

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Site Security**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young PersonsP = Public C = ContractorsV = VisitorsEM = Expectant Mothers | 1. Very Low (rare/very unlikely)2. Low (unlikely)3. Medium (could occur/possible)4. High (likely to occur/probable)5. Very High (near certain to occur)  | 1. Insignificant (nuisance/discomfort)2. Minor (no lost time)3. Moderate (time loss)4. Significant (serious/incapacity to work)5. Major (Death) |  Likelihood x Severity=Rating | **1- 6** **LOW RISK** Monitor * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible

**14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People****At Risk** | **3.Controls in Place** | **4.Risk Rating** | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Access to site by an unauthorised person. |  | * Gates closed during school day.
* Anti-Climb Fencing
* CCTV
* Trespassers will be prosecuted signage
* Culture in which strangers are challenged
* Clear signage for visitors to main entrance / other services
* Clearly defined route once on site
* Other pedestrian routes controlled and available only at beginning / end of school day
* All visitors report to reception and sign in /out. Visitors wear visible visitors badge and escorted when on site if appropriate.
* Restricted / controlled access to building. E.g. Door intercom / entry phone, staffed reception, keypad / fob access etc.
 |  |  |  |  | Fencing min 1.8M high. All boundaries well defined and in good condition (no hole/gaps).Inventory of both permanently and temporarily issued keys maintained. |  |
| Theft, Vandalism, Arson, violence/aggression. |  | * Ensure valuable equipment is secured and out of view when not in use.
* Ensure flammable materials are stored away securely when not in use e.g. locked flame retardant cabinet for substances.
* Ensure rubbish is removed from the building and bins are located and secured a safe distance from buildings.
* Ensure external lighting is operational.
* Ensure fire alarm is operational and tested on a regular basis and subject to formal inspection and testing.
* Ensure security alarms are in working order, activated when the building is empty and subject to informal and formal testing and inspection.
* Ensure internal doors are closed when the building is empty.
* Ensure external doors are fitted with adequate locks / security devices as required and are in good order.
* Ensure all windows are closed / locked and any grilles locked when the building is closed.
* Ensure frequent inspection of perimeter security measures and any damage to perimeter fencing and gates is rectified as soon as possible.
* Ensure key holders are kept to a minimum and details are kept of all key holders.
* Minimise entry points to buildings e.g. signage on site indicating reception / visitors etc.
* Ensure relevant site security devices are on site dependant on risk e.g. CCTV (consult Building Manager for advice).
* Ensure appropriate I.D badge / signing in / out systems are implemented.
* Ensure ‘NO SMOKING’ laws are enforced and appropriate signage is displayed.
* Ensure damaged windows / doors / shutters etc. are repaired/replaced promptly.
* Ensure trees/shrubs etc. on site are kept pruned so they do not create areas of seclusion, where intruders may gain easy cover.
* Ensure adequate ‘call out’ arrangements are in place in the event of burglar alarm activation out of hours (consider the risks to a lone worker – see lone working risk assessment).
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