



# Health and Safety Policy

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Review interval (years), or legislation change	3 yearly
Responsible Officer	Head of Centre/Director of Operations
Approval/review body - LGB	NYC, LGB
Date of next review	February 2029
Public File location:	Website

## 1. Introduction

Bishopton, Atomix (the Trust) aims to:

- Have robust, clear processes in place for health and safety
- Clearly set out the health and safety policies and procedures.

## 2. Legislation and guidance

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height The trust follows national guidance published by Public Health England when responding to infection control issues.

### 3. Definitions

Operations Director – Michael Duffy -----	Extn: 1113/1220
Estates Manager – James Donnelly -----	Extn: 1251/1137
Estates Co-ordinator – Paul Walker -----	Extn: 1166
Interim Head of Centre – Sara Gummerson -----	Extn: 1410
Site Manager – Paul Tait -----	Extn: 1405
Caretaker – Michael Heath -----	Extn: 1405

### 4. Roles and Responsibilities

#### 4.1 The Trust Board

The Trust Board has overall responsibility for approving the health and safety policy.

#### 4.2 The Local Governing Bodies

The Local Governing Bodies have overall responsibility for monitoring the implementation of this policy in their setting.

#### 4.2 Headteachers and Heads of Centre

The Headteacher or Head of Centre is responsible for ensuring staff are familiar with the health and safety policy, and that it is being applied consistently.

#### 4.3 Health and safety lead

The nominated health and safety lead for Bishopton Premises is by default the Estates Manger.

#### 4.4 Staff

Staff are responsible for:

- Implementing the health and safety policy consistently
- Notifying the Headteacher or Head of Centre of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The academies will provide staff with appropriate training in relation to this policy and its implementation.

#### 4.5 Parents/Carers and Pupils

Pupils and parents are responsible for following the trust's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

#### **4.6 Contractors**

Contractors will agree health and safety practices with the Site Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and will be given a copy of the comprehensive information for the premises and will fill out a permit to work form.

### **5. Site Security**

Stockton Borough Council Surveillance Team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. There are a number of keyholders that will respond to an emergency. The list is headed by the Site Manger and a mixture of personnel and levels from the School and Trust. The Site Manger assumes responsibility for updating and distributing any changes to all parties. Next Level Security are a security firm that secures and locks the site up at 17.30 pm daily, during term time. Other times can be arranged with notice to Next Level Security. Appendix 5 is a copy of the schools Open Up and Closedown procedures which is distributed to all parties internal and external who have a stake in the site's security.

### **6. Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced regularly.

The fire alarm is a loud siren and can be heard throughout.

Fire alarm testing will take place once a week and recorded on the I Am Compliant system, and a paper copy kept in the Fire Log which is in the Site Managers Office.

New staff will be trained in fire safety, and all staff and pupils will be made aware of any new fire risks.

In the event of a fire: All staff on induction are given a Fire Key to activate the alarm should they discover a fire. In the Trust / Training and meeting rooms a fire alarm activation key is kept in the smash glass boxes should it be required by a one-time visitor to the school.

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, but they are not obliged to use them, and only then if staff are trained in how

to operate them and are confident, they can use them without putting themselves or others at risk fires no bigger than a wastepaper bin may be tackled.

- KS3 Staff and pupils will congregate to rear fence opposite Skills Academy. KS4 staff and pupils will congregate to KS4 rear fence. This is located on the school yard near the green fence with a clear sign indicating fire assembly point.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The fire marshals will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

## **7. COSHH**

Schools are required to control hazardous substances, which can take many forms including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapers
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed prior to use. These are circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary provided by the Trust.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any new COSHH risk assessments are uploads onto SharePoint by the Estates Manager and added to an excel spreadsheet on SharePoint.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### 7.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained. The gas will cut off if the fire alarm is activated
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

### 7.2 Legionella

- A water risk assessment has been completed in 2024 by Stockton Borough Council and checks completed on a three-month basis by Stockton Borough Council Legionella Officer. They are responsible for ensuring that the identified operational controls are conducted and recorded and reported to them.
- The risks from legionella are mitigated by completing the monthly water temperature checks and reporting them to the Legionella officer who will action anything if necessary and inhouse flushing of infrequent used outlets in line with COSHH guidelines.

