

School Building Security Checklist

Many students will be counting down the days for the school doors to close for the holidays – but how prepared is your school?

It is important that you have in place suitable security arrangements for the closure, or partial closure, over the holidays. Historically, these periods have seen losses in terms of thefts, vandalism and arson attacks, which commonly are crimes of opportunity rather than planned events. This is particularly the case just before the school closes, in the first week of the holiday period, and similarly at the end of the holiday period.

The following checklist, developed by our insurers, is intended to help you identify actions that you may need to take in the lead up to the holidays:

Maintenance checks

- External lighting is operational
- Fire alarm is operational and any faults reported/rectified
- Security alarm is working correctly and activated whenever the building is secured (zoned if necessary)
- Missing/dislodged ceiling tiles are replaced
- Windows are intact and any broken windows repaired/boarded up
- Any damaged cladding/tile hanging is repaired/boarded over
- Do roof tiles/slates/flashing/skylights appear in good condition (visible check from ground)?
- Fencing intact and effective – gates locked – look for signs of access
- Pipes and water tanks are well lagged, especially in roof spaces
- Check for leaks, drips and overflows
- Heating system thermostats set to 10°C to maintain ambient temperature to prevent water pipes freezing
- Arrangements to ensure there is an adequate response to alarm activations if nominated key holders are unavailable, e.g. away on holiday
- Weekly inspections of the site by a member of staff to check for any signs of intrusion or damage

Protecting contents

- Valuable equipment is secured and out of view
- Deliveries are stored in an appropriate place out of sight

Fire and arson risk

- Flammable materials are locked away
- Rubbish is removed from the building and secured away from the building
- All internal doors are kept shut to prevent fire spread

Locking-up

- Windows are locked shut – any grilles locked shut
- External doors are adequately locked/secured by the last person to leave the building
- Only nominated staff lock-up premises
- Intruder alarm activated
- CCTV activated (if applicable)
- Check no intruders are hiding in the building prior to lock-up

On site construction work (if applicable)

- Minimise entry points for contractors
- Contractors' skips/materials are secured away from buildings
- Permit to work/hot work permit procedures are adhered to
- Minimise entry points for contractors

For further information please contact Risk and Insurance Services on 023 8083 2835 or at insurance@southampton.gov.uk