School Security Policy and Procedures

1. Policy Statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Corbets Tey School. The school’s security procedures will operate within the framework described in this policy.

Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Body will provide staff with enough resources, information and training to implement the security procedures.

The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

2.1. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.

- Governors will monitor the performance of the school security measures. This will be achieved:
  - By the health & safety governor monitoring performance on their special interest visits
  - Via the head teachers reports to governors
  - By all governors observing its implementation when they visit the school.

- Governors will review the school’s security policy annually.

- Governors will delegate the day to day implementation of the policy to the Head Teacher.
2.2. Head Teacher

The head teacher will:

- Set up arrangements in school that complies with the security policy agreed by governors.
- Ensure that all staff within the school receives information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

2.3. Staff

- All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

<table>
<thead>
<tr>
<th>Security issue</th>
<th>Specific Duties</th>
<th>Name</th>
<th>Specific Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreeing and reviewing the school security policy</td>
<td>Governing Body</td>
<td>Agree policy</td>
<td>Review every 12 months</td>
</tr>
<tr>
<td>Day to day implementation and management of policy.</td>
<td>Head Teacher</td>
<td>Inform staff</td>
<td>Monitor performance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Review arrangements</td>
</tr>
<tr>
<td>Securing school entrance/exits as detailed in this policy</td>
<td>Site Manager</td>
<td>Opening and locking gates</td>
<td></td>
</tr>
<tr>
<td>Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).</td>
<td>Site Manager</td>
<td>Part of normal duties to check physical integrity of security devices.</td>
<td></td>
</tr>
<tr>
<td>Control of visitors</td>
<td>Admin staff</td>
<td>Issue badges</td>
<td>Confirm Identity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure visitors are escorted at all times unless have current DBS check</td>
<td></td>
</tr>
<tr>
<td>Control of contractors</td>
<td>Admin staff</td>
<td>Issue badges</td>
<td>Confirm Identity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure visitors are escorted at all times unless have current DBS check</td>
<td></td>
</tr>
<tr>
<td>Security of money etc</td>
<td>Admin staff</td>
<td>Safe used for storing cash overnight</td>
<td>No large amounts of cash kept at school</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Two staff to take cash (over £500) to bank</td>
<td></td>
</tr>
<tr>
<td>Security risk assessment</td>
<td>Head Teacher</td>
<td>Review annually</td>
<td></td>
</tr>
</tbody>
</table>

2.4. Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school’s Behaviour Policy.
3. **Arrangements**

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

### 3.1. Information and Communication

- All staff must be aware of the school’s security procedures, especially staff that have been given a specific role to play.
- All staff induction will include an overview of their role within school security where they will be given a copy of the visitor flowchart (Appendix 1) and this is recorded on the employees induction record.
- These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.
- Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

### 3.2. Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the physical security of the school and also a risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk (Appendix 2). Corbets Tey School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

**Buildings**

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The main building has only single access entrance via reception desk. Only authorised visitors allowed access via intercom on wall outside.
- All doors to the main building from playgrounds and the main entrance are secured by an ID Swipe entry system and access is restricted by authorised staff and visitors. All playgrounds are secured by combination padlocked gates and fencing.
- The main reception area has access control. Signage directs all visitors to this entrance. The school has entry and exit access control to all doors to the main building via a proximity swipe system.
  - All staff have unlimited access to the school.
  - All classes have 2 access cards to enable pupils to go on controlled and authorised errands/jobs such as taking the registers to the school office
  - Visitors are issued with access cards and are limited to the school day and occasionally limited to certain areas/doors (they have no access to exit from the main reception door as a reminder to return the access cards when they leave.
  - Authorised out of school hours visitors are issued with cards which limits their access to only the doors and times that they require for their activities.
- Unauthorised visitors will be challenged by staff.
Security of the Building

- An effective intruder alarm is in operation. This is always set when the school is not in use which is monitored by The Alarm Company.
- Security lights are on whilst the premises is occupied after dark.
- It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.
- The last key holder to leave the premises is responsible for securing the building if they leave after the Site Manager.

Alarm Call-Outs

- If a key holder is contacted as a result of a ‘Person Present’, they will wait in the outside car park until the police arrive. If necessary, additional key holders should be contacted for support.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and padlocked gates.

