

**Unlocking, Locking and security must be done by Trustee, Employee or volunteer.
Cleaner may also have authority as he has his own insurance"**

FIRE ACTION PLAN

What to do in the event of a fire

On hearing the fire alarm, discovering a fire, or being informed of a fire (or other emergency).

Raise the alarm by: Shouting "**Fire**"

Press the **Fire Alarm**

Call the **Fire Brigade 999**. - You are at
Totton & Eling Community Centre

If safe to do so, **check the toilets, kitchen and all other rooms** to ensure that everyone is out.

Leave the building.

Only trained staff should attempt to fight the fire if safe to do so.

Go to the Assembly Point (COUNCIL CAR PARK).

Do not return to the building until the person responsible has conducted a role call and stated that it is safe to return to the building (the person responsible will be a staff member or the Hirer). Only after the Fire

Brigade (if appropriate) has stated it is safe to do so, should you return to the building.

Call the duty Trustee on ??????????

This poster must be displayed in all public rooms and corridors.



TV Monitors, Fire Alarm & Security System operations, instructions and documents.

Policy and Procedure: Building Security

Policy Statement

EXAMPLE TO BE EDITED

{Office Name} recognizes its responsibility to provide staff, volunteers, contractors, sub-contractors, vendors, and visitors to its office a safe environment where they and their possessions will be offered a reasonable degree of protection.

To ensure that the environment is kept safe everyone who accesses the office must be aware of how they can contribute towards ensuring that the office is a safe place to be.

The principle objective is to ensure that unwanted people who would seek to cause harm to individuals or property are stopped from entering the buildings.

Normal Working Hours (Monday – Friday 8:00 am – 5:00 pm)

- The principle access to the Office for visitors is through the main entrance doors leading to the main reception area.
- No visitors shall be allowed to access the building from the rear, service, employee, or emergency access doors.
- All visitors must sign in and be issued a numbered visitors badge.
- All visitors will be accompanied by a member of staff at all times they are in confidential areas.
- When leaving all visitors will sign out and their numbered visitors badge returned and noted by the receptionist or other authorized staff member.
- No one should allow anyone, of whom they are unfamiliar, access through any security locked doors or elevators without first checking their identity and purpose.
- All security doors shall be kept secure so that access is only via a security code, key, swipe card or similar. No doors leading to the confidential areas of the building shall be left unbolted, unlocked, or otherwise propped open. This also applies to all emergency exit doors.
- All staff can enter and stay in the building during normal building hours which are _____

Outside Normal Working Hours

- Approval must be obtained from the Director or Deputy Director prior to scheduling off hour activities.

- The principle access to the Office for visitors shall be through the main entrance doors into the main reception area.
- Access to the public and visitors will be open to what are recognized publicly accessible meeting rooms and the bathrooms.
- All security doors shall be kept secure so that access is only via a security code, key, swipe card, or similar. No doors leading to the confidential areas of the building shall be left unbolted, unlocked, or propped open. This also applies to emergency doors.
- If the main entrance to the building is unlocked staff may enter the building from 7:00 am but must exit the building by 6:00 pm unless they are attending a meeting or they have obtained prior permission from the director or their supervisor.

Weekends or other days when the Offices are closed

Procedure for accessing the building out of hours for staff

No staff may enter the building unless they have out of business hours access approval. If for any reason access is required then the following procedure needs to be followed.

1. Get approval from your supervisor
2. Speak to reception to let them know that your will be in out of hours
3. Ensure that you will have access to the building after hours and/or on weekends
4. You must enter the office via the _____ door.

Security of Equipment and Possessions

- No equipment such as laptops, tablets, projectors shall be left unattended. Those who book or are assigned such equipment are responsible for its security, condition, and safe return.
- Personal possessions are the responsibility of the individual. If a staff member, volunteer, visitor, etc. bring an item of value into the office they must ensure that it is appropriately stored in a safe place. The office is not responsible for personal possessions that go missing.
- Any thefts or losses must be reported immediately to _____ and to the police if appropriate.

- Visitors must not be allowed to let anyone else into the building without the prior written permission of staff.
- On leaving the office all filing cabinets holding sensitive information/material must be locked and keys stored in a secure location. All internal doors shall be locked, windows checked, and alarm set. Failure to do so could result in disciplinary actions.
- Staff shall manually lock their computers when they leave their desk.
- Laptops will be secured with a cable lock or in a locked drawer when not in use.

FIRE

Test alarm

Fire Practice

Fire Procedure

Responsible person

Ensure building is cleared - ALL TOILETS!

