



# HEALTH AND SAFETY RISK ASSESSMENT

Workplace Location  
 Task/Activity **Site Security**

Date **2023**  
 Signed:  
 Assessment Review Date **2025**

<b>HAZARD</b> <i>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace.</i>	<b>WHO MIGHT BE HARMED</b> <i>There is no need to list individuals by name - just think about groups of people doing similar work or who might be affected</i>	<b>RISK RATING</b> <i>Prioritise risk as high, medium or low</i>	<b>IS THE RISK ADEQUATELY CONTROLLED?</b> <i>Have you already taken precautions against the risks from the hazards you listed</i>	<b>WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?</b> <i>What more could you reasonably do for those risks which you found were not adequately controlled?</i>	<b>RESIDUAL RISK</b> <i>Prioritise as High, medium or low</i>
<p>Site Access-</p> <p>Visitors obtaining access to the site without being signed in or seem by a member of staff.</p>	<p>School staff, Pupils, Visitors &amp; Contractors.</p>		<p>All visitors should be pre-arranged where possible, so staff are aware they are due onsite.</p> <p>The school's perimeter is secured by fencing and gates and is regularly checked by the caretaker.</p> <p>There are 2 number gates allowing entry into the school grounds;</p> <p>The School is open from 6am to 6pm.</p> <p>There are high level FENCES/ railings separating the playground areas from the front of the school which are locked or fob access, that discourage access into these areas. To reduce the risk to pupils and staff, all external doors are fitted with access control systems, preventing any person from outside opening the doors and gaining access to the building(s). It also prevents pupils from leaving the building unaccompanied.</p> <p>The vehicle gates are not locked during the</p>	<p>The vehicle gates should be closed during the day. Pedestrians are directed to the pedestrian gate and zebra crossing are marked for their safety.</p> <p>External fire doors must not be locked during the school day and must be easily openable in the event of a fire/ emergency evacuation.</p> <p>The lockdown procedure should be practiced at least annually by all staff.</p>	<p><b>Medium</b></p>

		<p>school day but are closed, however staff are then responsible for closing the gates after using them.</p> <p>Visitors are directed to the main reception which is clearly signposted.</p> <p>The main reception area is located at the front of the school, so visitors do not need to go through playground areas to gain access. It is fitted with a double fobbed access control. Visitors must specify who they are, and the reason for their visit. They are then granted access into a secure holding area which is also fitted with an access control system, preventing them from entering the school any further.</p> <p>Unknown visitors are required to show identification upon arrival which is checked by administration staff before they sign in.</p> <p>The main reception area has safety glass fitted to the hatch to protect the administration staff. The door to the administration area is located within the corridor and controlled by fob access.</p> <p>After being granted access, visitors must sign in using the electronic sign in system located in the foyer and are then accompanied to their destination.</p> <p>If visitors are collecting pupils and have been permitted access to the school site, they are required to wait in the reception lobby whilst the pupil is released from class.</p> <p>All external doors are either fire doors that cannot be opened from outside or are fitted</p>		
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			<p>with locking mechanisms. Staff do regular spot checks to ensure the doors have not been held open.</p> <p>Access control systems are regularly maintained by a competent person.</p> <p>CCTV is provided in key locations around the school and maintained by a competent person.</p> <p>Areas of site security weakness are highlighted, and improvements are considered in management meetings.</p> <p>A lockdown procedure has been developed to ensure staff are aware of what to do in the case of an emergency</p>		
<p>Vehicles onsite- Visitor's vehicles could create a risk to those on site.</p>	<p>School staff, Pupils, Visitors &amp; Contractors.</p>		<p>Vehicles must be in prior to 0830, or after 09:30 as there is an ANPR camera fitted on Winnipeg/Ontario Way - this includes staff vehicles. This is also in place for afternoon collections and operates between 1500 and 1600. Vehicle access to the school is via a set of double gates on Ontario Way. These are closed during the school day, but not locked. This arrangement depends on members of staff resecuring the gates following use.</p> <p>The carpark is segregated from the pedestrian pathway by railings in several areas, however this isn't completely segregated.</p> <p>Visitors and staff are not permitted to move their vehicles around peak times.</p>	<p>Vehicle gates should be locked during the school day.</p> <p>Consideration should be given into completely segregating the carpark from pedestrian pathways and areas that they frequent.</p> <p>See traffic management plan</p>	<p>Low</p>

			<p>Council refuse vehicles and kitchen deliveries are usually onsite prior to occupation by staff/pupils. Trained banksmen are provided if required. The bin area is not segregated and can be accessed by pedestrians.</p> <p>Visitors are reminded of site rules by signage.</p> <p>Contractors are reminded they are to obey parking restrictions and markings outside of the school's perimeter.</p> <p>Dragonflies provide an out of hours school provision. Staff must arrive before and leave after the pupils.</p> <p>There is a ANPR camera installed on Winnipeg Drive and Ontario Way which restricts vehicles from accessing the school during peak times.</p>		
Challenging unauthorised visitors	School staff, Pupils, Visitors & Contractors.	<b>Low</b>	<p>Staff challenge any person onsite that they do not know and ask them if they have signed in at main reception. If they have not, a member of staff will accompany them to do so. Visitors receive a sign in badge from Inventory system or have their own lanyard for identity purposes.</p> <p>Staff are regularly reminded to challenge visitors during meetings and INSET days.</p> <p>Pupils are informed not to allow persons they don't know access into the building by opening doors.</p>	A lockdown procedure must be developed and practiced to ensure staff are aware of what to do in the case of an emergency.	<b>Low</b>
Unfamiliarity with school	School staff, Pupils,	<b>Medium</b>	All members of staff (teaching and non-	Supply staff should receive a	<b>Low</b>