### 7.3 Asbestos

- There is no asbestos located in our building due to the year it was built. Therefore, no need for asbestos procedures or protocols.

## 8. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place these can be found on the I Am Compliant System.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### 8.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site Manager immediately via Estates Ticket System
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed and a schedule of safety checks are completed and recorded on the I Am Compliant System.

- Only trained staff members can check and change plugs / keyboards / mice, and any other computer related equipment can only be checked / swapped and maintained by a Trained member of the IT team.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person annually
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### 8.2 PE Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently by an appropriate trained member of staff with correct certification and risk assessments in place.

### 8.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

### 8.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs. Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

## 9. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The Site Manager now subscribes to a Lone Worker app which is monitored by SBC surveillance department.

## **10. Working at a height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

- In addition: The lone worker will ensure that they are medically fit to work alone.
- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety > Access to high levels, such as roofs, is only permitted by trained persons or by permission of Estates Manager

## **11. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance. The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely. Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **12. Off-site visits**

When taking pupils off the school premises, staff are to follow the procedures and protocols highlighted in the offsite policy. They will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are with appropriately trained staff
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

## **13. Premises hire**

This policy applies to premises hire. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

## **14. Violence at work**

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Head of Centre immediately. This applies to violence from pupils, visitors or other staff.

To follow school policy of recording any assaults using the LA assault forms (see Appendix 2) and record the incident on CPOMs on the day of the assault and this form into the Head of Centre.

## **15. Smoking and Vaping**

Smoking and vaping are not permitted anywhere on school premises.

## **16. Infection, Prevention and Control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **16.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels and hand dryers

- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

## **16.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

## **16.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) > Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals as provided by the Trust

## **16.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly
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## **16.5 Cleaning of bloody and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages — use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

## **16.6 Laundry**

- Wash laundry in a separate dedicated facility

- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **16.7 Clinical Waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **16.8 Human**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **16.9 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B 19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunizations, for example for pneumococcal and influenza.

### **16.10 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarized in appendix 4.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **17. New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarized below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B 19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **18. Accident reporting**

### **18.1 Accident record book**

- An accident is to be recorded on Smart Log (see appendix 3) with all staff having CPD training on using this system and all having access with their own username and password.
- The Estates Manager signs off all Smart Log accidents with support from the Operations Director where necessary.
- As much detail as possible will be supplied when reporting an accident

### **18.2 Reporting to the Health and Safety Executive**

**In all cases which could relate to a RIDDOR report requiring completion the Health & Safety Lead for the Pupil**

Referral Unit will liaise with the Operations Director and the Health and Safety Support Team at North Yorkshire Borough Council to determine if the case falls under these criteria. HSE information detailing what constitutes a RIDDOR falls under <https://www.hse.gov.uk/riddor/reportable-incidents.htm> The report will be completed using Smart Log.

The Operations Director and Estates Manager (Lead health and safety for the pupil referral unit) will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) using Smart Log. The Operations Director in his absence The Estates Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, these are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health

- An electrical short circuit or overload causing a fire or explosion

**Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report. HSE](#)**

### **18.3 Notifying parents and carers**

The staff member who reported and witnessed the accident will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **18.4 Reporting to Ofsted and Child Protection agencies**

The Head of Centre will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head of Centre will also notify any child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **19 Training**

Our staff are provided with health and safety training as part of their induction process and re assessed annually via Smart Log Training

The Estates Manager (health and safety lead) has attended accredited H&S training. He has also accessed trust H&S training on Smart Log including fire awareness and health & safety at work.

The Site Manager currently in position has arrived at the Trust with an extensive background in Health and safety and currently has an accredited IOSH certificate in Managing Safely and having attended Stockton Borough Councils training courses in Fire and Working Safely in 2024 he also holds a certificate in Managing Fire in Education 24/25

Staff who work in high-risk environments such as in Science / D T/ Construction, or with pupils with Special educational needs are given additional health and safety training.

## **20 Monitoring**

This policy will be reviewed by the school governors annually.

At every review, the policy will be approved by the board of school governors.