- Playground – walled in on all sides by school buildings, boundary walls and security gates.

The following areas are accessible by the public but the risk is controlled with our school’s supervision

The access arrangements for the grounds are –

- The school site has only single access automated gate for cars and single access manual gate for pedestrians. Only authorised visitors are allowed access to the school site during the school day (except before 9.30am and after 2.30pm to allow open access to school buses and parents) through these gates via intercom/swipe system at the gate entrances.

- Sports Day – access to field– always under control of staff. Staff would professionally challenge any unfamiliar person.

- Car park – Once in the car park, any access to the school or playgrounds is protected by fencing and padlocked gates. Staff would professionally challenge any person not wearing a school visitor badge.

3.3. Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence. This has fixings that prevent pupil’s from opening the gate to exit this area without adult supervision.

3.4. People Management

The school acknowledges the concerns of all parents for the welfare of their pupils and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with pupils, and the Governing Body and the teaching staff take this aspect of the
management of the school extremely seriously. The following rules apply to all individuals who come into contact with pupils:

- All staff are fully vetted before joining the school team. This includes the taking up of references and checks with the Disclosure and Barring Service (DBS) on criminal records for any offence.
- A single central register of visitors to the site is maintained by Admin Staff/ Headteacher.
- All regular volunteers, visitors and contractors have DBS checks before working unsupervised with pupils or are allowed to be unaccompanied around the school.
- Visitors at the school must wear identification badges to enable the identification of unauthorised visitors by staff and pupils.

3.5. Control of Visitors

The control of visitors is a fundamental part of our school’s security policy for the safeguarding of both people and property (See Appendix 1 for flowchart of visitor protocol).

Our policy is that –
- All visitors report to the reception desk on arrival.
- All visitors will be asked to show photographic ID.
- All visitors without a current, clear DBS check will be escorted at all times when in the building during the school day where any access to pupils is possible.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school’s health & safety procedures such as parking, fire safety and first aid.

(See School Visitor policy)

3.6. Supervision of pupils

Arrivals

The school gate is opened at 8.55 a.m. for pupils. Pupils should then wait in the playground until the bell rings. Pupils should then go to their respective classrooms. A register shall be taken as the pupils alight from the buses. Pupils who arrive after 9.05 a.m. must report to the School Office.

Supervision on School Grounds

During the school day all pupils are supervised when in the playground. This is by teachers and support staff.

Leaving School at the End of the Day

Pupils are either:
- collected by a known adult
- taken home by local authority transport.

All adults arriving to collect pupils must show Photographic ID to confirm their identity and staff should be vigilant in checking this and their legitimate right to be taking a pupil from the school.
Parents must give permission in writing, or verbally if they can be recognised and verified as legitimate, for any other person to collect pupils leaving school during the day. This person must be able to produce photographic ID so that their identity can be verified.

No pupil is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office. The departure and return of pupils is logged by office staff.

The school’s overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Drop off procedures – taxi-cab drivers inform office of arrival of children they have dropped off.
- Collection procedures – all taxi-cab drivers present security identification to HT or/and office staff.
- Collection procedures – Any parent/carer unknown to staff will be asked to show photo ID and their authority to collect a child will be verified before allowing a child to leave school.

3.7. Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

All After School Clubs – Managed and supervised by existing school staff who have enhanced DBS checks.

Community use – community groups must sign a letting form that states that they have appropriate public liability insurance, child protection, first aid arrangements in place and have received information regarding health and safety, security and emergency procedures. The school can only be locked and unlocked by a member of school staff. Visitors in unauthorised locations will be challenged by staff.

3.8. Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked. However if they have not been DBS checked, they should not have unsupervised access to children and will therefore be escorted on school grounds at all times. All non-DBS contractors will be supervised at all times by school staff while on school premises at times when pupils are on site.

If we have been advised by his/her employer that the contractor has a clear, current DBS check, and we have received this notification in writing on headed paper of the DBS reference number and date of check, they will be able to move around on site unaccompanied.

All contractors will be controlled as follows:
- They will be asked to provide photographic ID to prove their identity.
- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
3.9. Lone Workers

Please refer to the school Lone Working Policy for any lone working situation. Staff will complete a lone working risk assessment as necessary where there is a security risk due to the need to work alone.

