

**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 Persons  P = Public  C = Contractors  V = Visitors  EM = 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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