



8-32 Students Using School Premises Out of Normal School Hours

Policy Statement

The Facilities Manager is responsible for Health and Safety in the school and is advised by The United Learning Company Health and Safety Manager.

Guildford High School seeks to implement this policy through adherence to the procedures outlined below. The policy applies to all members of the school community, including those in our EYFS setting. Guildford High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

In line with our Provision of Information policy, this document is available to all interested parties on our website, and on request from the main school office.

The Health and Safety Policy is reviewed annually by the Facilities Manager or as legislation changes or events require.

Policy

There may be times when students require or request access to the school outside normal school hours. In this instance outside normal school hours means when school is not normally open to students i.e when the school is not open for normal lessons or a school related event.

This will normally be when a girl requests access to use the school facilities during holiday time for revision, or to attend a holiday class.

Under no circumstances can a girl be given the keys and alarm codes to any building.

The request must be made to the Head of Year, who must check with the Facilities Manager to ensure that the areas required will be free and safe before permission is granted.

Once permission is given the girl/s must adhere to the following:

- They must sign in and out every time they enter/leave the building – this includes leaving the building for short periods such as lunch.
- They must report to the Facilities Manager on the first day that they come in, who will let them know of any work happening, areas of the building they must not go to, and any other health and safety information.
- Girls must stay in the areas designated to them
- Girls can only be on the premises between 0830 and 1630 during the week (the school is not open on public holidays).
- Rules regarding girls not bringing cars onto school premises still apply during holiday time



Health and Safety

During holiday time there are obviously far fewer people on site than during a normal day, and some of these people may be contractors who girls are unfamiliar with.

Holidays are also when work is carried out to the school premises, which can provide their own safety hazards which girls will not be familiar with.

It is therefore essential that girls stay in the areas designated to them.

They should also note that during some holidays some areas of the school are 'let out' to holiday clubs so there may still be children on site, and traffic.

Contractors will often use the playground to park vehicles, or to store equipment, so extreme care must be taken when walking across playgrounds, as contractors will not be expecting girls to be on site.

Normal pedestrian walking routes must be used.

Fire/Evacuation

During holiday time the normal evacuation rules apply, and if the alarm sounds the building should be evacuated in the usual way, and everyone should assemble in the Nightingale Courtyard.

The Facilities Manager will advise if there are any changes to the evacuation procedure such as work being carried out on the alarm system, or temporary relocation of the assembly point.

If working in an unfamiliar part of the building girls should ensure that they know where their fire exits are.

First Aid

The nurses do not work during school holidays, so first aid cover is provided by the staff on site.

Girls must ensure that they know who the first aiders in attendance are, and where to find them.

Any accidents must be reported to the Facilities Manager.

Lone Working

If a girl is working on her own she should keep a mobile phone with her, and ensure that she has the contact number of main reception.

She must let the receptionist know where she will be working so that if necessary a member of staff can periodically check to ensure that she is ok.