FIRE EVACUATION PROCEDURE

Page 1 of 2

Address: The Community Centre, Straight Bit, Flackwell Heath HP10

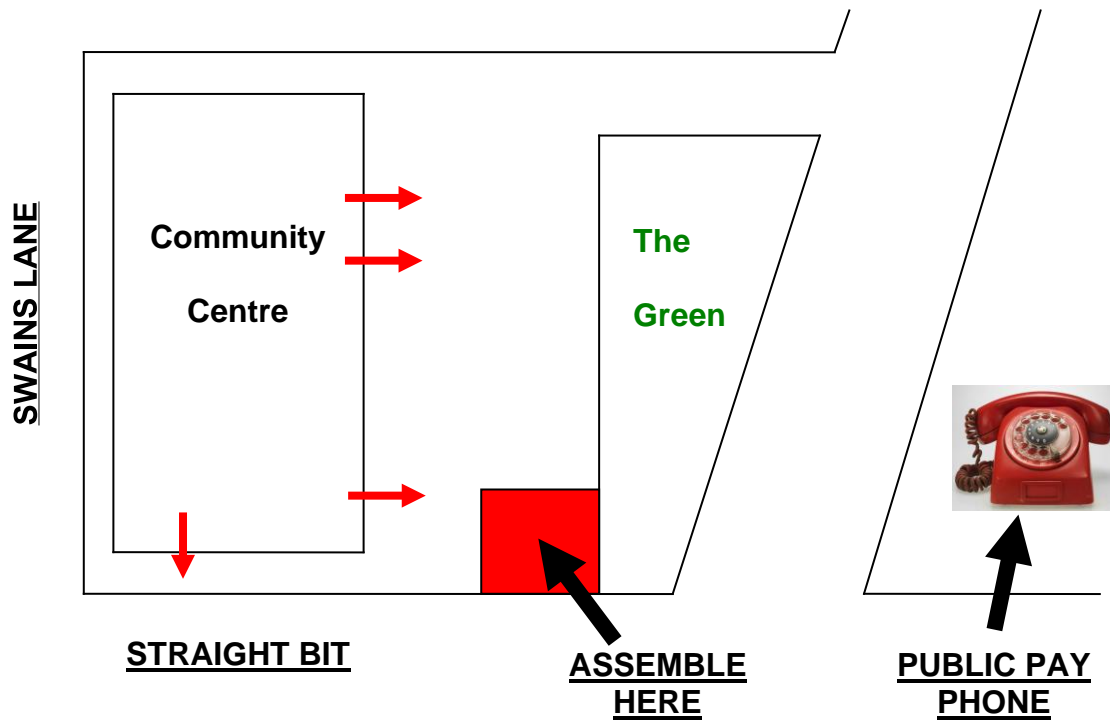
9LS In the event of a fire, the following procedure should be carried

out:

- 1. Raise the alarm by breaking the glass in the call point under the red bell. One is located in the Hall by the two external doors, and the other in the Entrance Foyer. This action will initiate the alarms.**

2. Evacuate the building immediately.
3. Call the Fire Brigade. A public phone box is shown below.
4. Assemble in the car park as shown below.
5. Do a headcount.
6. Await the arrival of the Fire Brigade and inform them of any details concerning the fire.
7. Do not re-enter the building until the Fire Brigade give permission.

