

Premises Security Checklist (Schools)

School: _____

Conducted By: _____

Position: _____

Date: _____

Review Date _____

There are two sections to this document, Sections A and B.

Section A is a checklist to help identify areas of potential security risks. You can add to the list to make it more specific to your site.

Aim to answer all questions within this section. There are three options: Yes, No and N/A with a space to add your comments.

Ideally 'yes' responses should be periodically reviewed to make sure security measures remain appropriate and relevant.

'No' and 'N/A' responses should be investigated further either to be addressed or to satisfy yourself that this is the appropriate and required response.

Section B consists of a set of Yes/No questions to help identify the nature of security issues that may be affecting you.

It also gives you an opportunity to indicate any specific concerns you have that you would like advice upon.

General advice and guidance notes on managing security are available on Clusterweb – Risk Management & Insurance.

SECTION A

Ref No	Premises security checklist	Yes	No	N/A	Comment
1	CONTROLLING ACCESS TO & SECURITY OF THE SITE				
1.1	Do you have good visibility of your key site entrances/exits from the School Office?				
1.2	Is landscaping well managed so that there are no overgrown shrubs/bushes providing hiding places or reducing natural surveillance?				
1.3	Are signs of graffiti and vandalism quickly dealt with?				
1.4	Do you have security fencing around the perimeter of the site?				
1.5	If so, are gates the same height as the security fencing?				
1.6	Are all gates locked at the end of the day?				
1.7	Are entrances controlled during the day i.e. secondary gates only open at the start and end of the school day?				
1.8	Is your site monitored by CCTV?				
1.9	Do you have CCTV coverage of key areas?				
1.10	Can any of the cameras pan, tilt or zoom?				
1.11	If 'yes' is the system registered under the Data Protection Act 1998?				
1.11	Do you have fully functioning security lighting?				
1.12	Is the site well lit during periods of darkness and when unoccupied?				
1.13	Is external lighting provided covering main entrances?				
1.14	Are on-site car parks and pedestrian routes to such covered by CCTV and/or good lighting?				
1.15	Do you have good signage directing visitors to Reception etc?				
1.16	Is maximum benefit made of any natural surveillance provided by nearby roads and housing?				
2	SECURITY OF BUILDINGS				
2.1	Do you have established procedures for opening and closing premises?				
2.2	Are access points into buildings kept to a minimum?				
2.3	Are there good quality locks on all ground floor doors and windows?				
2.4	Are there good quality locks on accessible doors and windows above ground level?				

Ref No	Premises security checklist	Yes	No	N/A	Comment
2.5	Are all security locks, catches, bolts etc periodically inspected?				
2.6	Do you have accessible skylights?				
2.7	Are skylights adequately secured or protected via internal grills?				
2.8	Where access can be gained to skylights, have steps been taken to restrict this?				
2.9	Are external doors connected to an intruder alarm system?				
2.10	Are staff encouraged to ensure doors and windows are closed and locked at the end of the day?				
2.11	Where buildings are used outside of normal school hours, are security arrangements reviewed?				
2.12	Is there a formal system for controlling the issue of keys, security cards etc to staff?				
2.13	Are keys to rooms & buildings etc kept secure?				
3	MOBILE UNITS				
3.1	Are there any mobile units or remotely located blocks on the site?				
3.2	Are units alarmed or linked to the main intruder alarm system?				
3.3	Are units linked to the main fire alarm system?				
3.4	Do you remove valuable items from units into the main building in the evenings / weekends / holidays?				
3.5	Are units skirted to prevent the accumulation of rubbish?				
4	LETTINGS				
4.1	If premises are let are proper security controls in place?				
4.2	Do you use zoning of your intruder alarm system to prevent unauthorised movement around the building?				
5	VISITOR CONTROL				
5.1	Do you have good signage to direct visitors to Main Reception?				
5.2	Do you have a form of controlled entrance into the school e.g. buzzer/intercom system?				
5.3	Are all visitors required to sign in?				
5.4	Do visitors wear visible identification badges issued by the school?				
5.5	Are visitors accompanied at all times when on your premises?				
5.6	Do you ensure all visitors sign out when they leave?				