3.10. Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk, governors will ensure that physical security measures are installed. There physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.11. Trespass and Nuisance

In the first instance, members of the Senior Leadership Team should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary to take pupils back to their classrooms. However in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the police.

3.12. Serious Incidents or Threats

In the event of any serious incident staff should:

1. Stay calm.
2. Minimise the risk to yourself, the pupils or others
3. Seek help as soon as possible
4. The general policy is:
   a. The welfare, security and protection of the pupils, staff and visitors will take precedence over any other action required to contain the situation.
   b. The head teacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.
After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing body. If required an emergency meeting will be held by the governing body to review, make recommendations and take appropriate action. Statutory bodies such as the Police, local authority, etc. will be informed and consulted as required. The school will seek to follow best practice guidelines in its response and handling of threats and incidents.

**Offensive Weapons**

The head teacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the head teacher's decision will be considered by the governing body.

### 3.13. Theft and Burglary

Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils. The school takes an active stance on this with items of high value “security marked” and the banking of all monies such that large sums are not left on the school premises. Valuables left on school premises are stored in a locked cabinet.

Suitable locks are used on doors and windows. The school actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated. Mobile phones should be given in each morning to the class staff and stored in a safe place. The school will not take responsibility for loss or damage to phones.

### 3.14. Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

- **Main gate** – The entrance gates are fixed open by the caretaker before 8.00am and closed again after the school buses have left the school site at approx 9.15am. At the end of the day, the entrance gates are fixed open from 2.45pm until the school buses leave the school site at 3.30pm. During after-school use, authorised club organisers (ie: Cridders swim school staff) will fix open the gates at approximately 4.30pm and close the gates at approx 7pm as they leave the school. They remain closed all night and at weekend with the electronic entry system in place.

- **Internal pedestrian gates** – Unlocked by staff with combinations to padlocks.

- **Main Building** – electronic entry system

### 3.15. CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage informs people of this.

### 3.16. Cash Handling

We avoid keeping cash on the premises wherever possible. Safes are used and kept locked. Staff avoid handling cash in visible areas, any money requiring banking is done at irregular times, particularly where substantial sums are involved.

### 3.17. Valuable equipment

All items above the value of £250 (or desirable items) will be recorded in the school asset register.
Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

3.18. Security of Equipment

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times. The school has marked valuable pieces of equipment. Staff are permitted to take some mobile equipment out of the building but they must complete an authorisation form signed and authorised by an appropriate member of the senior management team.

3.19. Computer Data Security

It is important that computer data used in administration is secured, as far as is practical and reasonable, from accidental or malicious damage or loss. To this end:
1. Computers used in the school will be equipped with up-to-date anti-virus software.
2. Frequent backups will be taken of important data, to minimise the time needed to return to normal, and stored off site.

3.20. Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

3.21. Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinets in classes.

Arrangements for the administration of medicines are detailed in the school’s Administration and Storage of Medication Policy.

3.22. Curriculum Activities

Pupils will be made aware of security issues according to the level of their understanding. Where appropriate, they will be:

- Encouraged to be security conscious e.g. never open external doors to adults other than staff.
- Encouraged not to approach any adult they don’t know but to tell a safe adult.
- Taught how to take care of themselves and others.
The school takes advantage of any opportunity to heighten pupils awareness. Children will be listened to and their fears and concerns respected.

3.23. Procedures to deal with a Potential Threat

If there is a need to evacuate the pupils from the playground due to a potential threat, the following action will be undertaken:

- The lead teacher should alert the office of an unsafe situation.
- The office will inform the Staffroom and Headteacher
- The playground bell should be rung.

Staff on duty should then move pupils away from the possible threat via the safest route possible.

- Playground staff should ensure all doors are locked behind them as they enter school.
- Upon receiving the news of a potential threat all staff should return to the classroom, without putting themselves in danger, supporting the staff on the playground duty
- All external classroom doors must be locked. If a class has internal blinds, these should be closed.
- Office staff will alert all senior staff.
- The relevant emergency services will be called by the office staff.
- At no time should pupils be allowed to leave their classroom without an adult being present. Pupils may need support and may need to talk about what they have seen.
- Staff should be offered support if they are affected by the events.
- Parents will be informed

4. Risk Assessment

A security risk assessment will be completed annually by the Head Teacher. The findings will be used in the review of this security policy.