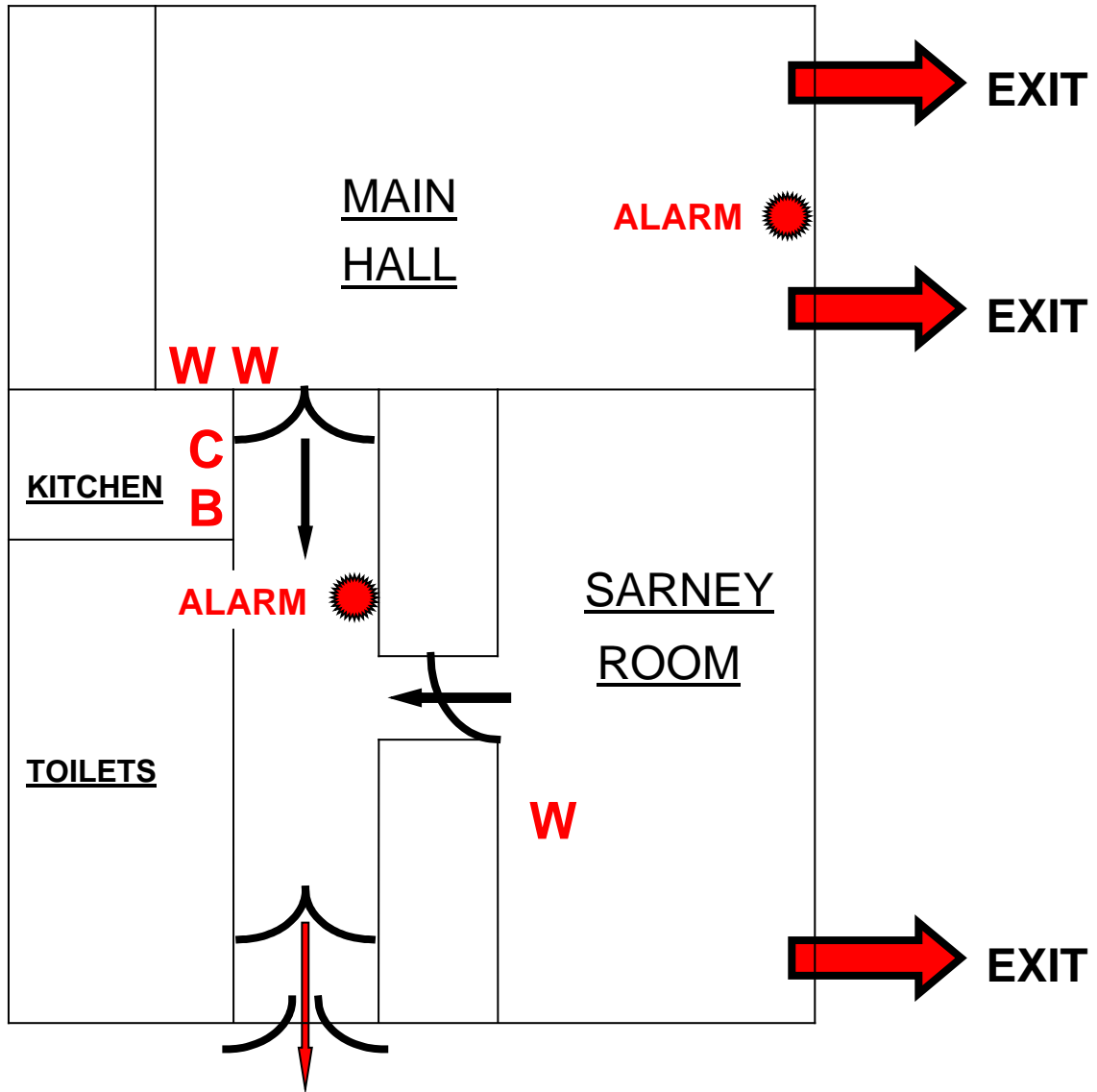
COMMUNITY CENTRE EXTERNAL LAYOUT



FIRE EVACUATION PROCEDURE

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COMMUNITY CENTRE INTERNAL LAYOUT



 FIRE ALARM

 EXITS

W WATER EXTINGUISHER **C** CO2
EXTINGUISHER **B** FIRE BLANKET

Introduction

Measures will be adopted to aid the safety and security of staff, pupils, visitors and unauthorised visitors to the Academy as well as helping to reduce the potential for arson, theft and vandalism. Building security procedures will include arrangements to ensure, as far as is reasonably practicable, that unauthorised visitors are prevented from entering the Academy premises and that, should these systems fail, procedures are in place to deal with unauthorised visitors should they gain access. Furthermore, the Academy will review security controls to prevent a reoccurrence of the unauthorised entry.

Management responsibility for the Academy's security is shared between the Academy's Governing Body, the Trust Governing Body and the Headteacher.

The school has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility is the Headteacher.

A summary of the Academy's Security arrangements will be included in the Academy's Prospectus and Annual Report.

and should be considered and completed in conjunction with this document. Personal Security is considered in the guidance document 'Personal Safety in Schools'

Signed: _____
(Chairperson)

Date:

Section 2 – Organisation

2.1 The Governing Bodies

The Governing Body must ensure that:

- this building security policy is implemented;
- there are arrangements for consulting and informing staff about security;
- there are arrangements for adequate financial resources to implement the policy;
- there are arrangements for monitoring and reviewing the policy;
- the academy complies with the statutory requirement to report all security matters in their annual report to parents;
- they will inform parents of the academy's security in the Prospectus.

2.2 The Headteacher

The Headteacher is responsible for implementing the building security policy agreed by the governing bodies. The Headteacher is responsible for:

- determining which tasks and functions are delegated to which members of staff;
- providing information to employees on the importance of building security and understand the academies' policy and their own individual responsibilities;
- implementing training to those employees for whom it is appropriate;
- ensuring that parents are informed of the Building Security Policy;
- ensuring that incidents are reported using the form HS3 or HS2(V) form;
- producing regular reports to the Governing Body on building security as part of monitoring health and safety;

- obtaining advice from the Authority, Police and Barnsley Community Safety Partnership;
- ensuring there is an established method of contacting the police in the event of an emergency;
- ensuring that all breaches of building security are reported to the police where relevant;
- ensuring that a risk assessment is undertaken on the academies' building security and reviewed annually (See section 5 for template risk assessment);
- ensuring that a procedure for regular routine building security checks is put in place.
- ensuring that risks posed to specific staff members are assessed in line with the 'Personal Safety in Schools' document

2.3 Employees

All staff members need to be aware of their role in ensuring building security measures are maintained. These include:

- reporting potential hazards;
- reporting incidents using the form HS3 or HS2(V);
- making staff aware of the procedures required to maintain building security;
- implement the academies' emergency procedures.

