

## 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					
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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		
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High Risk

3

**PART 1: INCIDENCE OF CRIME IN LAST 12 MONTHS**

			<b>Points</b>
<b>1. Trespass</b>			
No cases of trespassers on school grounds	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Trespassers commonly present on school grounds	_____
<b>2. Vandalism</b>			
No offences of vandalism of school buildings/property	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Frequent and costly vandalism of school buildings	_____
<b>3. Theft/burglary</b>			
No cases of theft or burglary	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Frequent theft or burglary	_____
<b>4. Fire</b>			
No arson attacks in the locality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	School in locality has suffered from arson attacks	_____
<b>5. Safety - attacks on staff or pupils</b>			
No attacks or threats reported	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Attacks inside school or in vicinity of school	_____
<b>6. Drug/solvent abuse</b>			
No problems reported	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	School or locality problem concerning drug or solvent abuse	_____
		<b>Sub Total</b>	_____

## PART 2: ENVIRONMENT AND BUILDINGS

**Points**

**1. Incidence of crime in surrounding area**

Locality has a low crime rate	<input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/>	Locality has high crime rate as reported to police	_____
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**2. School overlooked from roads and/or housing**

Grounds overlooked by busy roads or housing	<input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/>	Unobserved grounds	_____
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**3. Boundaries, fences and gates**

Boundaries well defined with fences and gates to grounds preventing all but determined intruders	<input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/>	No fences or gates preventing unauthorised access	_____
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**4. Clearly defined entrances**

Clear entrances with signs directing visitors	<input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/>	No clear entrances or multiple entrances	_____
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**5. Well organised reception area and visitors' control**

Pass system in operation with badges issued to all visitors	<input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/>	No system of recording visitors	_____
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**6. Car Parking**

Car parks well lit and overlooked	<input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/>	No safe place to park, car parks unlit and not overlooked eg surrounded by trees	_____
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**7. Condition and appearance of buildings**

Buildings well kept and in good repair with no graffiti and not vandalised	<input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/>	Buildings badly kept and in state of disrepair, graffiti covered and vandalised	_____
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**8. Detached and temporary buildings**

No detached buildings apart from main block	<input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/> <input style="width: 100%; height: 100%;" type="checkbox"/>	Many detached buildings including temporary classrooms	_____
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**9. Recesses and internal courtyards**

No places for intruders to hide and break in unobserved

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Numerous places for intruders to hide and break in unobserved

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**10. Secure exit doors**

Doors secure against all but most determined intruders

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Fire exit doors easily forced, inadequate locks

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**11. Secure windows and rooflights**

Windows and rooflights protected against burglars

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Windows and rooflights provide easy access

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**12. Valuable equipment that is easily stolen and disposed of**

Few computers, TVs and video cassette recorders

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Many computers, keyboards, faxes, camcorders, etc

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**13. Fire precautions**

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

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

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**14. Community ethos and support for school**

Strong community and parent support for the security eg Active PTA

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Insignificant parent or community involvement

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**15. Out of hours use of schools facilities**

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

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

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**Sub Total**

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## PART 3: SECURITY MEASURES

			<b>Points</b>
<b>1. Schoolwatch scheme</b>			
Efficient system of reporting suspicious incidents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No scheme in operation	_____
<b>2. Pupil involvement</b>			
Pupils diligent in reporting strangers on school premises	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No involvement in security	_____
<b>3. Waste bins</b>			
Waste and recycling bins locked up every night	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Unlocked mobile bins left around school	_____
<b>4. Security lighting</b>			
Lighting of all entrances, footpaths and building façades	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No lighting	_____
<b>5. Surveillance</b>			
Efficient surveillance eg CCTV covering perimeter or security patrols	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No system	_____
<b>6. Intruder Alarms</b>			
System using intruder detectors on all ground floor perimeter and other vulnerable rooms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No system	_____
<b>7. Fire detection system</b>			
Automated and linked to central control room	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No system	_____
<b>8. Property marking</b>			
All valuable property marked and kept in a secure store or secured locally	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No markings on property	_____

**9. Cash handling procedures**

Secure methods in operation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Procedures lacking	_____
		<b>Sub Total</b>	_____

**Security Risk Assessment Score Summary**

Part 1 - Crime	<input type="checkbox"/>	(0-30)
Part 2 - Environment & Buildings	<input type="checkbox"/>	(0-75)
Part 3 - Security Measures	<input type="checkbox"/>	(0-45)
<b>Grand Total</b>	<input type="checkbox"/>	<b>(0-150 points)</b>

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