**St. alberts's CATHOLIC Primary School**

**Health & Safety**

**POlicy & Procedures**

Date adopted by governing body - 26th September 2018

Chair of Governors Fr. David Potter

Headteacher – Mrs Lorraine McEvoy

To be reviewed annually

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair of Governors

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## SECTION 1 – HEALTH AND SAFETY POLICY



**Introduction**

This policy has been prepared in accordance with the Health and Safety at Work Act 1974. The aim of the policy is to ensure that all practicable steps are taken to secure the health, safety and welfare of all persons using the school.

**Policy Statement**

* To establish and maintain in so far as is reasonably practicable:
* an environment which is safe and without risk to health;
* safe working procedures among staff and pupils;
* health and safety arrangements for the handling, storage and transport of articles and substances;
* safe means of access to and egress from the school.
  + To ensure, so far as is reasonably practicable, the provision of information, instruction training, and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety.
  + To teach safety, where appropriate, as part of the curriculum.
  + To formulate effective procedures for use in the case of an accident.
  + To lay down procedures to be followed in the case of an accident.
  + To provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and pupils.
  + To provide effective systems of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.

**Organisation and Arrangements for Health and Safety**

**The Governing Body**

The ultimate responsibility fir ensuring a safe and healthy environment within the school rests with the governing body. The governing body should report to the Department for Children, Schools and Families (DCFA) and major threat to the health and safety of employees for users of the school.

**The Headteacher**

The Headteacher has overall responsibility for the application of this policy. In particular the Headteacher shall:

* take appropriate action immediately when any hazard is reported to him/her and stop the use of any plant, tools, equipment, machinery or any process, etc. which he/she considers unsafe until he/she is satisfied as to its safety;
* make recommendations to the governing body for auditions to, or improvements to, plant, tools, equipment, machinery, etc. which are dangerous or potentially so; and
* report on safety and welfare matters to the governing body.

**Premises Officer**

The Premises Officer has responsibility delegated by the Headteacher to:

* be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
* co-ordinate the implementation of safety procedures;
* maintain contact with outside agencies able to offer expert advice;
* carry our regular inspection of the school and check working practices in it;
* ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken;
* review annually: provisions of first aid (May); emergency regulations (September) and safety procedures (September).

**Obligations of All Employees**

The Health and Safety and Work Act 1974 states:

*“It shall be the duty of every employee whilst at work:*

* *to take reasonable care for health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work, and*
* *as regards to any duty or requirement imposed on his/her employer or any other person by or under relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”*

Also that:

*“No person shall intentionally recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.”*

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

* to know the special safety measures and arrangement to be adopted in their own working area and to ensure they are applied;
* to observe standards of dress consistent with safety and hygiene;
* to exercise good standards of housekeeping and cleanliness;
* to use and not wilfully misuse, neglect or interfere with things provided for their own safety and the safety of others;
* to co-operate with other employees in promoting improved safety measures in their school;
* to co-operate with the appointed safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

**Staff (teaching and support) Holding Positions of Special Responsibility (e.g. Premises Officer, Canteen Manager, TLR post holder etc.)**

Staff holding these positions:

* are expected to have responsibility for the application of the school safety policy to their own department or areas of work and should observe instructions given by the governing body and Headteacher.
* should establish and maintain safe work procedures (e.g. use of chemicals, boiling water etc.);
* should resolve any health and safety problems any member of staff or pupil may raise and refer to the Bursar/Financial Manager/or other member of staff any problem for which there is not satisfactory solution within the resources available;
* should carry out regular safety inspections of the area(s) and activities for which they are responsible and submit reports to the Bursar/Financial Manager/or other member of staff each school year or more frequently if necessary;
* should ensure, as far as is reasonably practicable, the provision of sufficient information, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
* should propose to the Bursar/Finance Manager/or other member of staff changes and additions to plant, equipment or machinery which are necessary for maintenance of safety; and
* must ensure that all donated equipment is safe and certificated and, where appropriate, seek specialist advise that this is so.

**Particular Responsibilities of Class Teachers**

The safety of pupils in classrooms, specialist rooms and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be discussed with the line manager before any activities take place.

