

Health & Safety Policy

HSP 26

Security

Key Document details:

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Title:	HSP 26 Security
Author(s):	David Maine
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Application:	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the 'employer' or is in control of the premises.

Definitions	For the purpose of this policy, the following definitions apply;	
	Violence against staff	Any incident in which a person is abused, threatened or assaulted by a member of the public in circumstances relating to their work
	CCTV	Closed Circuit Television
Policy Aims	<p>This Policy is intended to ensure that where there is a foreseeable risk to personal security, or the security of premises, that adequate precautionary measures are considered and, where appropriate, taken to reduce risk to a residual level.</p> <p>Security will be enhanced if it is treated as an integral part of the schools everyday management. All staff must engage with the security measures provided to ensure a consistently safe environment.</p>	
Policy	<p>TWHF is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees, and any other class of person who may work on, visit, or use its premises, or who may be affected by its activities or services. To achieve this TWHF manages security in its premises to:</p> <ul style="list-style-type: none"> • Control access to TWHF premises. • Increase personal safety of staff, pupils and visitors by providing a visual deterrent to potential offenders. • Protect TWHF buildings and assets. • Support the Police in a bid to deter and detect crime. • Assist in identifying, apprehending and prosecuting offenders. • Assist in managing the school. 	
Risk	Injury or damage to property, assets or persons.	
Responsibility	This responsibility is discharged primarily at the line management/operational level.	

	<u>Roles & Responsibilities</u>
1.	<p>Roles and responsibilities are defined in HSP2 Organisation.</p> <p>Any specific actions are detailed in the arrangements section below.</p>
	<u>Arrangements</u>
1.	<p>Risk Assessment</p> <p>A suitable and sufficient risk assessment of security will be conducted and recorded for every TWHF site.</p>

	<p>The risk assessment will identify all significant security risks and the control measures required to reduce or mitigate these risks. See GRA 26.1 Site Security and HSF 26.2 DFE Security survey and risk assessment for guidance.</p> <p>It is important that staff present outside of normal working hours are not forgotten, e.g. Adult Education staff, Cleaners, Site Managers and staff working alone after school, attending parents' evenings or working in the holidays.</p>
2.	<p>Conventional limitation of access to premises</p> <p>The conventional means of limiting access to premises is effected by fencing, good quality doors, windows, locks and signs and is intended to prevent and deter unauthorised visitors from coming on to the site.</p> <p>The boundary of the property should be delineated by a well-maintained fence, of a uniform minimum height, with the minimum number of vehicular and pedestrian access points gated to the same height. It may be appropriate to strengthen the barrier, which the fence presents by growing a hedge inside and up to, and partially through, the fence, to a height of 1 meter. Anti-climb paint can be used on top of a wall, or at other locations, to deter intruders. Access points should be reviewed regularly and if they become redundant they should be permanently closed off.</p> <p>Good quality doors, windows and locks are important in preventing unauthorised access in and out of working hours. Warped or badly fitting doors or windows are easier to break through and are a clear sign of an easy option to a would-be intruder. The condition of doors, windows and locks should be reviewed regularly and a maintenance and replacement regime put in place.</p> <p>A single individual should have responsibility for controlling keys in the premises using a key register and a secure key storage facility. Keys should be labelled and all holders should sign for the keys held. There should be a protocol to ensure that keys are returned when staff are re-deployed or take up employment elsewhere.</p> <p>Directional signs should be used to indicate the location of entrances, vehicle parks and key buildings and facilities. It is particularly important that the Reception entrance is boldly signed, so that visitors arriving on foot or vehicle have no doubt as to where to go; with such signs in place would-be intruders cannot claim ignorance as a reason for being in an unauthorised place and a potential threat to children, young people and staff.</p> <p>Information signs should be used to identify the premises. The standard signs with school and other logos, as agreed, should be used.</p> <p>Prohibition signs, placed at appropriate positions, should be used to reinforce the policy that unauthorised admission is not permitted.</p>
3.	<p>The specialist control of access to premises</p> <p>The specialist control of access to premises is effected by electronic entry systems, visitor control procedures and measures such as the treatment of, walls, drainpipes, etc. with proprietary anti-climb paint.</p>