2.4 Specific Duty Holders

The following employees know and accept their responsibilities for ensuring the security of the school building: (complete as appropriate)

SECURITY ISSUES	NAME	SPECIFIC DUTIES
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Perimeter fencing, access routes Caretaker Checked daily at the start and end of the day.

Securing school entrance/exits Caretaker Checked daily at the start and end of the day.

Control of visitors Admin staff Checking who is being visited and a record of arrival and departure is maintained.

Ensure that CRB checks
are valid where appropriate.

Control of contractors Admin staff, caretaker and Headteacher A record of arrival and departure is maintained. Ensure that CRB checks
are valid where appropriate.

Security of money etc Admin staff All monies locked up securely. External security company contracted to pick up any money in school. Business Manager follows H&S guidelines when depositing or collecting monies from the bank, when necessary. The school stays within the insurance limits.

Emergency procedures

Fire Evacuation....

(fire, first aid, accidents) All staff Staff are aware of and up to date with current emergency procedures.

Building security risk assessment Headteacher & Business Manager
Regular review of procedures and effectiveness in the light
of guidance and relevant issues.

Intruder alarms Caretaker Checked weekly and annually serviced.

Completion of Premises Fire

Log Book including Fire Risk

Assessment* Caretaker & Business Manager Is completed and updated when necessary.

CCTV N/A

Fire Alarm (which meets BS5839) Caretaker Checked weekly and annually serviced.

2.5 Risk Management

The Risk Management Section is able to carry out site specific Loss Control Surveys, to assist in identifying potential threats to the Academy. The scope of these surveys includes:

- Review of the current security provision of the building;
- Comment on the adequacy of current security provision of the building;
- Discuss with school representatives issues of concern with regard to the site and buildings;
- Draw conclusions with regard to any improvements required; • Recommend priorities for improvement to current security provision;

Should a survey be required please contact the Risk Management Section on 773199.

Section 3 – Arrangements

3.1 Physical Security Measures

3.1.1 Clearly Defined Boundaries

It is important that members of the public know the extent of the Academy grounds. This does not always mean that the grounds are fenced, but where practical some form of boundary is necessary to mark the perimeter and to act as a visual indicator of trespass. At the same time care needs to be taken that landscaping does not act as a screen for potential intruders. It is helpful to have one main entrance, preferably visible from the reception area. Separate entrances for pedestrians are commonplace, but to increase security they should only be opened at peak arrival and departure times and wherever possible a member of staff on duty to prevent unauthorised access.

3.1.2 Security Fencing

The purpose of security fencing is to prevent intrusion. Casual intruders and dog walkers are usually deterred by a 1.8 – 2m high fence. To deny access to determined intruders the fence must present a formidable obstacle at least 2.4m high and be able to withstand a high level of physical attack. In very high risk schools 3-3.5m may be needed. Several types of fence are available with varying levels of durability and effectiveness including palisade, weld mesh and chain link. For guidance and advice on which fencing may be appropriate to the needs of the school, please contact the Risk Management Section.

For schools with larger sites, where it is virtually impossible to fence the entire site, fencing could be supplemented by dense thorny hedgerows or may be supplemented by other existing natural boundaries.

Where parts of the site are not owned by the, such as a public right of way or right of access to private land, alternative strategies would need to be examined which could involve moving the right of way.

Appropriate Planning Consents should always be gained, before any fencing can be erected.

Any Fencing must be constructed and erected to the appropriate British Standard.

3.1.3 Lighting

External lighting should be provided to:

- illuminate pathways and external car parking areas;

- deny intruders the cover of darkness by illuminating their access routes.

To be successful both types of lighting must be reliable and provide adequate levels of illumination.

Although security lighting with a passive infrared (PIR) sensor can be installed, where possible, the Police favour security lighting which is activated on a 'dusk to dawn' setting.

Lighting units are vulnerable to attack and security lighting is particularly prone to deliberate damage. All lighting units and associated wiring should be located and installed in such a manner as to reduce the risk of deliberate damage.

If areas lit by security lighting are not protected by fences and under surveillance there is every likelihood that they will become informal floodlit play areas.

Lighting where possible should be accompanied by other security measures such as the use of CCTV, neighbourhood watch or security patrols.

External technical advice should be sought before installing any external security lighting.