A class teacher is expected to:

* know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
* exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
* give clear instructions and warnings as often as necessary (notices, posters and hand-out are not enough);
* ensure that pupils’ coats, bags, cases etc. are safely stowed away;
* integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety;
* follow safe working procedures personally;
* call for protective clothing, guards, special working procedures etc. where necessary;
* make recommendations on safety measures to their line manager.

N.B. These rules apply to student teachers who must be made aware of their responsibilities by both the line manager and their professional tutor.

**Pupils**

Pupils are expected to:

* exercise personal responsibility for safety of themselves and others;
* observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives and other items considered dangerous);
* observe the safety rules of the school and, in particular, the instructions of staff given in an emergency;
* us and not wilfully misuse, neglect or interfere wit things provided for safety.

**The Health and Safety Representative**

Health and Safety representatives are:

* not liable in law and have no additional duties other than those of all employees, as laid down in Section 7 and 8 of the Health and Safety at Work Act 1974;
* do not carry additional legal liability for either their activities or omissions as a safety representative;

The functions of safety representatives are as follows:

* to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he/she represents) and to examine the cause of accidents at the workplace;
* to investigate complaints by any employee he/she represents relating to that employee’s health, safety or welfare at work;
* to make representations to the employer on general matters arising out of (a) and (b) above;
* to make representations to the employer on general matters affecting the health, safety or welfare of the employees at the workplace;
* to carry out inspections;
* to represent the employees he/she is appointed to represent in consultation at the workplace with Inspectors of the HSE and any other enforcing authority;
* to receive information from inspectors in accordance with Section 28(8) of the 1974 Act;
* to attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.

In addition, section 2 (4) of the HASAWA places upon the safety representative the function of representing the employees in consultation with the employer.

**Premises/Safety Committee**

The Governors Premises and Safety Committee meet regularly and receive reports from the Headteacher and Premises Officer on school safety. Appointed Governors also support the Premises Officer in undertaking annual risk and safety audits at the school.

**Emergencies**

Details of the emergency procedures in the event of accidents and in the event of fire are listed in the Staff Handbook. A list of staff with first-aid qualifications and the location of first-aid boxes should be circulated to all staff each September. All staff should be encouraged to take part in first-aid training courses.

**Concluding Statement**

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher. The greatest hindrance to good practice is apathy; the best antidote is the right attitude of mind.

## SECTION 2 - HEALTH AND SAFETY PROCEDURES

**Overview**

The health and safety of learners, staff and other users of the school, will be the greatest importance to all. Everything will be done to promote good health, and to keep everyone safe, and to protect them from danger.

**Objectives**

1. To establish excellent and effective procedures for keeping children safe, healthy and active.
2. To put into place safe procedures and contingency plans for the health and safety of learners.
3. To ensure that staff are trained and carry out their health and safety responsibilities effectively.
4. To ensure that there is a quick and effective response to any incident.
5. To ensure that any probable sources of danger are identified and that appropriate action is taken.
6. To ensure that appropriately trained members of staff provide first-aid in case of accident.
7. To ensure that there are sufficient members of staff, trained as pediatric first aiders.
8. To ensure that the school makes effective use of appropriate outside agencies to advise and support on health and safety matters.
9. To use the curriculum and extra-curricular activities to promote children’s healthy growth and physical development.

**Strategies**

1. All staff will follow the established health and safety procedures.
2. Risk assessments will be carried out by staff before activities and visits.
3. Regular health and safety checks will be carried out to monitor the school environment and equipment.
4. Detailed records of accidents and incidents will be recorded and kept.
5. All will promote healthy eating and drinking.
6. Play, physical education, sport, games and extra-curricular education will promote children’s physical growth and development. Children will be encouraged to be active and healthy.
7. The curriculum, especially, science, physical education, sex education, and personal and social education, will be used to teach children about healthy eating and healthy lifestyles.

Outcomes

This school will do all it can to provide a safe environment in which children can work, learn and play. Through the curriculum and other activities it will do all it can to facilitate the healthy growth and development of learners.

