
	Name of School	Corbets Tey School
	Policy Last Reviewed Date	06/02/2019
	Next Review Date	06/02/2020
	Reviewed by	Governor Name: Julie Lamb Governor Signature: 

School Security Policy and Procedures

1. Policy Statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Corbets Tey School. The school's security procedures will operate within the framework described in this policy.

Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Board will provide staff with enough resources, information and training to implement the security procedures.

The Governing Board will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

2.1. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved:
 - By the health & safety governor monitoring performance on their special interest visits

- Via the Head teacher's reports to governors
 - By all governors observing its implementation when they visit the school.
- Governors will review the school's security policy annually.
 - Governors will delegate the day to day implementation of the policy to the Headteacher.

2.2. Headteacher

The Headteacher will:

- Set up arrangements in school that complies with the security policy agreed by governors.
- Ensure that all staff within the school receives information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

2.3. Staff

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

Security issue Specific Duties	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Board	Agree policy Review every 12 months
Day to day implementation and management of policy.	Headteacher	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Site Manager	Opening and locking gates
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Site Manager	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue badges Confirm Identity Ensure visitors are escorted at all times unless have current DBS check
Control of contractors	Admin staff	Issue badges Confirm Identity Ensure visitors are escorted at all times unless have current DBS check
Security of money etc	Admin staff	Safe used for storing cash overnight No large amounts of cash kept at school Two staff to take cash (over £500) to bank
Security risk assessment	Headteacher	Review annually

2.4. Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1. Information and Communication

- All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.
- All staff induction will include an overview of their role within school security where they will be given a copy of the visitor flowchart (Appendix 1) and this is recorded on the employees induction record.
- These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.
- Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

3.2. Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the physical security of the school and also a risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk (Appendix 2). Corbets Tey School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The main building has only single access entrance via reception desk. Only authorised visitors allowed access via intercom on wall outside.
- All doors to the main building from playgrounds and the main entrance are secured by an ID Swipe entry system and access is restricted by authorised staff and visitors. All playgrounds are secured by combination padlocked gates and fencing.
- The main reception area has access control. Signage directs all visitors to this entrance. The school has entry and exit access control to all doors to the main building via a proximity swipe system.
 - All staff have unlimited access to the school.
 - All classes have 2 access cards to enable pupils to go on controlled and authorised errands/jobs such as taking the registers to the school office
 - Visitors are issued with access cards and are limited to the school day and occasionally limited to certain areas/doors (they have no access to exit from the main reception door as a reminder to return the access cards when they leave).

- Authorised out of school hours visitors are issued with cards which limits their access to only the doors and times that they require for their activities.
- Unauthorised visitors will be challenged by staff.

Security of the Building

- An effective intruder alarm is in operation. This is always set when the school is not in use which is monitored by The Alarm Company.
- Security lights are on whilst the premises is occupied after dark.
- It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.
- The last key holder to leave the premises is responsible for securing the building if they leave after the Site Manager.

Alarm Call-Outs

- If a key holder is contacted as a result of a 'Person Present', they will wait in the outside car park until the police arrive. If necessary, additional key holders should be contacted for support.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and padlocked gates.

- Playground – walled in on all sides by school buildings, boundary walls and security gates.

The following areas are accessible by the public but the risk is controlled with our school's supervision

The access arrangements for the grounds are –

- The school site has only single access automated gate for cars and single access manual gate for pedestrians. Only authorised visitors are allowed access to the school site during the school day (except before 9.30am and after 2.30pm to allow open access to school buses and parents) through these gates via intercom/swipe system at the gate entrances.
- Sports Day – access to field– always under control of staff. Staff would professionally challenge any unfamiliar person.
- Car park – Once in the car park, any access to the school or playgrounds is protected by fencing and padlocked gates. Staff would professionally challenge any person not wearing a school visitor badge.

3.3. Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence. This has fixings that prevent pupil's from opening the gate to exit this area without adult supervision.

