

# WOLVERHAMPTON GRAMMAR SCHOOL

## SECURITY, ACCESS CONTROL AND WORKPLACE SAFETY POLICY

### Introduction

Wolverhampton Grammar School's policy on security and workplace safety is primarily to provide a safe and secure environment in which students can learn, staff can work and visitors can freely come and go. Its second objective is to protect the school's buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

### Responsibilities

#### The Directors

The Directors of Wolverhampton Grammar School fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, students, contractors and visitors and others who could be affected by activities as required by the Health & Safety at Work etc act 1974 and as advised by the DfE guidance 'Health & Safety: Advice on Legal Duties and Powers'.

#### The Head

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

#### The Estates Manager (in conjunction with the Bursar)

The Estates Manager and his team of Site Supervisors are responsible for the physical security of the buildings and arrange for the locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied). The Estates department manages the CCTV system from the monitors in the Site Supervisors office. The Estates Manager ensures that at least one member of his team of 5 Site Supervisors is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. A Site Supervisor always remains on duty (as opposed to on call) until they have checked that the buildings are locked and empty. The duty Site Supervisor carries a school mobile phone whilst working or on call. That number is made available to all members of staff to use if they need assistance.

The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel are physically located next to the Site Supervisors room with secondary panels in the Archive room and the Sixth Form. The Site Supervisor staff are given advance warning of fire practices. If either alarm goes off for any other reason, the staff have standing instructions to summon the Emergency Services.

The duty/on call Site Supervisor will summon the Emergency Services if required, if the intruder or fire alarms go off, (unless pre-warned of a planned fire practice).

#### The Systems Director

The Systems Director and his team are responsible for maintaining a safe IT technical infrastructure at the school. Their responsibilities include protecting the network and equipment from attack by

viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of electronic hardware. An asset register is maintained of all school computers, printers, copiers, scanners, projectors, screens and other electronic equipment showing: make, date of purchase, cost and location in the school. The asset register updated annually.

### **Teaching Staff on Duty**

At least one member of the teaching staff is always present on duty in order to supervise students whenever they are in the school outside normal school hours. Students are not allowed to be unsupervised on site, and out of normal school hours (8.30am -4.00pm) should either be in a supervised club or the library. All students are expected to go home by 5.30pm. unless special arrangements are made e.g. to ensure students are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours.

### **Visitors and Contractors**

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. The visitor badge details the arrangements for emergency evacuation and the assembly point. Visiting speakers and contractors are also required to show some form of ID and where applicable, their DBS certificate must also be shown. They are shown the school's emergency evacuation notice and the way to the assembly point. 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 for the duration of their time 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 and/or staff are on site to guide visitors to the nearest exit. Any such event is subject to our risk assessment policy.

### **Access Control**

There are vehicle gates at the school's main entrance and the two exits. These are unlocked when a duty Site Supervisor is on site, though the Merridale Road exit gate is locked between 9.15am and 3.30pm during term time to improve security. The pedestrian gates are unlocked during the school day; but are locked overnight and, as additional protection, in the day during the school holidays, all visitors have to use the main vehicle entrance in order to gain access.

All external doors have biometric locks fitted for fingerprint recognition by staff and students. Code-operated security pads are in place with code numbers having restricted confidential use. Both the biometric and keypad locks use can be limited by time of day set by a control panel. In addition all external doors are locked when the school is not in use.

### **Parking Facilities and Deliveries**

There are clear signs directing visitors to the visitors car parking spaces. The school does not have facilities for parents to park on site during the core school hours of 8.30am to 4.15pm. A permit system allows Junior School parents to use a drop off/pick up facility outside the Junior School between 8.30-9.15am and 3.20-4.15pm. Permits are also issued to staff to allow them to park on site and a limited number of permits are available to sixth formers to allow them to park in the adjacent Tabernacle Church carpark.

There are warning signs restricting speed to 5mph, and speed humps to restrict speed. The school requires all delivery lorries to be fitted with audible reversing alarms, and deliveries are not permitted between the hours of 8.30-9.15am and 3.20-4.15pm, which are times of high student movement.

## **Reception**

The main school reception is manned between 8.00am and 5.30pm during weekdays in term-time and between 8.30am and 4.00pm during half terms and holiday apart from the Christmas and Easter closedowns.

## **Training**

All staff receive a briefing on security and workplace safety within their first week at the school. This includes advice on:

- Supervising pupils, where new members of the teaching staff are given training in registration, in the arrangements for supervising pupils.
- Safeguarding their personal possessions.
- 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

The briefing also covers:

- The location of the school's CCTV cameras in the high risk areas of the school, together with the school's monitoring procedures.
- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- Safeguarding and Prevent training

More detailed and specific training is given to the Premises staff.