**Revised and adopted by the Governing Body 27/9/17**

**To be displayed**

### Accidents and Health

**Procedures with Regard to Accidents and Ill Health**

In the event of an accident or illness the following procedures should be followed:-

* Ensure the person is as comfortable as possible BUT DO NOT MOVE the person if the injury is self evidently serious.
* Send for one of the named First Aiders. Use the swiftest means available - by mobile telephone or send a pupil to the reception area.
* Note all the circumstances regarding the incident as soon as possible.
* Report the incident to Miss Jewell, the school’s named person to record such incidents.
* Report serious injuries to Miss Jewell, as these will need to be reported, via the Head, to the LA and possibly the Health and Safety Executive on the appropriate forms.
* If a pupil is ill and requires attention they should be sent to Reception with a note stating the time they were sent, the nature of the complaint and your signature.
* Pupils should normally be sent on their own but may be accompanied by another pupil if you feel it necessary.

**Which accidents should be reported?**

If you have an accident at work, or in connection with your work the law requires that you tell your employer as soon as possible. You should do this by making an entry in the accident book. This will protect you right to benefits, and will help to ensure that action is taken to reduce the risks you fact at work. You must do this whatever the cause or seriousness of the injury. The school will investigate the cause of the injury, and if it is serious, or if you are off work for more than 3 days as a result, the school must report the accident to the local authority or the Health & Safety Executive (HSE).

**When to report an accident to the Local Authority or HSE**

**An accident to a member of staff**

Accidents to staff must be reported if they:

* result in death or major injury (this could be as a result of violence)
* prevent the injured person from doing their work for more than three days — these are known as “over three-day” injuries and would include an injury caused by an act of violence.

Reportable major injuries will include:

* any fracture other than to fingers, thumbs or toes
* any amputation
* the dislocation of the shoulder, hip, knee or spine
* temporary or permanent loss of sight
* a major injury to the eye
* any injury resulting from an electric shock that caused unconsciousness, required resuscitation or hospital admittance for more than 24 hours
* any other injury that caused loss of consciousness or hospital admittance lasting for more than 24 hours
* accidental release of any substance that may damage health, such as swimming pool chemicals.

The regulations also stipulate the reporting of any work-related diseases. These include:

* certain poisonings
* asbestosis
* legionellosis
* tetanus

Where it is appropriate, a pupil’s known medical condition, which staff need to be aware of, is communicated by the SENCo/ Inclusion Manager.

On occasion, there may be a medical condition which the Teacher may be aware of but will not have an impact on other pupils or staff. This will be kept confidential but the Head and SENCo/ Inclusion Manager should be informed.

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Most accidents are trivial and pupils can be instructed to inform parents when they go home.

In the case of young pupils, pupils who are forgetful or withdrawn a judgement may need to be made as to whether the parent should be informed after school by ‘accident sticker’, note or phone.

**All head bumps MUST be noted by the teacher and the parents informed.**

***See Accident Policy***

If there is an injury to the head and face, Miss Jewell or First Aider will make a phone call to the parents. In line with current legislation the school maintains an Accident Register and Log which is kept at Reception. Accidents must be recorded in this Register. Assistance to complete this will be provided by Miss Jewell.

Serious accidents require immediate medical attention and an ambulance should be called particularly where the incident includes shock or loss of consciousness, no matter how brief.

Parents MUST be contacted immediately and advised of the action taken and whereabouts of their child.

Most children will have been immunised against tetanus but there may still be a risk of such infection in injuries sustained in outdoor activities. A note advising parents of the injury and the possible need to see the GP should be sent as a booster dose may be required.

*Staff should ensure their own tetanus protection is up to date.*

**ALL** accidents and illnesses should be reported to the **Headteacher** as soon as possible

### Administration of Medication/First Aid

***See Medicine and First Aid Policies***

### Emergency Evacuation Procedures – Staff

###### What happens if a fire is discovered?

If you discover a fire you should immediately operate the nearest Fire Alarm by breaking the glass.