Ref No	Premises security checklist	Yes	No	N/A	Comment
5.7	Do you have a procedure for monitoring activities of contractors whilst on site?				
6	ALARM SYSTEMS				
6.1	Do you have a remotely monitored intruder alarm system?				
6.2	Is the intruder alarm system protected by BT Redcare or similar?				
6.3	Are all main areas included in the alarm coverage i.e. ground floor rooms, corridors, staircases and key areas on other levels?				
6.4	Is the intruder alarm system fully operational and annually serviced?				
6.5	Can the intruder alarm system be zoned?				
6.6	Do you have a Police response in place?				
6.7	If Police response has been withdrawn are you planning to re-instate this?				
6.8	Do you have a fire alarm system?				
6.9	Is the fire alarm system fully operational and annually serviced?				
6.10	Is the fire alarm system remotely monitored?				
6.11	Is the fire alarm system protected by BT Redcare or similar?				
6.12	Do you have smoke / heat detectors?				
7	FIRE HAZARDS				
7.1	Do you have fire extinguishers?				
7.2	Are these routinely inspected and maintained?				
7.3	Do you have staff trained in how to use fire extinguishers?				
7.4	Are electrical rooms clear of clutter and combustible materials?				
7.5	Are boiler rooms clear of clutter and combustible materials?				
7.6	Are cleaning fluids and other flammable chemicals stored separately and safely?				
7.7	Are external bins located and secured away from main buildings?				
7.8	Is there good housekeeping and a system for waste control/removal?				
7.10	If you have no smoking restrictions are these imposed?				
7.11	Have you carried out a fire risk assessment in the past 12 months?				
7.12	Are all electrical appliances regularly PAT tested?				
7.13	Do you carry out regular fire drills?				

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8	PROPERTY SECURITY				
8.1	CASH				
8.1.1	Do you keep cash on premises?				
8.1.2	Do you have procedures for the safe and secure storage of cash?				
8.1.3	Are there safe and secure procedures for transporting cash off the premises or for arranging collection?				
8.1.4	Are keys to safes kept secure?				
8.2	EQUIPMENT				
8.2.1	Do you maintain an asset register for identification of IT, high value or high theft items?				
8.2.2	Are all such items visibly security marked, secured (e.g. cable locks, decibel alarms, security cabinets) or kept within the range of PIR sensors?				
8.2.3	Are measures taken to remove valuable items to secure areas during weekends or long vacations?				
9	SECURITY DURING WORKING HOURS				
9.1	Are members of the public (parents / visitors /deliveries etc) prevented from accessing unauthorised areas?				
9.2	Have risk assessments been carried out for the safety of staff in contact with the public?				
9.3	Do staff have means to alert other staff or have access to a panic alarm to call for assistance if required?				
9.4	Have arrangements been made for the personal safety of staff working in isolated areas?				
10	SECURITY OUTSIDE WORKING HOURS				
10.1	Are any special arrangements made for security/surveillance during vulnerable times such as holidays and weekends?				
10.2	Are there appropriate arrangements for out of hours response? i.e. is an up to date list of key-holders lodged with an alarm company, Police etc?				
11	RISK ASSESSMENTS				
11.1	Are security risk assessments performed jointly with other users and occupiers of the premises?				
11.2	Are risk assessments reviewed after any breaches in security or any activity				

Ref No	Premises security checklist	Yes	No	N/A	Comment
	which might impact upon security?				
12	GENERAL				
12.1	Are there clear procedures for reporting and recording incidents/security risks and are these investigated?				
12.2	Is security guidance readily available to staff?				
12.3	Are new staff advised about security procedures as part of their induction?				

SECTION B

1	INCIDENT HISTORY (in previous 12 months)	YES	NO	ADDITIONAL INFORMATION i.e. severity of problem
	Vandalism			
	Trespassers – general			
	Trespassers - gaining access to roof			
	Actual or attempted break ins			
	Graffiti			
	Theft			
	Fires - deliberate or accidental			
	Do you report incidents to the Police?			
	Have the Police given or are in the process of providing security advice?			

If you have any specific problems or concerns that you would like KCC Risk & Insurance to advise upon please provide details below:

