



The William Henry Smith School

RAP31 Risk Assessment for Site Security

Main Hazards:-	Who may be Harmed?
Unauthorised Members of public on site	All staff and students
External doors not closed correctly on mag lock or locked	All staff and students
Breach of boundary walls/fencing	
External lighting not working	

Hazard is Likelihood x Severity to give Rating Score
Likelihood 1-5 (1=remote possibility; 5=will almost certainly happen)
Severity 1-5 (1=Minor injury graze/bruise; 5=Death/permanent disability)

Rating Score
1-2 low risk no further action required
3-5 low priority – examine if practical to change
6-9 Medium – do something as soon as possible
10-15 – A high priority for action
16-25 Unacceptable! Requires immediate action or does not go ahead.

Rating (No control) – Arrived at by multiplying Likelihood of the hazard being encountered by the Severity of the possible injury **before** any control measures.

Rating (With control) – Likelihood and Severity are shown separately as well as the final rating. This is for controls put into place.

HAZARD	Likelihood	Severity	Rating Score No Controls	CONTROL MEASURES	Likelihood	Severity	Rating Score With Controls
Unauthorised Members of public on site during school hours (Causing damage or harm to buildings, staff and students)	5	5	16-25	<ul style="list-style-type: none"> ➤ School is monitored by CCTV which covers the whole site. ➤ The vast majority of visitors are expected and their visit is in the school diary so that reception are aware who to expect (with the exception of delivery drivers) ➤ The Reception is fitted with CCTV and door access control so that they can see and hear who is outside wanting to gain access ➤ All visitors are required to provide proof of ID on arrival – If not they are not allowed on site. ➤ All visitors sign into the Entry Sign system if they are staying on site (not delivery drivers) ➤ All visitors are issued with a Yellow Visitor Lanyard with a photo ID visitor badge so that they are easily identified around school ➤ All school staff wear staff lanyards ➤ Anyone without a visitor or staff lanyard will be challenged by a member of staff ➤ Anyone on site that should not be on site, who is seen as a risk to staff and students will result in school being put on lockdown as Invacuation, Lockdown and Evacuation Policy. 	5	1	3-5
Unauthorised Members of public on site out of school hours (evenings, holidays and weekends) (Causing damage or harm to buildings, staff and students)	5	5	16-25	<ul style="list-style-type: none"> ➤ The School is fitted with CCTV which is monitored (during school term) on an evening by waking night staff. If anyone suspicious enters the site, he will monitor their movements around site and take appropriate action in line with Invacuation, Lockdown and Evacuation Policy. ➤ Out of hours (Weekends and Holidays) the CCTV is monitored by a monitoring company. They will follow the procedure for people on site (put a call out on the tannoy asking to leave and informing that police have been called, continue to monitor. If they do not leave site inform key holders and ring police. 	5	1	3-5
External doors Not being locked and people gaining access	3	3	6-9	<ul style="list-style-type: none"> ➤ All doors are either fitted with locks or mag locks with swipe card access. ➤ All staff to ensure they lock doors and alarm buildings if last one out on an evening. These 	1	2	1-2

				<p>are also checked by a member of staff in maintenance department at the end of each day.</p> <ul style="list-style-type: none"> ➤ If access is gained through an open door, further access into school is restricted by swipe access only and therefore anyone penetrating an area will be contained. 			
Boundary fencing Public can gain access to main school site	5	5	16-25	<ul style="list-style-type: none"> ➤ Due to the nature of the site – it is not fitted with lockable gates on boundaries. However staff are aware of students whereabouts at all times and as per above, visitors could not gain access to the site without a swipe or key access and they would also be challenged as above. ➤ There is signage around the school boundaries informing of CCTV monitoring. 	1	2	1-2
Public Footpaths There are public footpaths within the outer boundaries of the school grounds (main drive way and fields to the side of the main school)	5	5	16-25	<ul style="list-style-type: none"> ➤ Members of the public use the footpaths on the school grounds. Footpaths are on the outer areas of the school grounds. ➤ Anyone found to be in the inner boundary of school would be challenged immediately and identified on CCTV 	1	2	1-2
Vehicles on Site Injury to students and staff due to movement of vehicles within school grounds	5	5	16-25	<ul style="list-style-type: none"> ➤ Speed restrictions are in place on site. ➤ 20mph on the main drive reducing to 10 on the main school grounds. ➤ Students are accompanied by staff at all times. ➤ Taxis are asked to park on the main playground at the end of the week when all boys return home to reduce the movement of vehicles around the site and keep contained in one area. 	2	2	3-5

Ratings

1-2 low risk no further action required

3-5 low priority – examine if practical to change

6-9 Medium – do something as soon as possible

10-15 – A high priority for action

16-25 Unacceptable! Requires immediate action or does not go ahead.

Rating (No control) – Arrived at by multiplying Likelihood of the hazard being encountered by the Severity of the possible injury **before** any control measures.

Rating (With control) – Likelihood and Severity are shown separately as well as the final rating. This is for controls put into place.

I have read and understood the risk assessment for above.

I have undertaken to add or amend the above to suit the specific details of the trip.

Signed: Lisa King

Date October 2018