

**RISK ASSESSMENT RECORD FORM  
HAZEL GROVE HIGH SCHOOL**

**1. Situation**

Assessment of security at front of school

**2. Hazards**

**Worst likely injury? *Serious/medium/minor***

Intruder(s) in school compromising health + safety of students and staff

**3. Person/types of person at risk**

Everyone – staff, students and visitors

**4. Existing precautions which avoid/risk**

- External doors visible from the main road are fitted with magnetic fob locks (one door connected to Youth centre is fitted with a digi lock)
- Doors are programmed to open for the minimum amount of time to allow access to school buildings at the change over of lessons
- Additional doors at the back have recently been fitted with magnetic fob locks
- CCTV camera signs are highlighted on the school entrance
- The main entrances to West and East are not locked between lessons but covered by cctv cameras.
- Cameras pan the perimeter of the school
- Additional staff have been trained in use of the cameras
- Staff and visitors are all identified by a badge.
- All staff are trained to be vigilant and escort anyone not identified by a badge to Main Reception
- Breaks and lunchtime are supervised by staff and front gates included in regular patrols
- Front gate duty now includes lunchtime by senior staff and end of the day by site team
- Lockdown procedures are in place and staff receiving training

**5. Overall assessment of risk, including any further precautions and/or action required, by whom and when**

The existing precautions are reasonable but cannot guarantee to prevent intruder incidents. No further precautions have been identified except to consider restricted opening for the Art, Science and Tech. blocks. Additional electronic locks will be phased in over the next 12 months

**Date** November 2011

**Name of assessor(s) and position(s)** Anne Marley, Curriculum Director.