3.4. People Management

The school acknowledges the concerns of all parents for the welfare of their pupils and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with pupils, and the Governing Board and the teaching staff take this aspect of the management of the school extremely seriously. The following rules apply to all individuals who come into contact with pupils:

- All staff are fully vetted before joining the school team. This includes the taking up of references and checks with the Disclosure and Barring Service (DBS) on criminal records for any offence.
- A single central register of visitors to the site is maintained by Admin Staff/ Headteacher
- All regular volunteers, visitors and contractors have DBS checks before working unsupervised with pupils or are allowed to be unaccompanied around the school.
- Visitors at the school must wear identification badges to enable the identification of unauthorised visitors by staff and pupils.

3.5. Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property (See Appendix 1 for flowchart of visitor protocol).

Our policy is that –

- All visitors report to the reception desk on arrival.
- All visitors will be asked to show photographic ID.
- All visitors without a current, clear DBS check will be escorted at all times when in the building during the school day where any access to pupils is possible.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

3.6. Supervision of pupils

Arrivals

The school gate is opened at 8.55 a.m. for pupils. Pupils should then wait in the playground until the bell rings Pupils should then go to their respective classrooms. A register shall be taken as the pupils alight from the buses. Pupils who arrive after 9.05 a.m. must report to the School Office.

Supervision on School Grounds

During the school day all pupils are supervised when in the playground. This is by teachers and support staff

Leaving School at the End of the Day

Pupils are either:

- collected by a known adult
- taken home by local authority transport.

All adults arriving to collect pupils must show Photographic ID to confirm their identity and staff should be vigilant in checking this and their legitimate right to be taking a pupil from the school.

Parents must give permission in writing, or verbally if they can be recognised and verified as legitimate, for any other person to collect pupils leaving school during the day. This person must be able to produce photographic ID so that their identity can be verified.

No pupil is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office. The departure and return of pupils is logged by office staff.

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Drop off procedures –taxi-cab drivers inform office of arrival of children they have dropped off.
- Collection procedures – all taxi-cab drivers present security identification to HT or/and office staff.
- Collection procedures – Any parent/carer unknown to staff will be asked to show photo ID and their authority to collect a child will be verified before allowing a child to leave school.

3.7. Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

All After School Clubs – Managed and supervised by existing school staff who have enhanced DBS checks.

Community use – community groups must sign a letting form that states that they have appropriate public liability insurance, child protection, first aid arrangements in place and have received information regarding health and safety, security and emergency procedures. The school can only be locked and unlocked by a member of school staff. Visitors in unauthorised locations will be challenged by staff.

3.8. Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked. However if they have not been DBS checked, they should not have unsupervised access to children and will therefore be escorted on school grounds at all times. All non-DBS contractors will be supervised at all times by school staff while on school premises at times when pupils are on site.

If we have been advised by his/her employer that the contractor has a clear, current DBS check, and we have received this notification in writing on headed paper of the DBS reference number and date of check, they will be able to move around on site unaccompanied.

All contractors will be controlled as follows:

- They will be asked to provide photographic ID to prove their identity.
- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.

- Will only carry out work agreed at the start of the contract and at the times agreed.

3.9. Lone Workers

Please refer to the school Lone Working Policy for any lone working situation. Staff will complete a lone working risk assessment as necessary where there is a security risk due to the need to work alone.

3.10. Physical Security Measures

The governing Board has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk, governors will ensure that physical security measures are installed. Where physical controls are not justified the governing Board will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.11. Trespass and Nuisance

In the first instance, members of the Senior Leadership Team should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary to take pupils back to their classrooms. However in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the police.

3.12. Serious Incidents or Threats

In the event of any serious incident staff should:

1. Stay calm.
2. Minimise the risk to yourself, the pupils or others
3. Seek help as soon as possible
4. The general policy is:
 - a. The welfare, security and protection of the pupils, staff and visitors will take precedence over any other action required to contain the situation.
 - b. The headteacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.

After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing board. If required an emergency meeting will be held by the governing board to review, make recommendations and take appropriate action. Statutory bodies such as the Police, local authority, etc. will be informed and consulted as required. The school will seek to follow best practice guidelines in its response and handling of threats and incidents.

