



HEALTH AND SAFETY RISK ASSESSMENT

Workplace Location **St John Lloyd Primary School**

Task/Activity **Site Security**

Date: January 2025

f. Jones

Signed: _____
D. Head Teacher

HAZARD <i>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace.</i>	WHO MIGHT BE HARMED <i>There is no need to list individuals by name - just think about groups of people doing similar work or who might be affected</i>	RISK RATING <i>Prioritise risk as high, medium or low</i>	IS THE RISK ADEQUATELY CONTROLLED? <i>Have you already taken precautions against the risks from the hazards you listed</i>	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK? <i>What more could you reasonably do for those risks which you found were not adequately controlled?</i>	RESIDUAL RISK <i>Prioritise as High, medium or low</i>
<p>Site Access-</p> <p>Visitors obtaining access to the site without being signed in or seen by a member of staff.</p>	<p>School staff, Pupils, Visitors & Contractors.</p>	<p>High</p>	<p>All visitors should be pre-arranged where possible so staff are aware they are due onsite.</p> <p>The school's perimeter is secured by fencing and is regularly checked by Estates Officer</p> <p>There are two entrance points for pedestrians into the site in the Infant and Junior schools. However, the only access into the school during the day is through the main pedestrian entrance on Bryn Bala Way from 8:55am.</p> <p>These gates are for school use only, and parents/visitors are not permitted to access them unless they are dropping off or picking up their children at start and end of day.</p> <p>There is a carpark situation on Cemaes Crescent for staff only which is closed from 8:30-3:30pm each day. The car park in the</p>	<p>Any concerns regarding a persons need to attend site is checked with DHT/ HT prior to providing access.</p>	<p>Low</p>

			<p>infant building is only accessible to office staff or Flying Start.</p> <p>Visitors are directed to the main reception which is clearly signposted.</p> <p>The main reception is a secure area, with access to the main school controlled by an access control and intercom system. Visitors are permitted access by staff occupying the administration office.</p> <p>Unknown visitors are required to show identification upon arrival which is checked by administration staff.</p> <p>The main reception area has safety glass fitted to the hatch to protect the administration staff.</p> <p>Whilst in the holding area, visitors must sign in using the electronic sign in system prior to being granted access to the school.</p> <p>If visitors are collecting pupils and have been permitted access to the school site, they are required to wait in the Foyer whilst the pupil is released from class.</p> <p>All external doors are fitted with locking fob mechanisms. Staff do regular spot checks to ensure the doors have not been held open.</p> <p>Access control systems are regularly maintained by a competent person. CCTV is provided in key locations around the school.</p>		
Challenging unauthorised visitors	School staff, Pupils, Visitors & Contractors.	Low	Staff challenge any person onsite that they do not know, and ask them if they have		Low

			<p>signed in at main reception. If they have not, a member of staff will accompany them to do so.</p> <p>Staff are regularly reminded to challenge visitors during meetings and INSET days.</p> <p>Pupils are informed not to allow persons they don't know access into the building by opening doors.</p>		
Unfamiliarity with school procedures	School staff, Pupils, Visitors & Contractors.	Medium	<p>All members of staff (teaching and non-teaching) have been briefed on the school procedures for security and emergencies during induction training and updates. Updates are provided when there is a change to security systems onsite.</p> <p>School security arrangements are communicated with all volunteers, visitors and contractors.</p>	Supply staff should receive a briefing in relation to school procedures and thorough prepared information packs prior to commencing work supplied on day one from the office manager.	Low
Potential for Violence at Work	School staff, Pupils, Visitors & Contractors.	Medium	Refer to school risk assessment for violence at work.		Low
Persons wandering around site during the school day	School staff, Pupils, Visitors & Contractors.	Medium	<p>The schools main reception is located at the front of the building in the Infant school on Bryn Bala Way</p> <p>Signage is in place directing all visitors to main reception.</p> <p>Staff challenge any person onsite that they do not know, and ask them if they have signed in at main reception. If they have not, a member of staff will accompany them to do so.</p>		Low

