



## Access to Schools Procedures

Author: Donna Adam  
 Service: Education Services

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## 1. Introduction

Throughout West Lothian, the arrangements for controlling access to schools vary from location to location. The purpose of these procedures is to formalise these arrangements and to ensure consistency at all locations. Flexibility to accommodate differences in local circumstances depending on the size and location of the schools, will be acceptable but the core procedures are to be standardised.

## 2. Procedure

The procedure covers three main areas –

- a) Entry into the building/facility.
- b) Recording of visitors/contractors into the school building using logs.
- c) The use of external facilities/grounds/synthetic surfaces.

### 2.1 Primary Schools

#### 2.1.1 Access during School Day

##### a) Entry into the building/facility

Small primary schools may operate differently from large primary schools where there are formal staffed reception areas. However, all schools have electronic door entry systems to manage visitor arrangements into the schools.

**b) Recording of visitors/contractors entering the school**

**Visitors**

Visitors entering and leaving must sign in/out of the school/facilities using a log (either paper or electronic). The key information to be logged must be name, person being visited/purpose of visit, time in, time out, vehicle registration number (if parked in the school car park).

Visitors must be issued with a visitors badge if they are not West Lothian Council employees. This badge must be returned when the visitor logs out and leaves the building/facility. West Lothian Council employees must display their ID badges prominently. If they do not possess one, they must be issued a visitor's badge.

**Contractors**

Contractors must complete the property log. Visitor badges must be issued in line with the procedures set out above.

WLC Construction Services personnel may wish to complete the property log in preference to the visitors' log.

If contractors leave the site, even for a short period, they must sign out, return the badge and then sign in again on their return.

**c) Use of External Facilities**

In the unlikely event that the grounds are used by persons not attending the school/facility during the school day, the Education Premises Letting Regulations - Primary Schools will apply. The letting of primary schools is managed by the Customer Support Team, Civic Centre, Livingston, from where a copy of the regulations can be obtained.

**2.1.2 Access outwith school day**

Applications for use of school premises/facilities must be made in terms of the Educational Premises Letting Regulations mentioned at paragraph 2.1.1.c) above.

It is the responsibility of lessees to ensure that the facilities they use for the let are left in the same condition in which they are found.

Some primary schools have community wings which are managed by local management committees but arrangement for access still require to be adequately controlled.

Appendix A provides a summary of instructions to Facilities Management Assistants (including PPP) when only part of a building is being used and when the school or other facilities are being used outwith normal hours.

**a) Entry into building**

Access will be managed via the electronic door entry system at each school. Facilities Management personnel or school personnel will be available to admit the lessee into the building/facility.

**b) The recording of visitors**

The individual responsible for the let (the lessee) is responsible for persons entering the facility. The lessee will be required to sign the visitors' book as outlined in paragraph 2.1.1.b). It is then the responsibility of lessees to admit the members of their organisation to the building. At all times throughout the let, the lessee will have access to a Facilities Management Assistant, either in person or via a mobile phone.

At the end of each let, the lessees will be required to sign out before they leave the facility. They will ensure that all members of their organisation leave the building.

The Facilities Management Assistant will be aware of the length of the let and when the building should be empty. Once the final let is concluded, the Facilities Management Assistant will check the building/facility and lock it in the approved manner.

**c) Use of External Facilities**

The Education Premises Letting Regulations will apply. The letting of primary schools is managed by the Customer Support Team, Civic Centre, Livingston from where a copy of the regulations can be obtained. Copies are also available online.

## **2.2 Secondary Schools**

### **2.2.1 Access during School Day**

**a) Entry into school building.**

All secondary schools have formal staffed reception areas and electronic door entry systems. These are used to manage visitor's coming into the school. *Each secondary school must complete a risk assessment covering the use of the premises outwith the school day and outwith term time and stored in Sphera.*

**b) Recording of visitors/contractors entering the school.**

The procedures detailed within paragraph 2.1.1.b will apply to the school for contractors.

**c) Use of External Facilities**

In the unlikely event of the grounds, external facilities or synthetic surfaces being used by persons not attending the school/facility, the West Lothian Leisure conditions of let applicable to the secondary school in question will apply (except PPP1 schools).

West Lothian Leisure manage sport/culture lets outwith the school day, with each secondary school managing other lets. These arrangements exclude the three PPP1 schools (Bathgate Academy, Broxburn Academy and Whitburn Academy).

There are logs that record the condition of the facility - both the surface and the surroundings (fencing, lights etc). The condition of these are checked weekly by the Facilities Management Assistants. The Facilities Management Assistant will advise lessees (the persons in whose names the premises have been booked) on the condition of the pitch/surface e.g. frost. Lessees may override this advice at their own risk.

#### **Playing Fields**

During the school day, the school teachers and facilities management staff ensure that the surfaces are checked and dangerous objects are removed. Outwith term time, intermediate checks are undertaken by the Facilities Management staff (including PPP schools).

### **2.2.2 Access outwith school day**

Applications for use of school premises/facilities must be made in terms of the Letting Regulations applicable to the school in question through West Lothian Leisure.

It is the responsibility of lessees to ensure that the facilities they use are left in the same condition in which they are found.