Offensive Weapons

The Headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the head teacher's decision will be considered by the governing Board.

3.13. Theft and Burglary

Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils. The school takes an active stance on this with items of high value "security marked" and the banking of all monies such that large sums are not left on the school premises. Valuables left on school premises are stored in a locked cabinet.

Suitable locks are used on doors and windows. The school actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated. Mobile phones should be given in each morning to the class staff and stored in a safe place. The school will not take responsibility for loss or damage to phones.

3.14. Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Main gate – The entrance gates are fixed open by the caretaker before 8.00am and closed again after the school buses have left the school site at approx 9.30am. At the end of the day, the entrance gates are fixed open from 2.45pm until the school buses leave the school site at 3.30pm. During after-school use, authorised club organisers (i.e. Cridders swim school staff) will fix open the gates at approximately 4.30pm and close the gates at approx 7pm as they leave the school. They remain closed all night and at weekend with the electronic entry system in place.

Internal pedestrian gates – Unlocked by staff with combinations to padlocks.

Main Building – electronic entry system

3.15. CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage informs people of this.

3.16. Cash Handling

We avoid keeping cash on the premises wherever possible. Safes are used and kept locked. Staff avoid handling cash in visible areas, any money requiring banking is done at irregular times, particularly where substantial sums are involved.

3.17. Valuable equipment

All items above the value of £250 (or desirable items) will be recorded in the school asset register.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

3.18. Security of Equipment

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times. The school has marked valuable pieces of equipment. Staff are permitted to take some mobile equipment out of the building but they must complete an authorisation form signed and authorised by an appropriate member of the senior management team.

3.19. Computer Data Security

It is important that computer data used in administration is secured, as far as is practical and reasonable, from accidental or malicious damage or loss. To this end:

1. Computers used in the school will be equipped with up-to-date anti-virus software.
2. Frequent backups will be taken of important data, to minimise the time needed to return to normal, and stored off site.

3.20. Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

3.21. Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinets in classes.

Medication Parental Agreement forms must be completed before the administration of medication. Arrangements for the administration of medicines are detailed in the school's Administration and Storage of Medication Policy.

3.22. Curriculum Activities

Pupils will be made aware of security issues according to the level of their understanding. Where appropriate, they will be:

- Encouraged to be security conscious e.g. never open external doors to adults other than staff.
- Encouraged not to approach any adult they don't know but to tell a safe adult.
- Taught how to take care of themselves and others.

The school takes advantage of any opportunity to heighten pupils awareness. Children will be listened to and their fears and concerns respected.

3.23. Procedures to deal with a Potential Threat

If there is a need to evacuate the pupils from the playground due to a potential threat, the following action will be undertaken:

- The lead teacher should alert the office of an unsafe situation.
- The office will inform the Staffroom and Headteacher
- The playground bell should be rung.

Staff on duty should then move pupils away from the possible threat via the safest route possible.

- Playground staff should ensure all doors are locked behind them as they enter school.
- Upon receiving the news of a potential threat all staff should return to the classroom, without putting themselves in danger, supporting the staff on the playground duty
- All external classroom doors must be locked. If a class has internal blinds, these should be closed.
- Office staff will alert all senior staff.
- The relevant emergency services will be called by the office staff.
- At no time should pupils be allowed to leave their classroom without an adult being present. pupils may need support and may need to talk about what they have seen.
- Staff should be offered support if they are affected by the events.
- Parents will be informed

4. Risk Assessment

A security risk assessment will be completed annually by the Headteacher. The findings will be used in the review of this security policy.

The risk assessment will use the format in the School Health & Safety Policy.

