



SITE MANAGEMENT

Security

The site, whilst largely secure, is still vulnerable in various ways. All site users are asked to be vigilant and are asked to report anything suspicious to the Site Manager or Headteacher.

- Never leave handbags, wallets etc. when you leave a room empty even for a few minutes. Remember that thieves act very quickly and sometimes in pairs in order to distract your attention. Confidential documents and devices containing information related to the work of the school should be locked away when a room is left unattended in accordance with our data management processes. Keep windows shut when the room is not in use.
- Please remember to lock your car and to remove any items of value. The same advice applies to users of bicycles who should always lock their bikes to an immovable object and remove lamps, pannier bags etc.
- Every site user is responsible for the visitors to their particular area. In accordance with the site Health and Safety Policy, all visitors must be recorded at the school's reception desk. Visitors to the establishment must sign in and wear an identification badge. The badge worn will indicate whether they have provided the school with a valid DBS certificate (Green) or not (Red). Visitors without a valid DBS certificate, issued with a red visitor badge, should never be unaccompanied by a member of school staff. All users have a responsibility to challenge any adults who are seen wandering around the site. If the person is lost, please direct them to their destination and, if possible, check that they did get there and that they did genuinely need to be there. If strangers on site have no good reason to be here then they should be asked to leave. Workers carrying out work on any part of the site are asked to check in at the school office and sign in. They will be provided with a school visitor badge. They are expected to check out again before they leave and to have read the H & S Notice to Contractors.
- It must be clearly understood that meetings can only take place anywhere on site outside of the Site Manager's hours if someone at that meeting is an official keyholder and is familiar with how to set the alarm. If no-one can set the alarm they will have to leave when the Site Manager leaves or the user will need to pay overtime to the Site Manager to remain on site until after the meeting. This can only be done by prior arrangement.
- Before leaving their part of the building at the end of the day, users of all parts of the site are asked to assist the Site Manager in making sure that windows and doors are properly shut and that valuable equipment (particularly electrical equipment) is locked away if possible. The Site Manager will thereafter be responsible for finally checking the whole site.
- Outside users of the hydrotherapy pool and the Hall may not have access to other parts of the building unless hired through the usual hiring procedures. Any potential hiring of the school or site facilities will be subject to satisfactory site security and may, therefore, require the Site Manager to be in attendance throughout the hire.
- Keyholders working alone in any part of the building outside of the Site Manager's hours must lock themselves in and be responsible for their own safety (see Lone Working Policy).

Carbon Footprint

The site is very complex and we do our utmost to reduce our energy usage. Where possible this is done behind the scenes, with low energy options such as in lighting, and by the Site Manager monitoring monthly and even daily usage to evaluate possible savings. However, there are many ways in which site users can themselves actively contribute to the school reducing its carbon footprint:

- Always turn off lights when leaving a room unoccupied, and when the general daylight is judged bright enough for the activity.
- Turn off computer screens and other electrical equipment directly when they are not needed, irrespective of the computer feeding data to them.

Hours of Use and Key Holders

The Site Manager is employed as follows:

Term Time 8.00 - 11 a.m.
 1.30 - 6 p.m. (5.30 p.m. Fridays)

School Holidays 8.45 a.m. - 4.45 p.m. (4.15 p.m. on Fridays) with 30 mins for lunch
 These times may be flexible depending on contractor requirements

The Site Manager may also be available to open and close the building for hirers outside of these times, by negotiation with him and at the agreement of the Headteacher of Frank Wise School (as a representative of the Governors.) The cost of this will be met by the outside hirers concerned and a hire form must be completed (see section on 'hiring').

KEY HOLDERS

- Access to the buildings at other times will only be possible by authorised key holders. The Headteacher, will keep a register of key holders. Keys will only be issued to senior staff with a recognised need to have access outside of the Site Manager's hours.
- All key holders should be aware that they will be placed on the alarm "call-out" list and that they may be called out from time to time when an alarm is activated and their attendance is required by the School's security contractor. The Site Manager will be at the top of the list and the alarm monitoring station will be given an order in which people should be called in the event of an alarm. Logically, keyholders living closest to the site will be highest up the list.
- Any keyholder not setting an alarm when they should do so may be held personally liable for any resultant loss and may be taken off the keyholder list. If there is a legitimate reason for not setting an alarm keyholders should inform the Site Manager that they have left the building unprotected. If the Site Manager is not available, communicate this information to the alarm monitoring service before leaving the site. All keyholders must familiarise themselves with the re-setting procedure when called out to an alarm.

Repairs and Maintenance

The Governors of Frank Wise School have extensive delegated responsibilities for repairs to and maintenance of the whole site. The following procedures only apply to Governors' delegated responsibilities.

The Site Manager will assist the Governors by preparing a rolling programme for repairs and maintenance affecting the whole site (e.g. external decoration). An agreed budget will be decided for this, managed by the Governors of Frank Wise School.

The Governors of Frank Wise School, through the Site Manager as their representative, will arrange all repairs and maintenance within the budget set for this cost centre.

It is the responsibility of the Governors of Frank Wise School's representative to make contractors aware of any Health and Safety procedures operating on the site.

Car Parking

- Staff and visitors to any part of the site must use the car park or park offsite. The gates to the car park are set to a timer in order to remain closed during the school day once the buses have departed and prior to their arrival for the end of the day. Outside of these times the gate is operated by an intercom. All site users are reminded that should the car park be full during school hours they should park off-site. Please do not park in the turning space or in the private car parking belonging to the adjacent flats.
- Please do not park on the Hornbeam Close footpath as this must be kept clear for pedestrians and inappropriate parking here could restrict access to the site for emergency vehicles.
- All site users are reminded that the site is vulnerable to opportunistic theft. Please do not leave your car unlocked on site or bags or any other valuables clearly visible and report anything suspicious to the Site Manager or office.

Hiring of Site Premises

The Governors of Frank Wise School are responsible for the hiring of any school accommodation whether it be during or outside of normal school hours.

EXEMPTIONS FROM GENERAL HIRING ARRANGEMENTS

- It is acknowledged that all site users are not to be deemed as "hiring" their premises when they provide the venue for meetings etc which they organise and run as part of their normal working activities. This is part of their legitimate function. However, if these meetings take place outside of the Site Manager's hours (i.e. after 6:00 p.m. Monday to Thursday or 5:30 p.m. on Friday) the site user running the meeting should record how long they have spent in the building, and if the meeting is not part of the site user's usual work activities or the accommodation is being used by outside users (whether during or outside of normal school hours) then this is deemed to be bound by the hiring procedures agreed by the Governors of Frank Wise School.
- There are special regulations governing the hiring of swimming pools. The Governors of Frank Wise School have already agreed their policy for the hiring of the hydrotherapy pool and have produced a special hiring form for this purpose (copy available from the school office).

Hiring of any Part of Frank Wise School

- Before an area of the site can be hired, it must be identified as being suitable for hire by the Governors of Frank Wise School. A list of areas of the site deemed suitable for hire can be found attached to the hire form, together with charges if applicable. Site Manager time for opening, closing and additional cleaning is included in the quoted rates.

- For every hire, the hirer must complete, sign and retain a copy of the hire form and be given a copy of the 'Conditions of Hire'. The Governors delegate to the Headteacher the discretion to refuse to hire an area of the school without being obliged to give reasons for this decision.
- All hirers will be given written details of emergency arrangements and details of the location of an available telephone.
- Any entertainment, public assembly or liquor licence required will need to be obtained by the hirer who must adhere to all conditions of the licence.
- Notices must be displayed at all meetings and activities open to the public or outside hirers specifically forbidding smoking on the premises.
- Hiring charges should at least cover heating lighting and cleaning costs and overtime payments to the Site Manager or someone deputising in his absence. Under no circumstances should facilities be hired at less than the agreed rate, unless by permission of the Governors.
- All income generated from the hire of the premises will be retained in full by the Governors of Frank Wise School.
- Kitchen or food serving areas must be left properly cleaned. A charge will be passed on to any hirer responsible for leaving the kitchen in an unfit state. A returnable deposit of £10 will be levied to hirers of kitchen areas.

Reviewed by: Simon Knight

Date: January 2019

Approved by Governors:  **Date:** February 2019