procedures	Visitors & Contractors.		<p>teaching) have been briefed on the school procedures for security and emergencies during induction training. Updates are provided when there is a change to security systems onsite.</p> <p>School security arrangements are communicated to all volunteers, visitors and contractors.</p>	briefing in relation to school procedures and through prepared information packs prior to commencing work.	
Potential for Violence at Work	School staff, Pupils, Visitors & Contractors.	<b>Medium</b>	Refer to school risk assessment for violence at work.		<b>Low</b>
Persons wandering around site during the school day	School staff, Pupils, Visitors & Contractors.	<b>Medium</b>	<p>Visitors should not be able to wander around the school site. The school's main reception is located at the front of the building. Signage is in place directing all visitors to main reception. Unless they climb over secure fencing, visitors cannot access any other areas of the site until they have been granted access into the building via the access control system at main reception.</p> <p>Visitors are accompanied to their work locations by a member of staff.</p> <p>Staff challenge any person onsite that they do not know and ask them if they have signed in at main reception. If they have not, a member of staff will accompany them to do so.</p> <p>There are access control systems fitted on nearly every external door, preventing unauthorised persons from gaining entry into specific locations from outside.</p> <p>CCTV system is in place, covering key locations around the school.</p>	<p>The lockdown procedure should be practiced at least annually by all staff.</p> <p>Kitchen door does not have a control system but it a turn key lock.</p>	<b>Low</b>

			A lockdown procedure has been developed to ensure staff are aware of what to do in the case of an emergency		
Arson	School staff, Pupils, Visitors & Contractors.	Medium	<p>Items considered an arson risk are not stored next to school buildings. This includes refuse containers which are sited several meters away from buildings. Bins are regularly checked and secured when not in use.</p> <p>Regular litter picking is undertaken to reduce the amount of combustible material left lying around.</p> <p>The external areas of the school site are cleaned daily, and spot checks undertaken by the caretaker and HT.</p>		Low
Inadequate Reporting Procedures	School staff, Pupils, Visitors & Contractors.	Medium	<p>All incidents involving breaching of security protocols should be reported to Rachel Mitchell or Vicky Burgin. Investigation into the breaches is carried out, and remedial action is taken where appropriate to prevent reoccurrences.</p> <p>Where there are incidents of verbal or physical assault, school staff are aware they are to report this to Senior Management, who complete a violence at work incident form and send it to the LA. Appropriate action is undertaken by the school e.g. formal warning letters, banning individuals from site etc.</p>		Low
Persons wandering around the school site in hours of darkness	School staff, Pupils, Visitors & Contractors.	Low	The school site is secured by boundary fencing which is checked regularly by the caretaker.		Low

			<p>Access to the site is only available via vehicle and pedestrian gates which are closed/ secured at night. Pedestrian gates &amp; boundary fencing are high level, preventing easy unauthorised access.</p> <p>Residents in neighbouring properties are encouraged to be watchful of anything untoward.</p> <p>Intruder alarm systems are present and maintained.</p> <p>Requests are made for suspicious behaviour to be reported to the Police, Fire Service etc. as appropriate in the event of break ins/ arson etc.</p> <p>External lighting is in place in key locations.</p>		
<p>Control of Contractors-</p> <p>When allowed onto the site, contractors could access various parts of the site usually secured from the public.</p> <p>Work activities undertaken by contractors may put others at risk.</p>	<p>School staff, Pupils, Visitors &amp; Contractors.</p>	<p><b>High</b></p>	<p>Contractors should have prearranged appointments before attending site. They are asked to provide formal identification when they arrive onsite.</p> <p>Contractors are either vetted by the school or via Building Services Facilities Management. They are required to provide Health and Safety information such as risk assessments and method statements to ensure they are undertaking their work safely.</p> <p>Where possible work that creates a risk to others on the site is done out of hours or during school holidays. Where this is not possible, control measures are put into place such as Heras fencing, barriers etc.</p>	<p>A contractor site logbook should be created which sets out site rules, a code of conduct and provides details over which permits are required. This should require the contractor's signature as evidence they understand the site rules.</p>	<p><b>Low</b></p>

			<p>If a member of staff has concerns over contractor safety or conduct, they inform the Head or the Estates Manager (where applicable) and the work is stopped. Contractors are required to sign in at reception and be greeted by a member of staff.</p> <p>DBS checks are required for any contractors who are not supervised whilst they work.</p> <p>Contractors are led to their work location by a member of staff and shown the position of the welfare facilities.</p> <p>Contractors working on the fabric of the building are required to sign an asbestos permit to work and if asbestos may be disturbed, the asbestos control team are contacted prior to any works taking place.</p>		
Procedures in an emergency	School Staff, Pupils, Visitors & Contractors	<b>Medium</b>	<p>An emergency Response Plan is available, outlining all emergency procedures.</p> <p>Visitors are informed if there is a fire drill planned. Unaccompanied visitors are informed of what to do if they discover a fire, where their nearest emergency exits are, the assembly point and who they assemble with.</p> <p>First aid boxes are available throughout the school. Adequate numbers of staff have received training. (8)</p>	<p>A visitor's health and safety information document is available at Reception which details what to do in the event of a fire.</p> <p>Any visitors identified as requiring additional emergency assistance in the event of an evacuation have a Personal Emergency Evacuation Plan (PEEP) put into place.</p>	<b>Low</b>