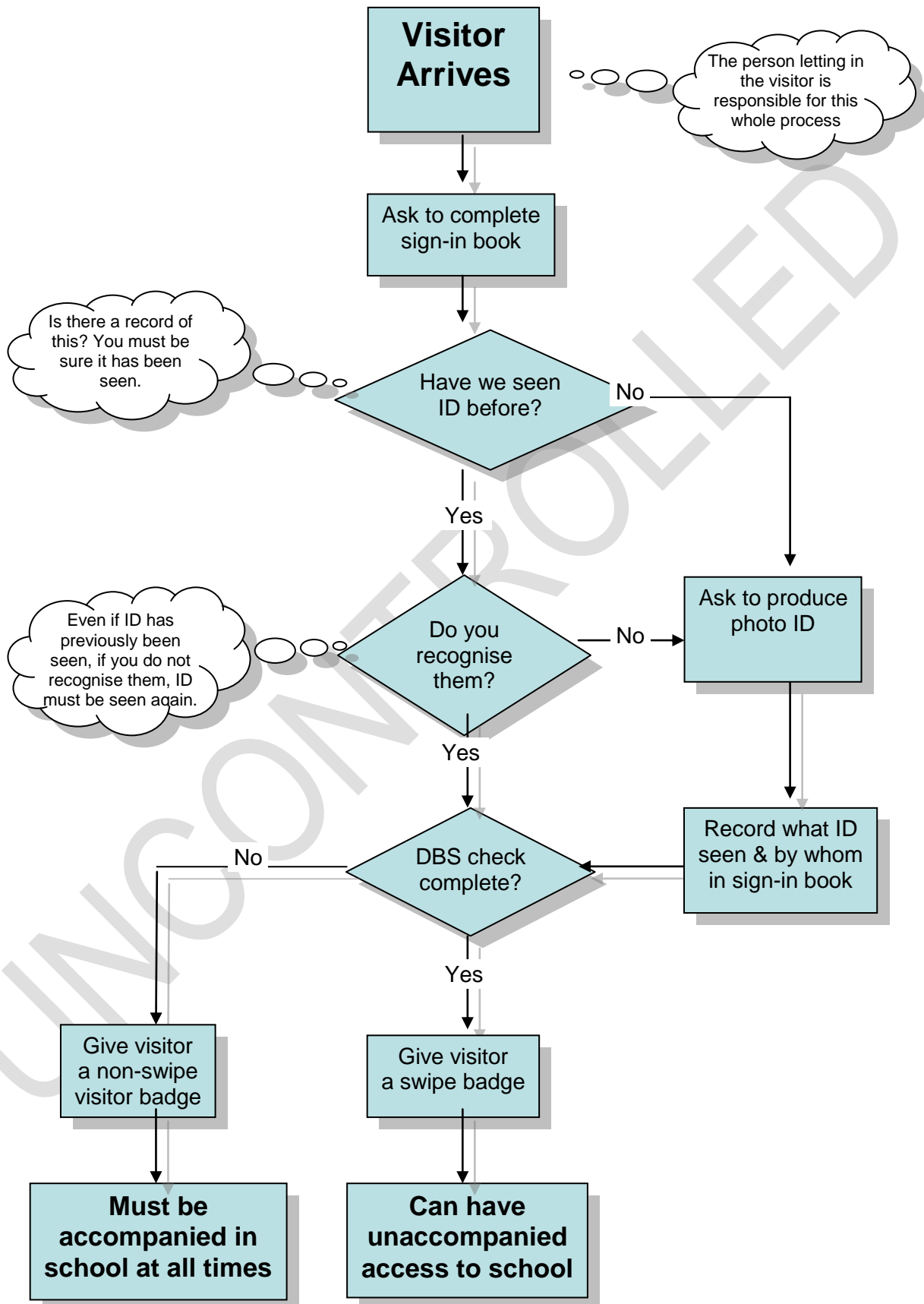
5. Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Leadership and Management Sub-Committee.

Governors will monitor performance via the Headteacher termly report to governors and when visiting school.

This policy will be reviewed annually by the Governing Board.

