

Security Risk Assessment

Activity: <i>Safeguarding of pupils during the school day.</i>		Site: <i>Shay Lane Primary School</i>	
People at Risk: <i>Children, School Staff</i>		Additional Information: <i>Safeguarding Security checklist, Vehicle Management Risk Assessment.</i>	
Contact Person David Wright	Job Title: Headteacher	Date: 20/09/2013	Review Date: Sept 2016

Security Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
<i>Unauthorised access to pupil areas within school grounds.</i>		<i>H</i>	<p><i>Perimeter fences are designed to prevent easy site access and are well maintained. Access points are minimised during school hours in order to reduce unauthorised access to secure pupil areas and funnel visitors to main entrances.</i></p> <p><i>Internal fence lines between Early Years playgrounds and unsecured public areas are designed to minimise the risk of lifting a pupil over the 1500mm high fence.</i></p> <p><i>Wherever possible, the site is divided</i></p>	<i>M</i>	<p><i>Risk assessment to determine and segregate secure and unsecured areas within schools grounds./premises Undertaken annually November</i></p>

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			<i>into pupil-secure areas and insecure areas, namely fields/yards separated from insecure areas such as paths leading to main entrance with appropriate internal fence lines.</i>		<i>Fence at rear of playground shelter fenced off winter 2012.</i>
<i>Members of the public require authorised access to the grounds, such as access to a SureStart or private nursery.</i>	<i>Individuals gaining unauthorised access to children</i>	<i>H</i>	<i>Arrangements for public access should be agreed by Headteacher. All visitors / users of the premises should wear a visitor badge and sign the visitor book.</i>	<i>L</i>	<i>Meetings with site user groups prior to use.</i>
<i>Unauthorised people entering school buildings.</i>	<i>Individuals gaining unsupervised access to pupil.</i>	<i>H</i>	<i>All exterior doors which do not compromise the fire exits, are kept locked unless they are located in secure areas of the site.</i> <i>Exterior door locks must afford easy escape for pupils in the event of a fire or emergency evacuation. High and low handles are acceptable in Early Years settings or special needs if high supervision ratio applies.</i> <i>Ensure Early Years play yard is in a secure area or if not that the fence</i>	<i>L</i>	<i>All exterior doors at the rear of the premises fitted in the future will have a push bar opening from the inside.</i>

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	Visitors in school opening doors for other adults		<p>prevents children being lifted over easily. Fences are at least 1500mm high.</p> <p>All visitors and contractors are directed to a secure lobby at the main entrance. A visitors' book is maintained and essential information is exchanged, including site rules. Badges are worn by visitors/staff/governors allowing staff to identify and challenge people who should not be on site.</p> <p>Letter dated sent out to all parents explaining Safeguarding issues, explicitly asking them not to open doors for other adults or ask children/adults other than staff to open doors for them.</p>		Secure lobby area to be created. Work completed Summer 2011
Children absconding from school site.	Accessing highway or being abducted.	H	<p>Easy egress prevented by Internal security fence lines. Latches/locks on gates leading to Early Years play areas should be fitted to the public side of the gate.</p> <p>The perimeter fence is well maintained. Internal fence lines prevent direct access to any open perimeter gates.</p>	L	

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			<p>Where possible, gates are locked between 9am and 3pm.</p> <p>Nursery/special needs areas have high/low handles - all others are locked where compromising fire escape routes.</p>		
Features within school environment which create blind spots or places where trespassers or children can hide.	Unauthorised access to site leading to vandalism, theft or criminal activity.	H	<p>Features on site where people could hide, such as trees, shrubs concealed doorways and blind spots are identified. Trees and shrubs are pruned back at regular intervals.</p> <p>External lighting.</p>	M	<p>Check all lighting is working annually in autumn. Requested quote for repairs and installation for new lighting on playground. Partial Repair carried out Summer 2014</p>
Contractors working on site.	Uncontrolled access to children or pupils gaining access to hazardous areas/equipment.	H	<p>Work is organised to minimise the potential for problems.</p> <p>All working areas are cordoned off and where possible all works are carried out during school holidays.</p>	M	<p>Use WMDC Contractors where possible</p>
Unsuitable arrangements for educational visits.	Safeguarding or Security incident	M	<p>Risk Assessments carried out prior to visit and shared with all accompanying staff and adults.</p> <p>Staff visit venue prior to trip to inform risk assessment.</p>	L	

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			<i>High staff to pupil ratios.</i>		
<i>Unsuitable supervision arrangements for pupils.</i>	<i>Injuries arising from uncontrolled activities or safeguarding situations.</i>	<i>H</i>	<i>Insert direct and indirect pupil monitoring arrangements. Staff training includes awareness of school safeguarding arrangements.</i>	<i>M</i>	.
<i>Security breach resulting in a Safeguarding Incident.</i>	<i>Actual or potential harm to children or staff.</i>	<i>H</i>	<i>Staff to raise the alarm in a safeguarding emergency. A member of staff should alert the headteacher or nominated person and explain the precise nature of the problem or, alternatively, dial 999. Record Incidents/Accidents or near miss procedures & subsequent investigation.</i>	<i>M</i>	

Signed

..... Headteacher

Date.....

..... Chair of Governors

Date