

Appendix 4

Security Risk Assessment Checklist

Physical Security	Yes	No	Action by Management
Are shrubs and trees around the building trimmed and under control to ensure trespassers on school grounds can be viewed from neighbouring property?			
Is there good natural surveillance of the premises?			
Is the security fencing:- 1. Adequate? 2. In good condition? 3. Regularly checked?			
Is the fabric of the building in good condition?			
Are low level roofs:- (a) Secured against access? (b) Is downpipe security adequate? (c) Do they give easy access to upper floor areas?			
Are concealed areas e.g. courtyards, yards, recessed doorways etc. secured against access?			
Are external doors:- (a) In good condition? (b) Locked at night by a good quality lock? (c) Are vulnerable doors suitably strengthened or otherwise protected? (d) Other than visitor entrance doors, secured against unauthorised access during the day?			
Are windows:- (a) In good condition? (b) Secured at night? (c) Kept locked where vulnerable?			
Are skylights, rooflights or upper floor windows which are vulnerable from lower roofs etc:- (a) In good condition? (b) Secure? (c) Locked at night?			

Electronic Security	Yes	No	Action by Management
<p>Is an intruder alarm installed, if so:-</p> <ul style="list-style-type: none"> (a) Does it provide full coverage throughout all areas of the building? (b) Does it have a link to a central alarm station? (c) Are the telephone lines providing the link located underground? (d) Is the telephone line providing the link continually monitored? (f) Is there a maintenance contract in force? 			
<p>Security lighting:-</p> <ul style="list-style-type: none"> (a) Adequate? (b) Has the effectiveness of it been assessed? 			
<p>Are close circuit television cameras in operation?</p> <ul style="list-style-type: none"> (a) Do they cover all areas? (b) Is there a secure recording facility? (c) Are the day time images clear? (d) Are the night time images clear or is additional lighting required? (e) Are images sent to a remote monitoring facility out of hours? 			
<p>Access Control</p> <ul style="list-style-type: none"> (a) Do you have an access control system (b) Is it adequate? (c) Are precautions taken to ensure no tailgating of unauthorised persons at access controlled doors? (d) Are visitors directed to a reception area? 			

Management	Yes	No	Action by Management
Are attractive contents:- (a) Kept in secure areas with alarm protection? (b) Secured to desks, in the case of computers? (c) Security marked.			
Is there a procedure to control the use of keys and a record kept of who has which keys?			
Cash:- (a) Is there a cash control procedure? (b) Is there a safe in use? (c) Are safe keys removed from premises at night?			
Are the premises/grounds patrolled regularly?			
Do you have:- (a) 24 hour guards? (b) Security patrols outside normal hours? (c) Resident caretaker?			
Are refuse and recycling containers kept in a secure compound or alternatively secured by a padlock and chain to a post sited no less than eight metres from the building to prevent them being moved against the building?			
Are flammable liquids secured so that intruders can't use them?			