3.1.4 Secure Doors and Windows

There are a number of options available to schools to provide door and window security. Some of these may be:

- Shutters to be used when the school is not in operation
- Window opening restrictors (stops trespassers climbing into low level window openings)
- Upgrading fire exit doors with a higher level security closer (in no circumstances should fire escape routes be locked while the school is occupied).
- Fitting exit doors with localised alarms to warn of unauthorised use during normal school hours.
- Fitting extra locks to windows as well as to doors.
- Strict control of keys with key storage boxes in alarmed areas. (All schools must provide the Authority with a register of authorised key holders in the event that the police or the local authority need to access the school out of hours. Main school keys should never be given to pupils or parents.)
- Doors can be fitted with push button combination locks/ ID badge entry systems to give additional security to office and staff rooms used by large numbers of staff. This is always recommended at reception points where entry into the main school building needs to be controlled. However, in the event of a fire alarm these doors should automatically default to the open setting (i.e. be fitted with a 'fail-to-safe' mechanism).
- All door and window security improvements should confirm to appropriate Loss Prevention Standards (LPS). The suitable standard for classifying the intruder resistance of building components, strong points, security enclosures and freestanding barriers is detailed in LPS: 1175.

Many schools have internal access control systems such as digilocks to store rooms and rules requiring classrooms to be kept locked when not occupied. However, since part of the cost of a break in can be attributed to door locks being smashed or doors broken through it is advisable to leave classroom doors unlocked but closed. It is essential that a regular check is made to ensure that any such rules are being followed. Doors with access controls to them should not be wedged open and staff should not allow anyone to pass through any such doors unless they can be identified as a legitimate visitor.

Post boxes

Post/letter boxes should never provide direct entry into the building as this gives mischief-makers and arsonists access for missiles such as fireworks and fuel such as petrol.

It is recommended that the school has an external metal post box, or that on the inside of the door there is a metal box to collect and enclose anything posted through the door.

Glazing

Glazed panels are a means of access for thieves as well as a target for vandals.

Repairing broken windows can be a major drain upon building maintenance budgets. Options need to be considered to reduce the incidence of broken windows:

- Keeping yards and grounds free from any material that could be used to break windows
- Reducing the amount of glazing if practicable
- Use of laminated glass in vulnerable areas. This assumes the schools incident reports are sufficiently detailed to identify the area most at risk
- Use of polycarbonate glazing in vulnerable areas
- Use of adhesive safety film to maintain the integrity of the window if attacked
- Use of shutters or grilles to protect the glazing

Windows should be shut at the end of each day and checked within the schools 'lockup' procedure.

Safety Glazing

The school should have a safety glazing survey to ensure that all glazed surfaces including mirrors comply with the requirements of standard BS6206.

BS6206 states that any glazing from floor level to waist height (800mm) in walls and partitions, and shoulder height (1500mm) in or near doors should be safety glazing. This is indicated by an etching, usually located in a corner of the glazed panel. Alternatively, a safety film can be adhered to non-safety glazing which provides protection should the integrity of the glass be compromised.

There are several safety glazing companies who will carry out a survey free of charge and provides the school with an estimate to rectify deficiencies. It is the responsibility of the school to prioritise the work and meet the costs of rectifying the substandard glazing.

Safety glazing extends to any glass ornaments or equipment such as fish tanks which should be removed or replaced with an alternative material such as Perspex.

3.1.5 Building Structure, Plant and Equipment

The building structure itself may make access easier for trespassers to reach dangerous areas such as fragile roofs, plant rooms and areas which may be under construction. This may be able to be prevented by removing obvious 'handholds' or climbing ledges, wall mounted ladders, ladders providing access to scaffolds, introducing better security on doors to plant rooms or covering surfaces with anti-climb paint to deter trespassers. However, if you are considering using anti-climb paint, please consult the Risk Management Section regarding the liability issues surrounding this product.

Bins should have lockable lids and be kept in a fenced off compound or alternatively secured to a wall or a bracket 5-8 metres away from the building, where reasonably practicable, to prevent them from being wheeled towards the property and being set alight.

Additionally, care should be taken to remove materials from the perimeter of the

building such as loose bricks and flag stones which may be used to break into the building.

Furthermore, contractors may introduce new security risks to the school such as scaffolding, site plant and vehicles, hazardous substances and flammables and skips containing easily ignitable waste materials. These issues should be discussed at precontract meetings and control measures/site rules agreed by both parties. It is always recommended that metal skips with lockable lids be procured and that bins and skips be placed at least 5-8 metres from the building where reasonably practicable.

Additionally, the school must display warning notices and signs for those who trespass onto the school premises. Trespasser warning notices should be displayed in conspicuous areas such as the parent notice board, windows and doors near entry points. Warning signs must also be displayed where anti-climb paint has been used.

It is also possible to display signage referring to the Education Act 1996 paragraph 547 which relates to nuisance or disturbance on school premises. This may deter people from loitering on or near the premises and therefore intimidating staff or children. Again, please contact the Risk Management Section for more information on this course of action.

Various health and safety regulations also state that signs must be displayed to warn trespassers of dangers which are known to the premise occupier/owner. These may include fragile roofs, incomplete scaffolding, live electrical services, etc.