The risk assessment will use the format in the School Health & Safety Policy.

5. Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Leadership and Management Sub-Committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed annually by the Governing Body.
Appendix 1
Visitor Arrives

Ask to complete sign-in book

Have we seen ID before?

Do you recognise?

CRB check complete?

Give visitor a non-swipe visitor badge

Give visitor a swipe badge

Must be accompanied in school at all times

Can have unaccompanied access to school

The person letting in the visitor is responsible for this whole process

Is there a record of this? You must be sure it has been seen.

Even if ID has previously been seen, if you do not recognise them, ID must be seen again.

Record what ID seen & by whom in sign-in book

Ask to produce photo ID

No

Yes

No

Yes

Yes
## RISK ASSESSMENT FORM

<table>
<thead>
<tr>
<th>Assessors name:</th>
<th>Mr David Hawkes</th>
<th>Date of Assessment:</th>
<th>November 2013</th>
<th>Activity/Task:</th>
<th>Security/School/Personal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate:</td>
<td>Children &amp; Learning</td>
<td>Service:</td>
<td>Corbets Tey School</td>
<td>Headteacher:</td>
<td>Mrs Emma Allen</td>
</tr>
</tbody>
</table>

### Activity/ Hazards

<table>
<thead>
<tr>
<th>Activity/ Hazards</th>
<th>Who may be harmed &amp; How</th>
<th>Existing Controls</th>
<th>Risk Rating</th>
<th>Further Controls</th>
<th>Residual Risk</th>
<th>Actions by whom &amp; when</th>
<th>Implemented Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRE</strong></td>
<td>Staff, pupils and visitors.</td>
<td>Fire Risk Assessment in place – accessed via the MLE.</td>
<td>Likelihood: Very unlikely</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Burn, smoke inhalation, injury</td>
<td>We have a zoned B.S. Fire alarm, with integrated smoke and heat detection.</td>
<td>Consequence: Major</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>from structural damage.</td>
<td>Regular fire drills.</td>
<td>Risk Level: Acceptable</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Servicing contracts in place for fire alarm and portable firefighting equipment.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Periodic Fire Brigade inspections.</td>
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<tr>
<td></td>
<td></td>
<td>Periodic Zurich Insurance Co building inspection.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INTRUDER/UN-AUTHORISED ACCESS</strong></td>
<td>Staff, pupils, visitors and</td>
<td>Automated entry and exit gates with intercom linked to school offices.</td>
<td>Likelihood: Very unlikely</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>unauthorized persons.</td>
<td>Automated entry and exit doors to school reception, with intercom link to school</td>
<td>Consequence: Moderate</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Physical violence,</td>
<td>reception/offices.</td>
<td>Risk Level: Acceptable</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>verbal abuse, abduction,</td>
<td>Staff to follow flow chart on ‘Visitor Protocols’.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>personal injury</td>
<td>We have visitors signing in/out incorporating section on ID checks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>CRB checks in place- see SCR.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABSCONDING CHILD</td>
<td>Pupils. Abduction/lost. Road traffic accident. Distress</td>
<td>Class registers Follow up procedure for pupils who are absent are in place. Appropriate staff to pupil supervision levels Swipe card access control Periodic gate and fence inspections Internal classroom door handles have a ‘high level’ handle in addition to existing handle for added security, where deemed necessary by staff.</td>
<td>Likelihood: Very unlikely Consequence: Moderate Risk Level: Acceptable</td>
<td>Likelihood: Consequence: Risk Level:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHILD ABDUCTION</td>
<td>Pupils, Staff and visitors Physical violence Verbal Abuse Emotional distress</td>
<td>Level one Child Protection/Safeguarding carried out all for staff. Designated SMT hold Child Protection Level 1, 2 and 3.</td>
<td>Likelihood: Very unlikely Consequence: Major Risk Level: Acceptable</td>
<td>Likelihood: Consequence: Risk Level:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>DAY TO DAY MOVEMENT AROUND SCHOOL/GROUNDS</td>
<td>Pupils, Staff and visitors. Classes are issued with 'class swipe card' for pupils travelling around school. Pupils/staff levels to suit needs/activity being undertaken. Automated entry and exit gates. Access to field is controlled by combination padlock gates.</td>
<td></td>
<td>Likelihood: Very unlikely Consequence: Minor Risk Level: Acceptable</td>
<td>Likelihood: Consequence: Risk Level:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| LONE WORKING | Staff, contractors  
Personal injury, verbal/physical abuse | Lone working risk assessment – accessed via the MLE.  
Automated entry and exit gates with intercom linked to school offices.  
Automated entry and exit doors to school reception, with intercom link to school reception/offices.  