## **21 Links with other policies**

This Health and Safety policy links to the following policies:

- First Aid
- Risk Assessments
- Supporting pupils with medical conditions
- Fire evacuation plan
- Off-site
- Premises management

**App:1: Fire safety checklist**

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

## App:2: Assault form

Notification of Assault Form			
Part 1. Assaulted person, or another responsible person to complete.			
Please tick as appropriate (✓)	Bishopton PRU contracted staff:		Agency employee:
Assaulted person	First Name(s):	Surname:	
Occupation		Date of Birth	Normal Workplace.
Directorate			
Date & time of assault	State which premises or place the assault occurred.		
Describe any injuries.		Was first aid treatment given?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe any injuries.	What treatment was given?		
Did injury result in absence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Where lost-time absence occurs, report to HR.	
Please expand on any absence incurred e.g. actual or likely time lost			
Describe the assault, eg verbal, physical threatening, stating how the assault occurred			
Name(s) of witnesses	Please Print:		Date:
Police informed ✓	Yes <input type="checkbox"/> No <input type="checkbox"/>	Crime No	
Details of aggressor if known	Name	Address	Date of Birth

**Complete Part 1 & Part 2 in full before forwarded onto NYC H&S**

Part 2. Line manger's comments and action taken to prevent a recurrence
Comment and Action Taken to Prevent Recurrence:
Please print name: _____ Date: _____

Part 3. Health and safety adviser's comments
Health and Safety Adviser's Name: _____ Date: _____



**How long should you keep your child off school - checklist poster (text version)** Updated 27 April 2022 – Gov.uk

<b>Yes</b>	<b>Until</b>
Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet fever	24 hours after they started taking antibiotics
Whooping cough	48 hours after they started taking antibiotics

**No** **But make sure you let their school or nursery know about**

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek

Further advice and guidance on [managing cases of infectious diseases in all education and childcare settings](#) is available on Gov.uk website.

Arrive at school 07.00 am 7.30 am

Open both sets of double gates (School and service yard) make sure they are secure and not loose in case the wind catches them.

Before entering the school (DO NOT OPEN THE DOORS ONLY UNLOCK)

Unlock Ks3 Entrance door number A16x2 locks

Unlock KS4 Entrance door number DOI x 2 locks Unlock

Reception door number AOI locks

Fob (staff card) Reception and ENTER THE SCHOOL

Sign in using electronic sign in system on reception counter before entering the main body of the school (Safeguarding Reasons)

Fob Sliding doors and make way to rear of reception.

In the rear of reception, the burglar alarm will be loudly beeping wave your BLACK FOB over the panel and the alarm beeping will stop (THE ALARM IS NOW UNSET)

From the rear of reception Turn right and proceed down the corridors.

At the sliding doors enter the dining hall

Unlock kitchen door number B06

Enter the Kitchen and proceed to the rear and unlock fire door number B03 x 2 locks.

From the kitchen door turn left and make way back onto the corridors and turn left.

Opposite the staff room Unlock changing rooms Door numbers C02/ C03/C04/C08

Unlock the external changing room door Col x 2 locks

Pr888e&back to corridors and turn right from changing rooms.

Unlock internal gym door C13,

Unlock external gym door C 12 x 2 locks

Proceed back into corridor's and turn right.

Unlock Health and beauty internal door D23.

Make way to inside the resource Centre.

Unlock door number D28 x2 locks.

Make way back to corridor's and turn left and proceed down and through the doors on the left  
Unlock science room door number D42

Make way to the end of the corridor to the final exit door number and unlock door number D46 x  
2 locks.

Make way to Construction / DT rooms unlock door EOI

Enter Construction room and unlock door E03

Make way the door next to the roller shutter and unlock door number E07 x 2 locks.

THE SCHOOL IS NOW UNLOCKED AND ALL FIRE ROUTES AND EXITS ARE UNLOCKED refer to  
the attached plan of the school for the location of the critical control points that must be  
opened on a morning FIRST JOB UPON ENTERING THE SCHOOL and LOCKED last thing on a  
night.

## Notes

When locking up all windows need to be shut 99% are electronic with the controls either in the  
classroom storeroom or on and near the white trunking in the room.

The meeting room is a manual close.

The staff room is a manual close.

Upon leaving and locking the reception door the alarm will stop beeping indicating that the  
school is alarmed allow 2 to 3 minutes then ring SBC security surveillance on  
01642 528989 and ask if they have a closed signal for chip number 2530 once confirmed school  
has a closed signal leave ensuring that BOTH sets of double green gates are locked and secure.  
(Main gates and service yard gates).