3.1.6 Play Equipment and Ponds

The 'welfare' risk assessments which should be completed by the school cover additional signage and security measures for outdoor areas and play equipment. These are available on the Health and Safety Intranet Schools Mini-site or can be accessed by clicking below:

Risk Assessment – Outdoor Areas

Risk Assessment – Trail Trims and Play Equipment

3.1.7 Intruder Alarms

An intruder alarm system will depend upon effective detection and signalling, effective building management and adequate response. All intruder alarms should comply with EN20131 (evident by a marking on the alarm system or printed in the manual).

The choice and location of detectors should be compatible with the environment in which they are to operate. Advice regarding suitable systems should be obtained from the BMBC Property and Procurement Electrical Section (01226 774311).

Adequate response to alarms will require a key holder to attend school each time an alarm is raised. It may be appropriate to employ a security company to act as the initial response to the alarm. If school staff are to attend a system needs to be in place to ensure the safety of the person attending. It is not advisable for anyone to enter a school building alone when a burglar alarm has sounded. If a member of school staff attends and is first on the scene they should wait until assistance arrives before entering the building.

If the response to an alarm activation is being undertaken by Authority staff, contact should be made with the Alarm Servicing Company, who will be able to detail why, for example, a Police response has been withdrawn.

Remedial action can then be taken to ensure a more suitable response from the Police or appropriate Alarm Responding Service.

It is a condition of the Authority's insurance policy that should your school have the Police Response withdrawn, it is essential this is communicated to the Insurance Section. Failure to do so may invalidate any potential insurance claim.

3.1.8 Equipment marking and storage

Storage

Any valuable equipment should be placed in a secure storeroom after use. Equipment that has to be left in situ should be protected by being secured in position or being placed within a room that has increased security measures added to it such as security doors, laminated windows sealed in with a silicon sealant rather than putty.

Access to any secure store or room should be for designated people only. Such rooms should be kept locked at all times.

Schools often have a number of computer systems. These may include both stand alone and networked computers. The data stored is an important asset that should be included in the school security strategy. It may include administration records and course work which is vital to the running of the school. Backing up procedures for the data should be well defined and conscientiously followed. The method used should be kept under review as advances in technology continue to make the process quicker and easier. Paper copies of some work will also need to be stored.

Storage of data and programs, either off site or in a fire proof safe allows recovery of systems even after total system loss due to fire, theft, and accident.

Marking

All schools have been issued with 'SmartWater' by the Risk Management Section. SmartWater is a colourless liquid solution that is simply dabbed onto the surfaces of valuable items and equipment. Each bottle contains a unique chemical 'code' which is registered to your school – conclusively proving ownership. It cannot be easily seen by the naked eye and is almost impossible to remove. The liquid glows under ultraviolet light making it easy for the Police to detect.

Although marking will not prevent anything being stolen it will aid recovering stolen property and to identifying that it has been stolen.

Additionally, displaying the SmartWater deterrent signs sends out a powerful warning to thieves which can often discourage them from breaking into the premises. Should extra signage be required, please contact the Risk Management Section.

Personal Property

Pupils should be discouraged from bringing valuable items to school. Additionally pupils and parents should be aware that should valuables be brought to school, the school will accept no liability for the loss, damage or theft of personal items. However, if staff members agree to store valuables for safe keeping, or confiscate them, they should be aware that liability may be assumed by the school in the event of loss, damage or theft, and therefore this action may be discouraged by the Headteacher. It is recommended that items are returned to pupil/parent at the earliest opportunity. The provision of lockers for personal property can discourage theft. A common problem is theft from unobserved bicycle sheds which can be prevented by locating them in a position overlooked by classrooms or general staff offices.

3.2 Procedural Security Measures

3.2.1 Supervision

All adults who supervise children at play should receive training related to all aspects of supervision including the agreed procedures for challenging unauthorised persons on the premises. Difficulties can arise when the supervisor or children know that the person is one of the parents/guardians/carers and, for example, just wants a word with their child. Nevertheless the agreed procedure should be applied and explained to the parent/guardian/carer and they should be directed to the approved way of contacting their children in school time.

Access to the school should be monitored and restricted where possible. Discussions with parents/guardians/carers as well as governing bodies may lead to the agreed locking of some gates, provided that this does not interfere with the fire procedures.

These actions and the reasons for them should be communicated to parents/guardians/carers.

This section should set out the arrangements for supervising children entering the school at the start of the day, breaks, lunchtime and at the end of the day.

3.2.2 Visitor Control Systems

It is recommended that there is clear signage for visitors to be directed to a reception point where they should be asked to sign in and give reasons for their visit. Someone at reception should be designated to deal with visitors, ensuring that they are given adequate health, safety and welfare instructions proportionate to the length and nature of their visit such as fire procedures, location of welfare facilities including first aid, limitations of access, signing out procedures, access provisions for the disabled, site rules, etc. Contractors have separate signing in and induction procedures which are considered in the document 'Contractors – selection, monitoring and control'.