**What happens when the fire bell is activated?**

The fire alarm is a continuous ring. Except for those staff who have specific duties to carry out, all occupants should evacuate the building **by the nearest exit** as quickly and calmly as possible. Do not lock your classroom. Follow the exit instructions on the notice in your classroom or other parts of the building. Make your way to the nearest Fire Assembly Point identified on the playground. Do not re-enter the school building on the way to the assembly point. Do not delay your exit to collect possessions or close windows.

The Premises Officers should determine, as quickly as possible, the nature of the emergency and take immediate action as necessary, including telephoning the Emergency Services. The Site Manager or the Headteacher (Deputy) should meet the Fire Brigade on arrival and direct them to the fire. The Administrator should collect the visitors’ book and absence sheets and report toHead (Deputy) at the assembly point on the small playground.

Staff who are not teaching should proceed immediately to the nearest likely point of congestion. Teaching staff should supervise the movement of pupils to the Fire Assembly Point and ensure they stand well back to allow staff to assemble in front of them.

Pupils have been advised that if they are unable to leave the building without assistance, they should ask a member of staff to wait with them beyond the fire doors at the top of the nearest staircase. Another member of staff should inform Head (Deputy) who will organise their safe exit from the building.

###### Assembly Area

Everyone should assemble at a Fire Assembly Point (see diagram). Pupils should stand quietly in year groups:

Fire Assembly Point 1 (Infant playground)

Fire Assembly Point 2 (Side Car Park)

**FIRE ASSEMBLY POINTS**

**Main School Building**

**Infant Play Ground**

Assembly Point 1



**Side Car Park**

Assembly Point 2



Front Car Park

Teachers should go to the respective area with their class. Other staff should help supervise pupils.

**Nominated staff and reporting:**

**The School Administrator** will be positioned on the small playground to receive reports from all areas and to pass information to the Fire Brigade and/or Police.

All Staff - check all rooms along the route you have been given.

Nominated staff should check that their areas are cleared of personnel, ***provided they can do so safely***. A report should be made to the School Administrator as quickly as possible.

|  |  |  |
| --- | --- | --- |
| Area | Location Examples | **Checked by:** |
|  | Reception, general office and staff room | Administrator |
|  | Infant classrooms | Infant Staff |
|  | Junior classrooms | Junior Staff |
|  | Boys and Girls Toilets | Site Manager |
|  | Nursery | Nursery Staff |
|  | Hall | Site Manager |
|  | School kitchen | Cook / Site Manager |

###### When can I go back inside?

You will be allowed back inside as soon as the buildings have been checked and it is safe to use them. Please wait for the all clear from the Headteacher (Deputy).

###### Nominated staff – areas to be monitored

Please supervise the area allocated during the emergency evacuation, until the all clear has been given by the Headteacher.

### Emergency Evacuation Procedures – out of school hours

**What happens if a fire is discovered?**

If you discover a fire you should immediately operate the nearest Fire Alarm by breaking the glass.

###### Evacuation out of school hours

These emergency procedures apply throughout the working day. For out of school hours or holidays, the assembly area is Fire Assembly Point 1 (Infant playground)

**What happens when the fire bell is activated?**

The fire alarm is a continuous ring. Except for those staff who have specific duties to carry out, all occupants should evacuate the building **by the nearest exit** as quickly and calmly as possible. Do not lock your classroom. Follow the exit instructions on the notice in your classroom or other parts of the building. Make your way to the assembly point on the front car park; do not re-enter the School building on the way to the assembly point. Do not delay your exit to collect possessions or close windows.

The Premises Officer should determine, as quickly as possible, the nature of the emergency and take immediate action as necessary, including telephoning the Emergency Services and meet the Fire Brigade on arrival to direct them to the fire. **The Site Manager** should collect the visitor’s book and absence sheets and report to the senior member of staff on duty at the assembly point.

Staff who are not teaching, please proceed immediately to the nearest likely point of congestion. Teaching staff should supervise the movement of pupils to the Assembly Point and ensure they stand well back to allow staff to assemble in front of them.

Pupils should be advised that if they are unable to leave the building without assistance, they should ask a member of staff to wait with them beyond the fire doors at the top of the nearest staircase.

