

# Assessment of risk

## SECURITY

Assessment undertaken (date) \_\_\_\_\_  
 Signed \_\_\_\_\_  
 Assessment Review \_\_\_\_\_

Hazard	Who might be harmed?	Existing controls	Further action necessary
<p>Unauthorised access to the inside of the building</p>	<p>Staff and residents.</p>	<p>Security operating procedures are in place which are detailed to visiting staff in a briefing on their first day of their course. These involve:</p> <ul style="list-style-type: none"> <li>• Door locking</li> <li>• Window closing</li> <li>• Dealing with callers</li> <li>• Dealing with concerns about intruders.</li> </ul> <p>All doors are kept locked as much as is possible consistent with the need for people to go about their business. Gates are closed at night.</p>	<p><u>Ongoing</u>                      Constant vigilance to ensure staff and residents comply with the security system and report concerns.</p> <p><u>Explore</u>                      Can better signage be fixed to a listed building to better indicate main entrance. If not seek alternatives e.g. playground marking.</p>
<p>As above on split week changeover.</p>	<p>Staff and residents</p>	<p>Awareness of need to actively manage higher risk on split week changeovers when more outside doors are in operation. Doors locked over lunch period.</p>	
<p>Unauthorised callers.</p>	<p>Staff and residents.</p>	<p>An authorisation of visitors operating procedure is in place which is detailed to residents on their first day.</p> <p>This involves the signing in of visitors and the issuing of security badges to visitors during office hours, by centre staff.</p>	<p>Constant vigilance</p>

<b>Hazard</b>	<b>Who might be harmed?</b>	<b>Existing controls</b>	<b>Further action necessary</b>
Fear by young children of intruders at night.		<p>Only residents visitors should be admitted by school staff out of office house, as advised on first day of course.</p> <p>A visitors expected list, is displayed in the front entrance hall.</p> <p>Explain security systems to them consistent with age. Explain about drawing curtains at night when lights are on.</p>	Ongoing review of visiting staff 'locking up' sheets to reflect procedures.