Schools should ensure that all procedures relating to signing in and out of the school buildings are adhered to and that visitors receive badges to

indicate that they have been authorized to enter the premises. This must apply to all visitors to the school. Schools may provide separate 'contractor' badges to contractors.

Wherever possible, visitors should be accompanied for the duration of their visit. The school may determine that regular visitors with CRB checks can be unaccompanied if they are familiar with the school.

It is recommended that those who come to collect children come to an agreed entry point and do not walk through school to collect children.

School staff should, with the proper training, be encouraged to challenge visitors who have no badge and report any incidents of unauthorized visitors to the Headteacher.

Children should be taught to report a visitor with no badge to a teacher.

Information should be provided to staff, particularly those at reception areas, about any person who has been banned from entering the premises or who has a court injunction/order against them preventing them from accessing any child at the school.

It is recommended that access to the school building be controlled by security devices such as keypad locks or ID badge swipe cards to prevent unauthorised entry to the premises. If pin codes are used, these should be changed on a regular basis such as every half term.

3.2.3 Out of Hours Security

Staff, pupils or contractors may require access to school buildings during holidays, weekends and out of normal school hours. This will pose a risk to building security if alarm systems are disabled or proper locking up procedures are not followed. Access can be provided to certain areas of the building only whilst keeping the remainder locked and alarmed. However this requires careful planning of the security systems.

Explain how site security is to be maintained out of hours.

There may also be a risk to personal safety where staff are working alone, particularly in isolated buildings. The risk may be greater when it is dark and the lights in the room are on, identifying that a particular teacher is in a vulnerable position. In these instances, staff members may be encouraged to work in the main school building, in a more secure room designated for PPA time for example. Alternatively, being equipped with a telephone, personal attack alarm and/or classrooms being provided with curtains or blinds may provide additional security. In all cases where employees may work alone, it is recommended that a separate 'lone workers risk assessment' be carried out in accordance with the Corporate Lone Working Policy.

Extended schools need to make special considerations for security provisions.

3.2.4 Cash Handling

Arrangements need to be in place regarding how cash will be handled within a school. If any cash is kept in a school overnight it needs to be stored securely.

The governing body should determine if vending machines are emptied daily or if they are the type designed to be secure.

When cash is counted it should be done in a secure room on the school premises, away from public view and ideally with two people present.

Ideally a security company should be used to take any significant quantities of cash from a school however there may be instances where this is not practical or is assessed as not being required. If a security company does not assist with banking cash the points listed below should be considered:

- In respect of any one transit, the following minimum number of able bodied adults shall carry the money, which shall be divided equally between them: (i) Sums up to £2,500 – 1 person
- (ii) Sums up to £5,000 – 2 people
- (iii) Sums up to £7,500 – 3 people
- (iv) Sums over £7,501 – Specialist Security Company
- The able bodied adults taking cash to the bank should not do so at the same time or on the same day every week
- The same able bodied adults should not be used every week, there should be a random rota between a number of people
- Routes to the bank should be changed regularly
- Staff should not be required to walk through potentially at risk areas
- The bag used to carry the cash should not be easily recognised
- The people taking cash to the bank should log the time they leave school and give an indication of the expected time of return- failure to return at the time specified should elicit an emergency response
- In any attempt to steal money an individuals' personal safety must take priority.

Further advice regarding Cash Security can be obtained by contacting either the Risk Management Section, Insurance Services or Internal Audit.

3.3 Trespassers on School Premises

Most secondary and some primary schools will have had occasional visits from trespassers. They often, but not exclusively, arrive at lunchtime or home time. The action to take in this situation should be based on a 'dynamic risk assessment' taking into account factors such as:

- Whether the person is known to the school staff
- The person's previous behaviour (e.g. are they known to be aggressive)

- The risk to the pupils
- Their intentions
- Whether they are displaying odd or unsociable behaviour

Headteachers and/or senior staff may they decide on a course of action which may include:

- Calmly confronting trespassers (it is recommended that at least two people do this) in order to ascertain their intentions and ask them to leave the premises.
- Verbally warning them of the consequences of their actions and any dangers involved (e.g. that they may be injured if they are on a flat roof or in a construction area).
- Protecting pupils by getting them away from the trespasser (e.g. asking them to go back into the school)
- Ring the community police or if necessary 999

The Handbook of Guidance "School Security" – Dealing with Troublemakers" published jointly by the Home Office and DfES, which has been sent to each school, is a useful reference.

When such an incident occurs, schools should complete the Trespass Incident Report Form and send this to the LEA.

As previously detailed, the school must display warning notices and signs for those who trespass onto the school premises including trespasser notices, anti-climb paint warning notices, fragile roof warnings, and any others pertaining to hazards on-site. For further guidance, the Health, Safety and Emergency Resilience Unit can be contacted on (01226) 772274.

