



## Security and Safety of Premises

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### 1. Introduction

This policy needs to be read alongside the following policies:

- Lone workers
- Trespassers
- Visitors
- CCTV

This policy covers:

- General security
- Display of notices
- Extraction systems
- Gas safety
- Glazing
- Lifts

### 2. Aim

The aim of this policy is to set out the college's procedures for assessing and controlling security and safety risks.



### 3. Risk Management - Assessment of Risks

The college will make and review assessments of the risks posed by:

- The layout of the site
- Proximity to roads and houses
- Entrances and exits to the site and to buildings and facilities on the site;
- The buildings
- Security notices
- Trespassers
- Staff and student property
- Vehicles and cycles on site
- Use of the site during and out of school timings
- Control of visitors on site
- Security of locks and keys
- Vulnerable persons on site

### 4. Management Plan for Security

The college will plan to avoid or minimise the risks, taking into account how control of the risks can be managed

- Training of key staff
- Training of all staff
- Training of students
- Information to visitors

### 5. Communication

The plan must be communicated appropriately to all relevant persons, including parents, contractors and visitors.

### 6. Responsibilities

6.1 The Senior Leadership Team is responsible for:

- Adopting a site-specific policy;
- Providing sufficient resources for the adequate security of the site.
- Ensuring that appropriate training is provided.
- Receiving and considering reports from the Senior Leadership Team.
- Reviewing the policy annually.

6.2 The Senior Leadership Team is responsible for:

- Considering the risk assessments
- Agreeing a plan for providing acceptable security for the site.
- Receiving and considering reports from the HSM from time to time.

6.3 The Senior Leadership Team is responsible for:



- Organising appropriate risk assessments
- Putting the agreed plan into action.
- Training any relevant staff as appropriate.
- Monitoring the implementation of the plans;
- Recording and taking account of any security breaches.
- Reviewing from time to time all the security arrangements.
- Proposing any amendments to the security arrangements.

6.4 The staff are responsible for

- Reporting and recording any security breaches.
- Advising the HSM and Senior Leadership Team on possible improvements and amendments to the security of the site.

## 7. Equal Opportunities

In making the risk assessments and security plans the Senior Leadership Team must have regard to the requirement to provide reasonable access for person with any disabilities to the college facilities.

## 8. Monitoring and Reporting

8.1 The Principal will receive and consider reports from the HSM and determine with the HSM appropriate action. The Principal will make reports to the Senior Leadership Team.

8.2 The Senior Leadership Team will review the policy annually.

## Appendix A: Compulsory Display of Notices/Information

There are a number of notices and documents that employers have to display on their notice board or anywhere where the information is easily accessible to employees.

In general terms employers are required to post the following:

- A Health and Safety Notice.
- Details of the person(s) in charge of the first aid box.
- Any information necessary to comply with fire legislation.
- Emergency evacuation procedures (in each area/room).
- A certificate of insurance as required by the *Employers Liability (Compulsory Insurance) Act 1969*.
- No smoking notices.
- Speed limit in car park.
- Reasonable signs for aiding disabled persons.
- A thermometer available on each floor.



## Appendix B: Extraction Systems

The *Health and Safety at Work etc Act 1974* requires employers to provide and maintain working conditions that are safe and without risk to the health of employees, so far as is reasonably practicable

The Management of OIC aims to prevent worker exposure to hazardous substances or, where this is not reasonably practicable, to ensure adequate control.

Employees are required to make full and proper use of the control measures provided and to report any defects in them promptly to their employer. Oxford International College has installed suitable extraction systems.- in the dining room and laboratory areas. The systems are adequately maintained to ensure that they are kept in an efficient and effective working order, and they are tested against their performance standard. Records of these checks are kept.

## Appendix C: Gas Safety

The *Gas Safety (Installation and Use) Regulations 1998* place duties on gas consumers, installer, suppliers and landlords.

Gas appliance associated pipe work and flues in the college are maintained in a safe condition. Anyone carrying out work on gas appliance or fittings at the college must be registered and have a valid certificate of competence relevant to the particular type of gas work involved. see section also on contractor qualification checks. Gas appliances or fittings must not be used if it is known or suspected that they are unsafe. Periodic routine maintenance carried out on gas appliances, pipe work and flues is by a registered person.

## Appendix D: Glazing

Glazing requirements are covered under Regulation 14 of the *Workplace (Health, Safety and Welfare) Regulations 1992*. The duty to comply with the regulations will normally fall to the employer or those in control of the premises.

Every window is assessed as part of the regular room risk assessments. This risk assessment takes into account relevant factors such as the location of the glazing, the activities taking place, and any previous experience of incidents.

If it is assessed that there is no risk, then it is not necessary to take any further action. Where there is a risk then further action is required in order to comply with the regulations to:

- Prevent people or objects coming into contact with the glazing; or
- Upgrade the glazing so that if it breaks, it breaks safely; and
- Mark large expanses of glazing in some way so that people know it is there.



## Appendix E: Lifts

Under regulation 5 of *Provision and Use of Work Equipment Regulation 1998* lifts need to be maintained in a safe condition and free from fault and defects.

Under Regulation 9 of *Lift and Operations and Lifting Equipment Regulations 1998* (LOLER) lifts must be tested and inspected by a competent person at regular intervals.

Under the *Management of Health and Safety at Work Regulation 1999* there is a duty placed on employers to carry out a suitable and sufficient assessment of risks associated with their work activities. This includes the risks associated with lifts.

The lift is maintained, serviced, checked and inspected as required and otherwise checking that it remains in a good, safe condition.

Under the *Lift Regulations 1997* all lifts supplied after June 1999 must comply with the *Lifts Regulations 1997*. The regulations require lifts and their associated safety components to satisfy the relevant essential health and safety requirements, meet appropriate national standards, undergo the appropriate conformity assessment procedure, have the CE marking applied (if necessary), have an EC declaration of conformity and be safe.

The lift is inspected and serviced regularly by Chilton Lift Services every six months and then re inspected by a lift engineer provided by Matthew Comfort Insurance Brokers. Students, tutors and staff are asked not to use the lift after 6.00 pm in the evenings. The lift has emergency lighting.