	<p>Electronic entry systems are the main specialist means of controlling access to premises. Control is affected by preventing access through the main entrance, and possibly through other doors, by an electronically controlled lock. Doors can be operated as follows:</p> <ul style="list-style-type: none"> • locally by holders of swipe cards or proximity fobs, or by a key pad, or; • remotely by a control circuit operated by a staff member sited in a suitable location, e.g., in the main office. Where there is no direct line of sight between the office and the entrance door there can be an audio or audio/visual link so that visitor identification can take place prior to entry. <p>It is particularly important where an electronic entry system has been fitted that all other doors giving access to premises are reviewed and managed, because a controlled entrance will prompt an unauthorised visitor to seek other means of access.</p> <p>Users of premises need to be briefed not to allow casual access to unknown persons into the premises until they have been identified at the main controlled entrance.</p> <p>Visitors should be directed to the main entrance where they should sign in and be issued with a visitor identity badge, which should be worn throughout the visit and returned before leaving. Staff, pupils and young people need to be briefed to challenge visitors without badges.</p>
4.	<p>The monitoring of access to the premises using CCTV</p> <p>The monitoring of access to the premises can be effected by the use of Closed Circuit Television (CCTV). See HSP 25 CCTV for more details.</p>
5.	<p>Training</p> <p>Induction Training</p> <p>It is important that all staff are given an adequate security briefing as part of the induction into their areas of work. Staff should be informed about the arrangements in place for dealing with aggressive or violent behaviour and receive instruction in techniques for dealing with such incidents.</p> <p>Specialist Training</p> <p>Training for staff in assertiveness skills, dealing with the public, dealing with violence, recognising and defusing potentially violent situations, blocking and breakaway techniques are an essential part of preventing violence to staff.</p> <p>Managers should ensure that any staff at risk receive the necessary training, which should be aimed at helping staff defuse or avoid potentially hazardous situations.</p> <p>Training for staff should include references to the part that various types of discrimination, e.g., racial discrimination, can play in the management of violent or potentially violent situations.</p>
6.	<p>Reporting</p>

	<p>Staff must be encouraged to report all types of threatening or violent behaviour and be confident that action will be taken. Staff should be given every support during what may be a traumatic experience and no one should stay silent out of fear of reprisal or ridicule, or a misplaced sense of guilt or personal failure. HSG 9.1 Violence and Aggression Reporting Flow Chart should be followed to log and report acts of violence and aggression. Threatening behaviour and violent incidents should not go unreported from a feeling that reports will detract from the establishment's reputation. Where appropriate the Police should be informed.</p>
7.	<p>Physical Environment</p> <p>The physical environment where staff have contact with the public is very important. The location and layout of reception, waiting and interview areas and offices must be carefully considered.</p> <p>The surroundings of any reception or waiting area can affect the mood of people waiting to be seen. 'Group dynamics' can have a significant impact on behaviour. A waiting room full of dissatisfied people can create a situation in which the individuals reinforce each others' negative experiences and a volatile person may feel vindicated in behaving aggressively. Special attention should be given to ensure that these areas are friendly and welcoming to help reduce the incidents of aggression from dissatisfied clients.</p> <p>Ensure that posters, leaflets and notices are up to date and in good condition.</p> <p>Careful thought should be given to the location, configuration and equipment for interview rooms.</p> <p>When classrooms or other rooms are used for interviewing, e.g., on parents' evenings, the usual layout may not be secure. The configuration should be changed so that members of staff cannot be trapped in the room. Staff should have an unobstructed exit and if only one exit is available the interviewer should be seated nearer the exit than the interviewee.</p> <p>Furnishings and equipment in the interview area should be considered and items which could be used as weapons removed.</p> <p>Wherever possible the interview should be conducted in the seated position. Staff should ideally remain seated even if the other person does not.</p>
8.	<p>Potential for Violence Associated with Criminal Activity</p> <p>The most likely motives are:</p> <ul style="list-style-type: none"> • walk-in opportunistic theft to obtain money or personal property; • attacks on staff carrying money for banking; • incidents arising out of personal retribution between individuals or groups of pupils or young people; • persons found trespassing; • abduction of a child either by a parent or carer disputing custody, or by an unknown person for criminal purposes. <p>Concern about the possibility of abduction may rise following the reported presence in the vicinity of an education establishment of a so-called 'Convicted Schedule 1 Sex Offender'. Reports or allegations in the media, or in the community, about the presence of such persons can be very worrying for children,</p>

