in the Academy stock book.
- Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will not be left where visible from outside.

- The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

## **20. Personal Property**

- Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to the Academy any valuable personal property.
- Lost property should be handed to the Main Office. The Academy will message parents weekly with a list of lost property that is **not labelled**. Lost property will be held for at least 1 half term (approx. 6-7 weeks). We will not keep items for longer than this period of time – any lost property not claimed will be donated to a local charity or disposed of.

## **21. Medicines**

- There are occasions when pupils may be prescribed treatment where medicines are needed during Academy time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the Academy's medicine cabinet in the Medical Room. The key is available from Nicola Carrick.
- Arrangements for the administration of medicines are detailed in the medication section in the Academy first aid policy.

## **22. Risk Assessment**

- A security risk assessment will be completed annually by the Headteacher / Health & Safety Officer. The findings will be used in the review of this security policy.
- The risk assessment will use the format in the CYPS Academy Health & Safety Policy & Procedures Manual.

## **23. Monitoring and Review**

- The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Finance committee.
- Governors will monitor performance via the Headteacher's termly report to governors and when visiting the Academy.
- This policy will be reviewed annually by the Headteacher.