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AN ROINN
Oideachais

MÄNNYSTRIE O
Lear

INVESTOR IN PEOPLE

SECURITY SURVEY AND RISK ASSESSMENT

A security survey gives a rounded picture of the risks that your school faces and the security measures in existence. Without this information it is difficult to assess:-

- the type and scale of risk;

- any trends or patterns in the incidents occurring at the school;

- the selection of security measures;

- the efficiency of the chosen security measures.

Checklist

To help you conduct a survey and risk assessment a checklist which you can photocopy is provided. It is divided into three parts:-

Part 1   Incidence of crime

This section assesses the type, scale, patterns and trends of incidents which have actually happened in the last 12 months.

This part of the *risk assessment* can be based on an analysis of the reported incidents. However, if your school does not yet have an incident reporting procedure a more subjective assessment will have to be made, possibly based on discussion with the local police crime prevention officer.

Part 2   Environment and buildings

This section of the survey assesses the environmental and building factors which contribute to school security.

Part 3   Security measures

This section assesses the degree and effectiveness of the security measures employed.

Parts 2 and 3 are based on a security survey conducted by walking through the school.

Each element of the checklist is graded from 0 to 5 points. The scoring ranges from 0 for low security risk to 5 for high security risk.

SECURITY RISK ASSESSMENT FORM

Example

Trespass

No cases of trespassers
on school grounds
| 0 | | | | | |
Trespassers commonly
present on school grounds

0

In the above example, if your school has had no case of trespass reported in the previous 12 months then the risk would be perceived as low and a zero rating would be inserted.

If, however, your school has no fence or a fence whose integrity is incomplete resulting in for example children playing and people frequently walking their dogs in the school grounds then the score could be 3 or higher.

Points

0 1 2 3 4 5

Low Risk
| | | | 3 | | |
High Risk

3

PART 1: INCIDENCE OF CRIME IN LAST 12 MONTHS

Points

1. Trespass

No cases of trespassers on school grounds ☐☐☐☐☐ Trespassers commonly present on school grounds _____

2. Vandalism

No offences of vandalism of school buildings/ property ☐☐☐☐☐ Frequent and costly vandalism of school buildings _____

3. Theft/burglary

No cases of theft or burglary ☐☐☐☐☐ Frequent theft or burglary _____

4. Fire

No arson attacks in the locality ☐☐☐☐☐ School in locality has suffered from arson attacks _____

5. Safety - attacks on staff or pupils

No attacks or threats reported ☐☐☐☐☐ Attacks inside school or in vicinity of school _____

6. Drug/solvent abuse

No problems reported ☐☐☐☐☐ School or locality problem concerning drug or solvent abuse _____

Sub Total _____

PART 2: ENVIRONMENT AND BUILDINGS

Points

1. Incidence of crime in surrounding area

Locality has a low crime rate   ☐☐☐☐☐   Locality has high crime rate as reported to police   _____

2. School overlooked from roads and/or housing

Grounds overlooked by busy roads or housing   ☐☐☐☐☐   Unobserved grounds   _____

3. Boundaries, fences and gates

Boundaries well defined with fences and gates to grounds preventing all but determined intruders   ☐☐☐☐☐   No fences or gates preventing unauthorised access   _____

4. Clearly defined entrances

Clear entrances with signs directing visitors   ☐☐☐☐☐   No clear entrances or multiple entrances   _____

5. Well organised reception area and visitors' control

Pass system in operation with badges issued to all visitors   ☐☐☐☐☐   No system of recording visitors   _____

6. Car Parking

Car parks well lit and overlooked   ☐☐☐☐☐   No safe place to park, car parks unlit and not over-looked eg surrounded by trees   _____

7. Condition and appearance of buildings

Buildings well kept and in good repair with no graffiti and not vandalised   ☐☐☐☐☐   Buildings badly kept and in state of disrepair, graffiti covered and vandalised   _____

8. Detached and temporary buildings

No detached buildings apart from main block   ☐☐☐☐☐   Many detached buildings including temporary classrooms   _____

4

9. Recesses and internal courtyards

No places for intruders
to hide and break in
unobserved

☐☐☐☐☐

Numerous places for
intruders to hide and break
in unobserved

_____

10. Secure exit doors

Doors secure against all
but most determined
intruders

☐☐☐☐☐

Fire exit doors easily
forced, inadequate locks

_____

11. Secure windows and rooflights

Windows and rooflights
protected against burglars

☐☐☐☐☐

Windows and rooflights
provide easy access

_____

12. Valuable equipment that is easily stolen and disposed of

Few computers, TVs and
video cassette recorders

☐☐☐☐☐

Many computers,
keyboards, faxes,
camcorders, etc

_____

13. Fire precautions

Buildings have adequate
fire compartmentalisation
and fire/smoke barriers
and doors

☐☐☐☐☐

Over-large compartments
and lack of fire/smoke barriers
and doors

_____

14. Community ethos and support for school

Strong community and
parent support for the
security eg Active PTA

☐☐☐☐☐

Insignificant parent
or community involvement

_____

15.   Out of hours use of schools facilities

No reported problems
and/or security benefit
from out of hours use

☐☐☐☐☐

Many security problems
due to out of hours use,
special risks (eg evening
classes, libraries, sports clubs,
community use etc)   _____

Sub Total   _____

PART 3: SECURITY MEASURES

Points

1. Schoolwatch scheme

Efficient system of
reporting suspicious
incidents

☐☐☐☐☐

No scheme
in operation

_____

2. Pupil involvement

Pupils diligent in
reporting strangers on
school premises

☐☐☐☐☐

No involvement
in security

_____

3. Waste bins

Waste and recycling bins
locked up every night

☐☐☐☐☐

Unlocked mobile bins
left around school

_____

4. Security lighting

Lighting of all entrances,
footpaths and building
façades

☐☐☐☐☐

No lighting

_____

5. Surveillance

Efficient surveillance
eg CCTV covering
perimeter or security
patrols

☐☐☐☐☐

No system

_____

6. Intruder Alarms

System using intruder
detectors on all ground
floor perimeter and other
vulnerable rooms

☐☐☐☐☐

No system

_____

7. Fire detection system

Automated and linked to
central control room

☐☐☐☐☐

No system

_____

8. Property marking

All valuable property
marked and kept in a
secure store or secured locally

☐☐☐☐☐

No markings on property

_____

9. Cash handling procedures

Secure methods in operation   ▢▢▢▢▢   Procedures lacking   _____

         Sub Total   _____

Security Risk Assessment Score Summary

Part 1 - Crime	▢	(0-30)
Part 2 - Environment & Buildings	▢	(0-75)
Part 3 - Security Measures	▢	(0-45)
Grand Total	▢	**(0-150 points)**

What physical measures do you feel your school requires in order to improve personal safety and security? *Please list these in order of priority.*