Staff to follow flow chart on 'Visitor Protocols'.  
We have visitors signing in/out incorporating section on ID checks.  
CRB checks in place- see SCR.  
Swipe card door/gate access throughout the school.  
Visitor ‘code of conduct’ information on display at Reception.  
Telephone system incorporates tannoy facility – accessed by #0 on phone keypad.  
Limited CCTV coverage.  
Staff photo ID badges.  
Periodic gate/fence inspections. | Likelihood: Unlikely  
Consequence: Minor  
Risk Level: Acceptable | Likelihood:  
Consequence:  
Risk Level: |
| OUT OF HOURS WORKING | Staff, contractors, Governors and Lettees.  
Lone working  
Confrontation with Intruder.  
Personal Injury  
Out of hours can constitute working | Lone working risk assessment – accessed via the MLE.  
Intruder alarm, linked to remote monitoring centre.  
Building covered by ‘out of hours’ security company.  
Exterior lighting to building perimeter.  
LBH support for ‘out of hours’ | Likelihood: Unlikely  
Consequence: Moderate  
Risk Level: Adequate | Likelihood:  
Consequence:  
Risk Level: |
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PHYSICAL/VERBAL ABUSE OF STAFF</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Staff, physical injury/stress/anxiety</td>
<td></td>
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<tr>
<td>School operates a zero tolerance regarding verbal/physical aggression to staff.</td>
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<tr>
<td>Staff are encouraged to report any incidents to SMT.</td>
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<tr>
<td>Visitors are reminded of their expected conduct – see 'Code of Conduct' statement- displayed in Reception.</td>
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<tr>
<td>Validium Support programme exists for any member of staff who has feelings of distress or anxiety.</td>
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</tr>
<tr>
<td>Stress risk assessment in place – accessed via the MLE. LBH workshop on stress management.</td>
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<tr>
<td><strong>CONTRACTOR S ON SITE</strong></td>
<td></td>
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<tr>
<td>Staff, visitors, pupils and contractors. Contact with tools and machinery.</td>
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<tr>
<td>Lack of supervision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lone Working Vehilces on Site</td>
<td></td>
<td></td>
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<tr>
<td>Un-authorized access to construction areas.</td>
<td></td>
<td></td>
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<tr>
<td>SCR CRB checks</td>
<td></td>
<td></td>
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<tr>
<td>Works pre-commencement meetings.</td>
<td></td>
<td></td>
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<tr>
<td>Contractor inductions</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Contractor passes</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Work risk assessments/work scheduled for holiday period where practicable.</td>
<td></td>
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</tr>
<tr>
<td><strong>PRODUCTIONS /ASSEMBLIES/ LARGE INFLUX OF VISITORS</strong></td>
<td></td>
<td></td>
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<tr>
<td>Staff, visitor's pupils. Fire vehicles on site</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Child Protection</td>
<td></td>
<td></td>
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<tr>
<td>Risk assessment covering general Productions – accessed via the MLE.</td>
<td></td>
<td></td>
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<tr>
<td>One off events are covered by their own specific risk assessment.</td>
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<tr>
<td>Staff allocated to parking and</td>
<td></td>
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<td>---</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review date:</th>
<th>Date communicated to staff:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2014</td>
<td>November 2013</td>
</tr>
</tbody>
</table>

| Is a safe system of work in place | Yes |

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.
Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

<table>
<thead>
<tr>
<th>CONSEQUENCE</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Major</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>Moderate</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Minor</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Insignificant</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Likelihood**

- Very unlikely
- Unlikely
- Fairly likely
- Likely
- Very likely

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Unacceptable</th>
<th>Tolerable</th>
<th>Adequate</th>
<th>Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-25</td>
<td>Stop activity and make immediate improvements</td>
<td>Look to improve within specified timescale</td>
<td>Look to improve at next review</td>
<td>No further action, but ensure controls are maintained</td>
</tr>
</tbody>
</table>