			<p>Visitors are accompanied to their work locations by a member of staff.</p> <p>CCTV system is in place, covering key locations around the school.</p> <p>All external doors are fitted with Fob locking mechanisms to reduce the likelihood of an unauthorised person accessing the building.</p>		
Arson	School staff, Pupils, Visitors & Contractors.	Medium	<p>Items considered an arson risk are not stored next to school buildings. This includes refuse containers which are sited several meters away from buildings. Bins are regularly checked and secured when not in use.</p> <p>Regular litter picking is undertaken to reduce the amount of combustible material left lying around. Internal waste bins and external playground bins are emptied daily.</p> <p>The external areas of the school site are checks undertaken by the Caretaker</p>		Low
Inadequate Reporting Procedures	School staff, Pupils, Visitors & Contractors.	Medium	<p>All incidents involving breaching of security protocols should be reported to SLT. Investigation into the breaches are carried out, and remedial action is taken where appropriate to prevent reoccurrences.</p> <p>Where there are incidents of verbal or physical assault, school staff are aware they are to report this to Senior Management, who complete a violence at work incident form and send it to the LA. Appropriate action is undertaken by the school e.g. formal warning letters, banning individuals from site etc.</p>		Low

Persons wandering around the school site in hours of darkness	School staff, Pupils, Visitors & Contractors.	Low	<p>The school site is secured by boundary fencing which is checked regularly by the Caretaker. The caretaker is housed on the school premises.</p> <p>Pedestrian gates & boundary fencing are high level, preventing easy unauthorised access.</p> <p>Residents in neighbouring properties are encouraged to be watchful of anything untoward.</p> <p>Intruder alarm systems are present and maintained.</p> <p>Requests are made for suspicious behaviour to be reported to the Police, Fire Service etc. as appropriate in the event of break ins/ arson etc.</p> <p>External lighting is in place in key locations.</p>		Low
<p>Control of Contractors-</p> <p>When allowed onto the site, contractors could access various parts of the site usually secured from the public.</p> <p>Work activities undertaken by contractors may put others at risk.</p>	School staff, Pupils, Visitors & Contractors.	High	<p>Contractors should have prearranged appointments before attending site. They are asked to provide formal identification when they arrive onsite.</p> <p>Contractors are either vetted by the school/ LA. They are required to provide Health and Safety information such as risk assessments and method statements to ensure they are undertaking their work safely.</p> <p>Where possible work that creates a risk to others on the site is done out of hours or during school holidays. Where this is not possible, control measures are put into place such as Heras fencing, barriers etc.</p>		Low

			<p>If a member of staff has concerns over contractor safety or conduct, they inform SLT or Caretaker (where applicable) and the work is stopped.</p> <p>Contractors are required to sign in at reception and be greeted by a member of staff.</p> <p>DBS checks are required for any contractors who are not supervised whilst they work.</p> <p>Contractors are led to their work location by a member of staff and shown the position of the welfare facilities.</p> <p>Contractors working on the fabric of the building are required to sign an asbestos permit to work and if asbestos may be disturbed, the asbestos control team are contacted prior to any works taking place.</p>		
<p>Vehicles onsite-</p> <p>Visitor's vehicles could create a risk to those on site.</p>	<p>School staff, Pupils, Visitors & Contractors.</p>	<p>High</p>	<p>The carpark is separated from areas that pupils frequent.</p> <p>Visitors and staff are not permitted to move their vehicles from 8:30-3:30pm in the junior car park.</p> <p>Council refuse vehicles and kitchen deliveries are supervised by the Caretaker during school hours.</p> <p>Visitors are reminded of site rules by signage.</p> <p>* Refer to school Traffic management plan https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/15013904-a828- </p>		<p>Low</p>

			455f-9273-ea9e72b73fb0/traffic-management.docx.pdf		
Procedures in an emergency	School Staff, Pupils, Visitors & Contractors	Medium	<p>An emergency incident response plan is shared and available on line, outlining all emergency procedures. https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/8e68e8e8-0bd6-4798-9e29-c60de66dee83/emergency-response-plan-st-john-lloyd-rc-primary-school.pdf</p> <p>Visitors are informed if there is a fire drill planned. Unaccompanied visitors are informed of what to do if they discover a fire, where their nearest emergency exits are, the assembly point and who they assemble with.</p> <p>First aid boxes are available throughout the school. Adequate numbers of staff have received training.</p>		Low