**Assembly Area**

Everyone should assemble at *Fire Assembly Point 1*

**When can I go back inside?**

You will be allowed back inside as soon as the buildings have been checked and it is safe to use them. Please wait for the all clear from the senior member of staff on duty.

### Health & Safety Guidance

#### Introduction

St Albert’s Catholic Primary School accepts its legal responsibilities under the Health & Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees whilst at work.

*Risk assessments* are used to consider all hazards to which employees are exposed and to ensure the risks are eliminated or adequately controlled. If you require assistance in carrying out a risk assessment, the Head or Site Manager will be able to help you.

**The responsibility for carrying out Risk Assessments lies with the Headteacher within the particular area of risk.**

All staff and pupils have a responsibility to keep the school and people in it safe by carrying out basic risk assessment on a daily basis. Concerns should be noted in the Risk Assessment Book at reception.

#### Personal Safety

The above duty extends to protecting employees from violence and assault, both physical and verbal. Violence can be classed as an incident in which an employee is abused, threatened or assaulted by other person(s) in circumstances arising out of the course of their employment. It can take many forms other than physical force: these include verbal abuse or threats, rude gestures, innuendoes, sexual and racial harassment, workplace bullying and harassment or any other situation where an individual’s personal safety feels threatened.

Risk Assessments should consider all hazards to which employees are exposed and must identify the measures to be taken in order to reduce the risk to an acceptable minimum. The assessments must be revised and reviewed on a regular basis or when there is a reason to believe that it is no longer valid because of new or changed risks.

Safe working practices will need to be drawn up by class teachers following the outcomes of risk assessments, incorporating relevant guidelines to which employees must adhere at all times. Please also see the guidance on the use of hazardous substances and the COSHH (Control of Substances Hazardous to Health) regulations available from the Site Manager.

The Headteacher should be notified of every incident of violence. These incidents will be recorded in the Incident Books.

For further recommendations, please see the guidance below on Working Alone.

#### Working Alone

It is inevitable that at some time during the working day, probably during the evening, employees will be working alone in the school, e.g. the site manager locking the buildings at night and opening the building in the morning; cleaners in various parts of the school working late and probably after dark; teachers staying behind to wait for parents’ meetings or waiting alone prior to meeting pupils who are taking part in a sporting fixtures/trips/events.

Senior managers should identify lone workers operating within their area of control and determine the hazards. A risk assessment should be carried out and arrangements devised and implemented that ensure the risks are either eliminated or adequately controlled. The assessment should result in the identification of all situations where people work alone. Once identified consideration should be given to whether:

* the workplace presents a special risk to the solitary worker;
* access and egress can be undertaken safely;
* temporary access equipment can be operated and presents no additional risks to the lone worker;
* any equipment or substances involved in the work activities can be safely used by one person; and
* there is a risk of violence.

All employees should satisfy themselves that they meet the necessary criteria for working alone, viz:

* ensure that you have authorisation from the Headteacher for working alone and someone knows where you are (for example, sign in at reception in the holidays or let the Site Manager know you are working late);
* know where the nearest assistance can be located;
* have access to First Aid facilities and assistance;
* have the necessary training and qualifications to execute the task properly;
* have the means to communicate e.g. a mobile phone or a two-way radio, or access to a telephone, and that you know who to call;
* know the fire regulations and where to report in case of emergency.

#### Work Related Stress

Stress is people’s natural reaction to excessive pressure – it isn’t a disease, but if stress is excessive and goes on for some time, it can lead to mental and physical ill health. Being under pressure can often improve performance and be a good thing, but when demands and pressure become excessive, they can lead to stress.

Where stress caused or made worse by work could lead to ill health, the line manager should carry out an assessment of the risk.

This could involve:

* looking for pressures at work which could cause high and long-lasting levels of stress;
* deciding who might be harmed by these; and
* deciding whether you are doing enough to prevent that harm.