	<p>parents and staff. Heads of establishments in responding to these reports or allegations may wish to consider the following:</p> <ul style="list-style-type: none"> • reminding children in assembly about personal safety; • sending a note to parents as a response to the reported presence of offenders. <p>Great care has to be taken regarding the disclosure of information about these offenders. The letter to parents should avoid phrases such as 'convicted sex offender' but give specific advice about safety on the way to and from the establishment.</p> <p>The Police should be contacted immediately in the event of criminal activity.</p>
9.	<p>Fighting between pupils / young people</p> <p>Members of staff intervening in a fight need to be aware of restraint techniques and the use of reasonable force.</p> <p>When there is a fight, the member of staff will have to make a judgement, balancing the legal duty of care to pupils / young people against the danger to her/himself in:</p> <ul style="list-style-type: none"> • intervening verbally to stop the fight; • seeking to break up the fight unassisted, using reasonable physical force; • seeking assistance to break up of the fight.
10.	<p>Visiting private households</p> <p>It is very important that all staff whose duties take them into private households should plan visits in advance. The measures listed below should also be adopted as necessary:</p> <ul style="list-style-type: none"> • staff will use the lone worker system • Staff will leaving details of the visits with a responsible person at their office base. They will then let the office know when the meeting has concluded safely; • mobile phone to be available; • staff to visit in pairs; • make a mental note of 'escape routes'; • be aware of any dogs in the household (if necessary request that they be put in a separate room); • always withdraw immediately a potentially dangerous situation occurs.
11.	<p>Responding to panic alarms or other emergency requests for assistance</p> <p>A written procedure should be in place for responding to panic alarms, etc., in offices, reception areas and interview rooms. The procedure should be practised. Procedures should detail:</p> <ul style="list-style-type: none"> • the staff training needed to ensure a competent response; • who would take overall control of the situation; • who is expected to respond; • what they are expected to do; • any special instructions.

	<p>Alarms, where fitted, should be regularly tested and monitoring procedures drawn up to ensure they work efficiently.</p> <p>Written records of alarm tests, exercises and monitoring procedures should be kept.</p>
12.	<p>Premises Security</p> <p>The protection of property is of secondary importance to the direct protection of people. The protection of premises is, however, important because of the effects of security failure on people and for financial and insurance reasons.</p> <p>The consequential effects, for staff, pupils, young people and parents, of loss of material or damage to the fabric of buildings, caused by intruders, should not be under-estimated.</p> <p>The security of the building needs to be considered continuously as intruders can cause damage at any time, even during the working day. The main period, however, when the building is vulnerable to intruders is out of working hours.</p> <p>Out of hours security can be facilitated in several ways, the principle means are listed and then expanded upon below:</p> <ul style="list-style-type: none"> • provision of a proprietary intruder alarm with off-site monitoring and an up to date key holder list; • a good relationship with the local police force; • observant and co-operative neighbours; • via the design of the site, to ensure, as far as possible, that intruders can be observed;
13.	<p>Intruder Alarms</p> <p>The purpose of the intruder alarm is to give an automatic warning of the presence of intruders via a range of sensors, which monitor the premises when the alarm is set. The sensors take the form of movement detectors using infrared or electro-mechanical technology.</p> <p>Passive Infra-Red (PIR) detectors are usually mounted in the ceiling corners of rooms and 'looks at the room' and monitors the amount of infra-red energy present. Any rapid change in the infrared energy, such as that caused by a moving person, will trigger an imbalance and activate the alarm at the alarm receiving centre.</p> <p>Electro-mechanical sensors are fitted to doors and windows and when set and moved beyond certain parameters send a similar alarm to the alarm receiving centre.</p> <p>Staff at the alarm receiving centre will notify the on call security provider who will attend site. If necessary, the Site Manager or key holder will also be informed. If required the Police can then also be called.</p> <p>Intruder alarm systems can be designed to produce an alarm condition if they have been tampered with, or even if the alarm has not been set.</p>
14.	<p>Out of hours call outs</p>

