



LONE WORKING & BUILDING SECURITY POLICY AND RISK ASSESSMENT

RATIFIED by : GOVERNING BODY

REVIEWED by : PAUL DRAPER

REVIEW DATE : Spring 2017

Policy Statement on Lone Working.

Securing the buildings at Great Baddow High School is the responsibility of experienced caretaking staff both during the working week and for the out of hours hire of facilities, including evenings and weekends.

Sports College Receptionists oversee the hire of Sports College on weekdays and weekends, but have no responsibility for securing the buildings.

GENERAL

1. All buildings not under hire - are to be secured at the earliest opportunity.
2. All buildings under hire - users are required to sign in and out on the register at sports college reception. These buildings will be secured following the end of the final booking.
3. At the end of an evening session the On-Duty Caretaker and Sports College Receptionist must liaise with each other before jointly leaving the site.

LONE WORKING

Members of staff wishing to work outside the 'school day': **6.00am – 6.00pm** are required to sign the out of hours 'attendance register' located at sports college reception **without exception**. Failure to do so may result in being locked into a building and could compromise the school's health & safety procedures/fire evacuation procedures.

You must give:

- a) location/s of where you will be working and a contact phone number.
- b) accurate departure time
- c) staff signing the attendance register should sign out when leaving the school site.

Should staff feel unwell and need assistance they should ring one of the numbers listed in the EOP section below.

This information will be made available to the duty caretaker to enable them to identify any restricted areas and to establish exit/departure routes - without compromising health & safety regulations and the security of the premises.

WHEREVER POSSIBLE AVOID LONE WORKING

Staff are not permitted to work outside of the 'school day' without signing the register.

The HSE Working Alone notice/guidance leaflet INDG73 (rev 3) is available in the staff room and on the exchange area – Health & Safety.

EOP (Emergency Operating Procedures) - During Hire of Premises

1. All caretaking staff are issued with a mobile phone.
2. In the event of any unauthorised person/s on site likely to cause nuisance or damage to being or property, CALL:

| | |
|--------------------------|---|
| Police | 01245 491491 (Chelmsford) |
| Non-Emergency | 101 |
| On-Site Support | 07717 066870 or 07547 199589 – Duty Caretakers ext. 134 07547 199542 – Site Manager |
| Site Manager Home | 01245 496531 |
| Sports College Reception | Ext. 256 01245 293716 |

3. Serious Misdemeanour e.g. : assault/arson/break in – call police on **999**
4. Failure of Mechanical/Electrical Plant
 - a) Suspend any lettings, if necessary, evacuate the appropriate area and inform the on-site support team - contact numbers above.
 - b) Swimming Pool : contamination of pool water or any event likely to cause injury or risk.
Inform on-site support team (contact numbers above) , for advice/assistant.

Intruder Alarm Activation – Emergency Call Out

Procedure

On receiving an Alarm Centre call, **establish if police response is necessary.**

If yes: attend site and wait for police response unit. Do not under any circumstances access the building before back-up has arrived.

If no: attend site and wait for automatic reset of alarm system reporting anything untoward to the police on **01245 491491** or in an emergency 999.

DO NOT UNDER ANY CIRCUMSTANCES ENTER THE PREMISES ALONE

Post Emergency Call-out

Inform the Alarm company of the contract number for enquiries or reset the system and report any further information you may have that may be relevant/applicable.

To be reviewed Spring 2020