The School is not under a legal duty to prevent ill health caused by stress due to problems outside work, e.g. financial or domestic. However, non-work problems can make it difficult for people to cope with the pressures of work, and their performance at work might suffer. We are all vulnerable to stress, depending on the pressure we are under at any given time. As an employer we are responsible for making sure that work does not make employees ill. If we notice that someone is particularly vulnerable because of their circumstances, managers should look at how their work is organised to see if these are ways to relieve the pressures.

Many of the outward signs of stress in individuals should be noticeable to manager and colleagues. In particular look for changes in a person’s behaviour, such as deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism or reduced performance.

Stress can be prevented from becoming a problem by:

* taking stress seriously and being understanding towards people who admit to being under too much pressure.
* encouraging an open and understanding attitude to what people say about the pressures of work;
* ensuring that staff have the skills, training and resources they need, so that they know what to do, are confident that they can do it and receive credit for it;
* if possible, providing some scope for varying working conditions and flexibility. This/her will increase their interest and sense of ownership; and
* ensuring good two-way communication, especially at times of change.

If a member of staff complains about stress the first, most important step to take, is to listen.

If the stress is work-related:

* try to address the source(s);
* involve the member of staff in decisions;
* if necessary, encourage them to seek further help through their doctor; and
* treat the person with understanding and maintain confidentiality.

#### 

#### Security

Our aim is to maintain the highest levels of security for pupils, members of staff and visitors. It is only possible to do this with the assistance and co-operation of all members of staff. The following security measures are in place to control entry to the premises, to identify visitors and to maintain the highest practicable security throughout the day and during periods of closure.

##### Control of entry:

All external school doors are locked whenever possible, the Main Entrance doors are the first unlocked at 8.00 am and the last locked at the end of the day or after community use. All external doors bear notices directing those entering the building to the Main Entrance. External doors that are locked during the school day can be opened from inside to permit egress in emergency situations but lock automatically upon closure.

##### Identification of visitors:

Unscheduled visitors to the school are not encouraged; appointments, wherever possible, should be made in advance and notified to Reception.

All visitors to the school must sign in at Reception, where they will be given an Identity Badge. Visitors, once signed-in, should wait in the Reception area before being escorted to their destination. Following their appointment, visitors should be escorted to Reception and sign out before departure.

Staff are encouraged to confront strangers, unless they feel at risk of harm, and to escort them to reception or off site. Whenever staff do not feel willing to confront strangers, they should make a note of any identifying details, including vehicle registration numbers, etc, and should immediately pass this information to Reception, who will summon assistance from the Site Manager / Wardens and notify the senior member of staff on duty. Premises staff will, if necessary, escort strangers off the site, notify the headteacher and inform the police if threats are made or violence offered.

#### Nuisance and Disturbance on Educational Premises (*Section 547 Education Act 1996*)

Persons who have no right to be present on educational premises and whose activities result in annoyance to others lawfully using the facilities can be dealt with under the above Act. The Act is designed to cover a wide variety of circumstances, such as:

* exercising animals on school playing fields where the animal fouls the turf;
* persons frequenting the facilities for anti-social activities like consuming alcohol or using drugs or solvents;
* persons creating a noise or general disturbance which causes annoyance or distracts those engaged in authorised activities on the premises.

#### Lockup and Overnight Security

The premises are made secure and unlocked by premises staff. The Site Manager has particular responsibility for ensuring the security of all doors, windows, and barriers, and for setting the Intruder Alarm. It is the responsibility of classroom teachers and individual computer users to ensure that **all computers and printers are switched off before locking classrooms/offices.** *All digital laptops / ipads are to be locked up each evening in the strong rooms.*

#### School Assets

Please report any damage or loss immediately to the Headteacher who can pursue an insurance claim. Items not secured and subsequently stolen are not covered by insurance. All staff are expected to lock valuable items away when they are out of the classroom.

#### Personal Possessions

It is not possible to accept liability for the loss or damage to private property or belongings whilst on school premises. Notices to this effect are displayed throughout the campus which state: *St Albert’s Catholic Primary* *School disclaims all liability for any loss of or damage to any personal property howsoever caused on these premises, including the loss or damage to property caused by negligence of the School, its staff or agents except where such disclaimer is contrary to the provisions of the Unfair Contract Terms Act 1977.*