	<p>The on call security provider must attend site to investigate the call. A key holder may be required to attend site depending on the severity of the incident. The Police may also need to attend.</p> <p>False alarms may be caused in several ways:</p> <ul style="list-style-type: none"> • user error, i.e., alarmed doors or windows not secured properly or staff enter the premises unaware that the alarm is set; • 'technical' problems with the installation. These can range from obsolescent or worn sensors to the false activation of sensors by display materials or spiders. <p>The staff involved in the 'user error' must be briefed to ensure they understand the workings and limitations of the alarm system. Early contact with the alarm system provider will be necessary where the false alarms are caused by technical problems.</p>
15.	<p>Police relations</p> <p>Relationships with the local police have to be worked at, because of the turnover of police personnel, but can bring considerable benefits to an establishment.</p> <p>Good local contacts will mean that the local team are likely to know relevant members of staff and will be familiar with the premises. Local officers who are known will be able to assist with arrangements for attendance and the deployment of other police resources when an incident occurs.</p> <p>When incidents such as vandalism occur at education establishments it may be particularly important for the police to attend so that staff and pupils see a police response. It may be necessary when reporting incidents such as vandalism to insist on a police attendance so that damage can be assessed.</p> <p>The police incident reference number should be recorded so that the insurance claim and any future incidents can be cross-referenced.</p> <p>Local police representatives could also be receptive to taking part in appropriate curriculum-based activities at the establishment and may also respond to an invitation to attend a governor's meeting, or even become a governor.</p> <p>The local Crime Prevention Officer (CPO) is an important and unbiased source of advice and information about security-related matters.</p>
16.	<p>Management and Cleanliness of the Site</p> <p>The site should be actively managed with security in mind. Staff should be prompted to be observant regarding potential risks to security and make premises staff aware of action required to eliminate risks. Stored material and waste should be managed carefully to ensure it cannot be used to cause damage or to help gain entry or start fires.</p> <p>Waste enclosures should be provided and be located at least 10 metres from any building where possible. Enclosures should be of robust construction and lockable. Where bins are stored outside an enclosure they should be securely chained down, away from buildings, so that they cannot be moved and used to start a fire.</p>

	Rubbish and litter should not be allowed to accumulate on the site. Graffiti should be removed immediately.
17.	<p>Lockdown</p> <p>In the event of a significant physical threat to staff or pupils, each school will have a site specific lock down routine. All external entrances to the school should be kept secure therefore the only way in is via the front door past reception. In the event of a threat by an external force, staff should instigate the lockdown routine by:</p> <ul style="list-style-type: none"> • Calling the police and notify the Principal or nominated officer immediately. • Activate the lockdown alarm if one is available • Notifying all staff – this may be by word of mouth or by whatever means are available. • Notify the CEO as soon as possible. Contact WHF Central if unavailable. • Staff and pupils return to class rooms ensuring all doors and windows are secure. • Account for all pupils and staff as quickly as possible. • Be ready to hide children under tables or behind units if the threat is severe or begins to escalate. Barricade internal doors to prevent access in extreme circumstances. • DO NOT use the fire alarm unless absolutely necessary as this will open all controlled access points. • Stay out of view of any attacker and remain quiet so as not to attract their attention. • Communication to parents must be agreed by the CEO taking advice from the Police. • All press communication must be directed to WHF Central. <p>Lockdown procedures should be tested regularly and recorded on HSF 26.1 Lock Down Drill Record</p>
18.	<p>Business Continuity Plan</p> <p>Each school will complete HSF 26.3 Business Continuity Management Plan and be familiar with the document. This will enable the school to react and respond to a disruptive incident and maintain delivery of critical activities during an incident. After the incident returning to normal activities resume as quickly as possible.</p>
19.	<p>Key Security</p> <p>Each school will have a nominated person in charge of issuing keys and keeping a record of key issue using HSF 26.4.</p> <ul style="list-style-type: none"> • Key holders will only be issued a key if it is essential to their role • If a staff member loses an issued key they must report it as soon as possible • All keys must be returned on staff leaving job roll/school
20.	<p>Limitations of this Policy</p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>

21.	<p>Appendices</p> <p>HSF 26.1 Lock Down Drill Record HSF 26.2 DFE Security survey and risk assessment HSF 26.3 Business Continuity Management Plan HSF 26.4 Key Register HSG 26.1 Lockdown Local Arrangements HSG 26.2 Contents of Emergency Grab Bag GRA 26.1 Site Security</p>
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Date	Issue	Section	Changes
September 2020	1.4	-	No significant changes
November 2020	1.5	19 Appendices	Keys Security Key Register form added