School Visitor Protocol



RISK ASSESSMENT FORM

Original Assessment By:	KAREN HOFFMAN/ DAVID HAWKES	Date:	July 2016	Activity/Task:	SCHOOL/SECURITY/PERSONAL
Reviewed by:	SC	Date:	July 2016	School Name:	CORBETS TEY SCHOOL
Reviewed by:	KH, DH, GG & EA	Date:	March 2018	Department/Phase:	
Reviewed by:		Date:		Directorate:	CHILDREN & LEARNING
Reviewed by:		Date:		Headteacher:	EMMA ALLEN
Reviewed by:		Date:			
Reviewed by:		Date:			
Reviewed by:		Date:			

Activity/ Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by who & when	Implemented Y/N
FIRE	Staff, pupils and visitors. Burn, smoke, inhalation, injury from structural damage. Impeded evacuation	Fire Risk Assessment in place – accessed via the T drive. We have a zoned B.S. Fire alarm, with integrated smoke and heat detection. Regular fire drills. Servicing contracts in place for fire alarm and portable firefighting equipment. Periodic Fire Brigade inspections.	Likelihood: Very unlikely Consequence: Catastrophic Risk Level: Adequate		Likelihood: Consequence: Risk Level:		

	due to 'locked gates and doors'.	Periodic Zurich Insurance Co building inspection. Any member of staff who carries out 'locking up' must ensure that there are adequate exits made available in the case of an emergency.					
AUTHORISED VISITORS	Staff, pupils and visitors. Inadequate checks carried out. Un-authorized contact with pupils. Additional people to evacuate and account for in the case of a fire or other emergency.	<p>It is the responsibility of staff to not allow people to freely access the school if they do not know their DBS status and to challenge people on site who are not known to them. This is regularly communicated to staff in staff bulletins, staff meetings and emails.</p> <p>Staff to follow flow chart on 'Visitor Protocols'. We have visitors signing in/out incorporating section on ID checks. DBS checks in place- see SCR. Visitor 'code of conduct' information on display at Reception. Staff photo ID badges. Visitor ID Cards with red/green lanyard indicating status of a visitor with regard to their DBS check status</p> <ul style="list-style-type: none"> • Green lanyard = DBS check seen/verified and can move around school unaccompanied • Red lanyard = not DBS checked seen/verified and must be accompanied at all times in 	<p>Likelihood: Likely</p> <p>Consequence: Major</p> <p>Risk Level: Tolerable</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		

		school					
INTRUDER/ UNAUTHORISED ACCESS	Staff, pupils, visitors and unauthorized persons. Physical violence, verbal abuse, abduction, personal injury.	Automated entry and exit gates with intercom linked to school offices. Automated entry and exit doors to school reception, with intercom link to school reception/offices. Swipe card door/gate access throughout the school. Telephone system incorporates tannoy facility – accessed by 500 on phone keypad. Limited CCTV coverage. Periodic gate/fence inspections. It is the responsibility of staff to not allow people to freely access the school if they do not know their DBS status and to challenge people on site who are not known to them. This is regularly communicated to staff in staff bulletins, staff meetings and emails.	Likelihood: Very unlikely Consequence: Moderate Risk Level: Acceptable		Likelihood: Consequence: Risk Level:		
		Class registers	Likelihood:		Likelihood:		

ABSCONDING CHILD	Pupils. Abduction/lost. Road traffic accident. Distress	Follow up procedure for pupils who are absent are in place. Appropriate staff to pupil supervision levels Swipe card access control Periodic gate and fence inspections Internal classroom door handles have a 'high level' handle in addition to existing handle for added security, where deemed necessary by staff.	Very unlikely Consequence: Moderate Risk Level: Acceptable		Consequence: Risk Level:		
CHILD ABDUCTION	Pupils, Staff and visitors. Physical violence Verbal Abuse Emotional distress	Level one Child Protection/Safeguarding carried out for all staff. Designated SMT hold Child Protection Level 1, 2 and 3. A safety plan is in place for 'specific' children who could be at 'risk' – this could incorporate the use of a password which is given to staff to use for unidentified and not known to us persons who may be collecting children. Children being collected by taxi – driver's to produce relevant ID. Clubs have procedures in place for the safe collection and signing in/out of pupils.	Likelihood: Very unlikely Consequence: Major Risk Level: Acceptable		Likelihood: Consequence: Risk Level:		
DAY TO DAY MOVEMENT	Pupils, Staff and visitors	Classes are issued with 'class swipe card' for pupils travelling around	Likelihood: Very unlikely		Likelihood:		