As previously mentioned, it is also possible to display signage referring to the Education Act 1996 paragraph 547 which relates to nuisance or disturbance on school premises. Contact Risk Management on 773119 for more information on this course of action.

N.B. Some guidance in this document will not be applicable to BSF/PFI schools. Any security measures which are identified as being required should be discussed with the schools 'landlord' as some actions may fall under their remit.

Premises/ Location:

Hazards:

- Open sites with long perimeters
- Multiple entrances
- Isolated/ independent buildings spread widely throughout school grounds

- Temporary buildings
- Glazing
- Split sites
- Rights of way through the school grounds
- Internal courtyards and alcoves
- Recessed doorways
- Public access to out of hours community facilities
- Easy access to roofs
- Poor lighting
- Lack of security procedures
- Letter boxes providing direct access for arsonists

Risks:

- Arson
- Personal injuries/ aggressive behaviour experienced by pupils and staff

- Damage to windows, doors and furniture
- Equipment damaged or stolen

- Damage to the schools reputation leading to reduced admissions
- Reduced morale amongst staff leading to reduced performance
- Disruption to learning
- Loss of examination and course work

Persons exposed to risks (tick as appropriate)

Employees	Public	Young persons	Trespassers
Contractors (Specify):	Clients	Visitors	Others

Control Measures: The controls measures for risks must be viewed as a hierarchy. However, in practice a number of the control measures in combination are likely to be required: Compliant? Actions Required

Y N NA

ELIMINATE

- Remove access points to roof (handholds, ledges, walls, ladders etc).
- Apply for rights of way through the school grounds to be removed.
- Remove loose materials and objects which can be used as missiles or to break in.

Control Measures: The controls measures for risks must be viewed as a hierarchy. However, in practice a number of the control measures in combination are likely to be required: Compliant? Actions Required

Y N NA

ELIMINATE (continued)

- Fit metal post boxes to the exterior of the building and board up letter boxes in doorways.
- Remove unused temporary classrooms/ disused outbuildings
- Enclose internal courtyards and alcoves
- Contracting a specialist security company to collect monies from the school

REDUCE

- Board up disused outbuildings
- Reduce the number of access points to the school
- Introduce security lighting
- Introduce intruder alarm systems
- Fit shutters to doors and windows
- Fit window restrictors to low level and accessible windows
- Introduce security patrols where necessary (e.g. when building is used out-of-hours, when construction work underway)
- Upgrade fire exit doors as appropriate
- Upgrade glazing in vulnerable areas

ISOLATE

- Introduce physical barriers around the school perimeter such as fencing, shrubbery, gates
- Keep bins in a compound or secured to an anchor point away from the building.
- Keep valuable equipment in secure

storage facilities

Control Measures: The controls measures for risks must be viewed as a hierarchy. However, in practice a number of the control measures in combination are likely to be required: Compliant? Actions Required

Y N NA

CONTROL

- Install CCTV systems at points of the perimeter where intruders are known to access.
- Introduce signage such as:
 - Warning notices
 - Trespasser notices
 - Directional signs to guide visitors to reception
- Secure some access points (gates and doors) between picking up and dropping off times.
- Install door and gate security locks/ key pads where appropriate
- Encourage staff not to work in isolated buildings after the hours of darkness.
- Introduce appropriate visitor/ contractor control systems
- Introduce a 'lock-up' procedure, especially for parts of the building which may be used out-of-hours.
- Introduce communication systems (e.g. telephones) between split sites.
- Mark valuables by appropriate method
- Introduce a cash handling system/procedure
- Develop a code of practice for dealing with trespassers, including where necessary, contacts for local police.

Control Measures: The controls measures for risks must be viewed as a hierarchy. However, in practice a number of the control measures in combination are likely to be required: Compliant? Actions Required

Y N NA

SAFE SYSTEMS OF WORK

- Regular inspections need to be made to ensure that measures to prevent breaches of building security are maintained.
- Systems need to be in place to repair defects
- Back-up electronic data regularly
- Keep off site records of any important documents
- Introduce a personal property policy for pupils

- Ensure staff, pupils and parents are aware of the visitor control system and the reasons for it
- Ensure staff and pupils are aware of what to do if they suspect a trespasser/intruder on the premises

PERSONAL PROTECTIVE EQUIPMENT

- Issue staff with lone worker devices

Manager's Assessment Acceptance Statement

I accept the

- details of the assessment*
- details of the assessment subject to the following changes to the risk control measures* and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales. (* delete as necessary)

Appropriate Manager (print)

Manager's Signature

Date

Risk Assessment Review Details

(Assessments must be reviewed following any changes in the work activities, following any accidents/incidents involving the work activities and periodically)

Date of planned review (not to exceed 12 months)

Date of planned re-assessment (not to exceed 24 months)