



LONE WORKING & BUILDING SECURITY POLICY AND RISK ASSESSMENT

RATIFIED by : GOVERNING BODY

REVIEWED by : PAUL DRAPER

REVIEW DATE : Spring 2021

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 Supervisors oversee the hire of Sports College on weekdays and weekends, and secure the buildings under hire by arrangement with the site team. On these occasions the S.C.S.s are deemed to be Lone Working but have access to the Site Manager who lives onsite and has agreed to be available.

It should also be noted that (although not members of staff) the school site will be heavily populated with hirers.

GENERAL

1. All buildings not under hire - are to be secured at the earliest opportunity by the site team.
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 Sports College Supervisor must liaise with Site Manager to confirm that the buildings are secure and they have left the site safely.

LONE WORKING

The school day is: **6.00am – 6.30pm** – staff will not be allowed to work outside of these hours unless agreed in advance by the head teacher or business manager. This will only be agreed in exceptional circumstances. On these occasions staff must liaise with sports college staff by signing the register held on the Sports College Reception Desk and signing out when they leave the site - **without exception**. This will be used as a fire register and ensure staff are recorded should there be a fire evacuation. Failure to do so may also result in staff being locked into a building and could compromise the school's health & safety procedures/fire evacuation procedures.

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

The above information will be made available to the Sports College Supervisor.

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

**** STAFF SHOULD NEVER WORK AT HEIGHT WHEN LONE WORKING ****

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 – 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.

Fire Alarm Activation

Should the fire alarms sound during 'Lone Working':

1. Evacuate the building by the nearest exit and report to the Sports College Supervisor and/or the site staff immediately and assemble at the designated assembly point.

Hirers.

The Sports College Supervisor should:

- On hearing the alarm – check the alarm panel in the Sports College in an attempt to establish the location of the alarm.
- If safe to do so – advise any swimming club using the pool area not to evacuate.
- Direct all other hirers to follow the fire instructions and make their way to the designated assembly point.
- Contact the site manager **immediately** and ask them to investigate the location of the alarm – take the necessary action – and reset the alarm system.
- The Sports College Supervisor's priority is the safety of the hirers – they should not investigate the fire - but remain in contact with the site manager until the all clear is given.
- The all clear should then be communicated to hirers assembled at the designated assembly point.

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 2023