West Lothian Leisure manage sport/culture lets outwith the school day, with each secondary school managing other lets. These arrangements exclude the 3 PPP1 schools (Bathgate Academy, Broxburn Academy and Whitburn Academy).

Appendix A provides a summary of instructions to Facilities Management Assistants when only part of a building is being used and when the school or other facilities are being used outwith normal hours.

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**a) Entry into building**

Access will be managed via the electronic door entry system at each school. Lessees should make arrangements for access at the time of booking.

**b) Recording of visitors**

The individual responsible for the let (the lessee) is responsible for persons entering the facility. The lessee will be required to sign the visitors' book as outlined in paragraph 2.1.1.b). It is then the responsibility of lessees to admit the members of their organisation to the building. At all times throughout the let, the lessee will have access to a Facilities Management Assistant (WLC or PPP), either in person or via a mobile phone.

At the end of each let, the lessees will be required to sign out before they leave the facility. They will ensure that all members of their organisation leave the building.

The Facilities Management Assistant will be aware of the length of the let and when the building should be empty. Once the final let is concluded, the Facilities Management Assistant will check the building/facility and lock it in the approved manner.

**Use of external facilities**

West Lothian Leisure manage sport/culture lets outwith the school day, with each secondary school managing other lets. These arrangements exclude the 3 PPP1 schools (Bathgate Academy, Broxburn Academy and Whitburn Academy).

There are logs that record the condition of the facility; both the surface and the surroundings (fencing, lights etc).

The condition of these are checked weekly by the Facilities Management Assistants. The Facilities Management Assistant will advise lessee(s) (the person(s) in whose name(s) the premises have been booked) on the condition of the pitch/surface e.g. frost. Lessees may override this advice at their own risk.

### **3. School Or Other Education Establishment Building being used outwith normal hours.**

**Fire Risk Assessment.**

The fire risk assessment carried out for the building covers the use for out of hours.

**Fire Signs & Notices.** The fire exit signs and fire action notices in the building cover the building whenever it is in use.

**Fire Exits must be open and readily accessible.**

**a) When the whole building is in use** then all exits must be open and operational at all times.

**b) When only part of the building is opened for use**, then all emergency exits for the part in use must be operational. A risk assessment as to what fire exits must be opened when only part of the building is in use must be undertaken by the Facilities Management Area Manager. A plan of what exits must be operational for each let where only part of the building is in use must be available to the Facilities Management Assistant. The Facilities Management Assistant must ensure that the person in charge of the let knows the fire procedure and how to summon help from the Facilities Management Assistant and/or the fire brigade.

When only part of a building is opened, Facilities Management Assistants must ensure that the necessary fire exits are open and operational before anyone is allowed in. They must give the person in charge a copy of the plan showing the fire exits and assembly point(s) to be used in the case of a fire. They must inform the person of the how to summon help in the case of a fire or other emergency.

## **Appendix A**

### **Instructions to all Facilities Management Assistants (excluding PPP1 schools)**

#### **Use of only part of a building**

The Facilities Management Area Manager will draw up a plan of the building showing what part of the building is to be opened and what fire exits must be operational.

1. You must ensure that the necessary fire exits are open and operational before anyone is allowed in the building.
2. A copy of the plan must be kept in your office for reference.
3. You must give the person in charge of the let, a copy of the plan showing the fire exits and assembly point to be used in the case of a fire.
4. You must tell the person how to summon help in the case of a fire or other emergency.
5. The existing Fire Action Notices and Fire Signs are sufficient and no additional signs should be used.
6. If you have any concerns contact Facilities Management Area Manager.
7. If there is any fencing obstructing the route from the fire exit to the assembly point, then the gates must be opened.
8. The route from the fire exit to the assembly point must be adequately lit.

Surveys of all school lets have been carried out. A plan showing what fire exits have to be opened in each case is in the school folder kept in the Facilities Management Area Manager office. A laminated copy will be kept in the FMA's office at the school, along with copies to give to the person in charge of a let.

The Facilities Management Area Manager will ensure that all the FMAs are briefed on the procedures.

#### **Occupancy of school or other building outwith normal hours**

**During normal use all emergency exits must be operational. Exits must not be locked, obstructed or shuttered at any time.**

Cleaners and FMAs have access to all the school. Accordingly, during the time that they are in the school, all emergency exits must be operational as is the case when a school is occupied during normal hours. If an exit is shuttered or locked then, in the case of a fire, the cleaner or FMA could be trapped and unable to reach the main entrance.

When only part of a school is occupied, then it is permissible to have only part of the school opened. The part of the school that is opened must have all the fire exits, for that part of the school, operational. A fire risk assessment must be made to ensure that there are sufficient fire exits for the part of the school that is opened for use and sufficient for the maximum number of persons in the school at any one time.

If the persons using the school (or part of the school) are not the normal teaching staff, then they must be informed of the fire evacuation procedure. The person in charge of the group using the school must be identified and told of the fire evacuation procedure, which telephone to use in the case of an emergency and what part of the school is opened for use.

All lighting requirements must be identified, including the lighting to the fire assembly point, and the appropriate lights switched on as required.