AROUND SCHOOL/ GROUNDS		<p>school. Pupils/staff levels to suit needs/activity being undertaken. Automated entry and exit gates. Access to field is controlled by combination padlock gates. Swipe card door/gate access throughout the school. Telephone system incorporates tannoy facility – accessed by 500 on phone keypad. Limited CCTV coverage. Staff photo ID badges. Visitor ID Cards with red/green lanyard indicating status of a visitor with regard to their DBS check status</p> <ul style="list-style-type: none"> • Green lanyard = DBS check seen/verified and can move around school unaccompanied • Red lanyard = not DBS check seen/verified and must be accompanied at all times in school <p>Periodic gate/fence inspections.</p>	<p>Consequence: Minor</p> <p>Risk Level: Acceptable</p>		<p>Consequence:</p> <p>Risk Level:</p>		
LONE WORKING	<p>Staff, contractors, Personal injury, verbal/ Physical abuse.</p>	<p>Lone working risk assessment – accessed via the T drive. Checking in and out system is in place for staff Lone Working via text or phone call. Automated entry and exit gates with intercom linked to school offices.</p>	<p>Likelihood: Unlikely</p> <p>Consequence: Minor</p> <p>Risk Level:</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		

		<p>Automated entry and exit doors to school reception, with intercom link to school reception/offices. Staff photo ID badges. Visitor 'code of conduct' information on display at Reception. Staff to follow flow chart on 'Visitor Protocols'. We have visitors signing in/out incorporating section on ID checks. DBS checks in place- see SCR. Swipe card door/gate access throughout the school. Limited CCTV coverage. Periodic gate/fence inspections.</p>	Acceptable			
OUT OF WORKING HOURS	<p>Staff, contractors, Governors and Lettees. Lone working Confrontation with Intruder. Personal injury. Out of hours can constitute working in</p>	<p>Checking in and out system is in place for staff via text or phone call. Lone working risk assessment – accessed via the T drive Intruder alarm, linked to remote monitoring centre. Building covered by 'out of hours' security company. Exterior lighting to building perimeter. LBH support for 'out of hours' services. – OUT OF HOURS - CONTROL CENTRE TELEPHONE NUMBER 01708 433999</p>	<p>Likelihood: Consequence: Risk Level:</p>		<p>Likelihood: Consequence: Risk Level:</p>	

	hours of darkness.	Lettee Induction carried out by Site Manager					
PHYSICAL/ VERBAL ABUSE OF STAFF	Staff. Physical injury/stress / anxiety	School operates a zero tolerance regarding verbal/physical aggression to staff. Staff are encouraged to report any incidents to SMT. Visitors are reminded of their expected conduct – see ‘Code of Conduct’ statement- displayed in Reception. Health Assured EAP Support programme exists for any member of staff who has feelings of distress or anxiety. Stress risk assessment in place – accessed via theT drive. LBH workshop on stress management.	Likelihood: Very unlikely Consequence: Major Risk Level: Acceptable		Likelihood: Consequence: Risk Level:		
PRODUCTIONS/ ASSEMBLIES/ LARGE INFLUX OF VISITORS	Staff, visitor’s, pupils, Fire Vehicles on Site Child Protection Child Abduction/ Absconding	Risk assessment covering general Productions – accessed via the T drive. One off events are covered by their own specific risk assessment. Staff allocated to parking and movement around school. Vehicles on site risk assessment – accessed via theT drive	Likelihood: Very unlikely Consequence: Minor Risk Level: Acceptable.		Likelihood: Consequence: Risk Level:		

Date			
Who: Headteacher	When: March 2018	Is a safe system of work in place Review date: <i>If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.</i>	YES
Who: Communicated to all staff and located on the T drive.	When: March 2018		March 2019
Who:	When:		
Who:	When:		

Signed (Deputy Headteacher/Business Manager)	Date	Signed (Headteacher)	Date

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE

Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
Insignificant	1	1	2	3	4	5	
		1	2	3	4	5	
		Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
		LIKELIHOOD					



UNCONTROLLED