## **Lone Working**

The school does not permit lone working other than for premises staff and so requires a Site Supervisor to be on site for as long as another member of staff is there. This is limited to the normal school opening hours of 6.00am – 8.00pm during term time and 6.00am – 6.00pm during holidays, both Monday to Friday. Special arrangements may be requested if access is required to buildings outside these hours and at weekends.

## **Students**

The school uses PSHE and form discussions to promote awareness of safety amongst all age groups. Every student is given a locker for the secure storage of his or her personal possessions. Students are asked not to bring large amounts of money or valuables to school and parents are encouraged to pay for the cost of lunches on the termly school bill.

## **Use of School Facilities by Members of the Local Community**

Local community groups use the school's sports and drama facilities outside school hours, at weekends and in the holidays. Use is regulated by hire agreements that cover practical matters such as: hours of usage, rent, insurance and security. A member of the Site Supervisor team is always on site when outside groups are present.

## **PHYSICAL SECURITY MEASURES**

### **Boundary**

The school boundary consists of walls and hedges with vehicle and pedestrian gates providing access. The gates are locked out of hours.

### **Doors**

All external doors to buildings are fitted with biometric/code-operated security pads. This limits the time of entrance to buildings by students and staff. In addition all external doors are key controlled with all buildings being locked out of hours

### **Security/Intruder Alarms**

Every external door is linked to the security alarm system. The alarm is regularly maintained, conforms to British standards and is operated in accordance with the recommended code of practice.

### **Gates**

There are lockable gates at the vehicle and main pedestrian entrances as described above.

### **Unsupervised Access by Pupils**

Students do not have unsupervised access to potentially dangerous areas, such as the science laboratories and the design 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. Students do not have access to the Grounds, Maintenance and Catering areas of the school. (See Supervisory Duties Senior and Junior School).

### **Security of Electronic Property**

All computers are password protected and cannot be activated without a recognised login and password.

The Systems Director maintains the register of electronic and AV equipment which is reviewed annually.

### **Security Lights**

Security lights are used to protect the outside of buildings. The lights are fitted to external doors and pathways around each building.

## CCTV

CCTV cameras cover the main entrances and exits as well as key strategic areas around the school site. All external cameras are equipped with IR night vision and are vandal and weather proof. The external CCTV cameras are monitored out of hours by a security company and an alert is sent to the duty Site Supervisor if they are activated. A voice tannoy system works in conjunction with the CCTV's when intruders are spotted on site

Internal CCTV cameras are installed in locker rooms, IT rooms and the library in addition to catering areas where alcohol may be sold for events.

The Information Commissioner has been informed that the school operates a CCTV system for the prevention and detection of crime and for the protection of students, staff and visitors. In accordance with the law, the school do not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. The school conducts a regular review of its use of CCTV, and displays external signs warning of its usage. The main external CCTV camera monitors are in the Site Supervisors office to which access is restricted. Images can also be picked up on the premises staff mobile devices for out of hours monitoring. The System Director monitors the internal CCTV system as and when required from the IT office.

The Estate Manager and Site Supervisor team are trained in operating, recording and retaining images taken. Any requests for images from external bodies are channelled through the Bursar, who is the Data Protection Officer for the school.

The CCTV system is serviced annually and cameras are checked regularly to ensure that they continue to provide clear images.

Please refer to the CCTV policy for further information.

## Monitoring

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

All doors, windows and gates are checked by the Site Supervisor when locking up.

## Please also refer to the following policies:

Health and Safety Policy – Staff network and website	Taking, Using and Storing of Images Policy – Staff network and website
Privacy Notice for Pupils and Parents – Staff network and website	Privacy Notice for Staff – Employment Manual
Safeguarding Policy – Staff network and website	Staff Code of Conduct – Website and Employment Manual
Risk Assessment Policy – Staff network and website	Management of Contractors Policy – Staff network
CCTV Policy - Staff network and website	Lockdown Procedure – Staff Network

## **Monitoring and Evaluation of this policy**

The school monitors and evaluates its Security, Access Control and Workplace Safety Policy through the following activities:

- Review of annual risk assessments by the Bursar and Estates Manager to identify further actions required to reduce risks
- Review of all accidents/incidents and near miss forms as a rolling termly summary by the Health and Safety Committee
- Review by F&GP Committee of health and safety matters highlighted at the Health and Safety and/or Estates Committee
- Termly review by the Board of Directors of any health and safety matters discussed at F&GP Committee
- Review of concerns and complaints registers by SMT and Board of Directors
- Review of safeguarding register by Head and Designated Safeguarding Director

PCR  
September 2019

Next Review:  
September 2020