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| **Critical/Emergency Incident Planning**  **Self-Assessment Audit**  **and**  **Security Checklist** |

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| **ESTABLISHMENT** | |
| **Name** |  |
| **Address** |  |

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| **PERSON COMPLETING SELF ASSESSMENT AUDIT AND SECURITY CHECKLIST** | |
| **Name** |  |
| **Designation** |  |
| **Relationship to Establishment** |  |

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| **PART ONE** | | |
| **CRITICAL INCIDENT AND/OR EMERGENCY PROCEDURES IN PLACE** | | |
| 01 | Does your establishment have adocumented Critical Incident/Emergency Plan in place? | Yes/No |
|  | If so:-   * Do they contain contacts for key stakeholders (for example - Local Authority, staff, governors, parents/carers, emergency services, media) or reference to where these can be found? * Does it identify an Emergency Management Team (for example - who takes control during an emergency)? * Does it identify a system to of logging (recording dates, times, actions, decisions and rationale)? * Are plansregularly reviewed (at least every 12 months) plus following activation and/or implementation? * Have these plans been tested/exercised in the last 12 months? | Yes/No |
| 02 | Does your establishment havedocumented Business Continuity arrangements in place? | Yes/No |
|  | If so:-   * Do these arrangements identify critical activities? * Do these arrangements identify contingency arrangements? * Are these arrangements reviewed (at least every 12 months) plus following activation and/or implementation? * Have these arrangements been tested/exercised in the last 12 months? | Yes/No |
| 03 | Does your establishment have specific documented Evacuation arrangements in place? | Yes/No |
|  | If so:-   * Do these arrangements include on-site evacuation point(s)? * Do these arrangements include off-site evacuation point(s)? * Do these arrangements include activation where the fire alarm cannot be sounded? * Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations? * Are these arrangements regularly tested/exercised (at least 2/3 times per annum)? | Yes/No |
| 04 | Does your establishment have specific documented Bomb Threat and Suspicious Package procedures in place? | Yes/No |
|  | If so:-   * Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations?? * Have these arrangements been tested/exercised in the last 12 months? | Yes/No |

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| 05 | Does your establishment have specific documented Invacuation (aka Shelter-in-Situ) arrangements in place and do these incorporate lockdown? | | Yes/No |
|  | If so:-   * Do these arrangements include designated safety zones/lockdown rooms? * Do these arrangements include details of the signals for activation (invacuation and lockdown) and all clear? * Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations? * Are these arrangements regularly tested/exercised (at least 2/3 times per annum)? | | Yes/No |
| 06 | Does your establishment have communication methods in place to support the above plans/arrangement? | | Yes/No |
|  | If so:-   * Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations? * Have these arrangements been tested/exercised in the last 12 months? | | Yes/No |
| 07 | Does your establishment have a Grab Bag(s)to support the activation of the above plans/arrangements? | | Yes/No |
|  | If so:-   * Are the contents regularly checked? And appropriate items charged (e.g. mobile phones)? * Are the contents checked following use? | | Yes/No |
| 08 | Have all appropriate key stakeholders (for example – staff/pupils/students/service users/contractors) received training (or been provided with appropriate information) to support the activation of the above plans/arrangements, including their roles and responsibilites?  and  Does your establishment proactively ensure compliance by all appropriate key stakeholders with regards to all the above plans/arrangements? | | Yes/No |
|  | If so:-   * Do all new key stakeholders receive training/information? * Is this training/information regularly reviewed including following activation/implementations of any of the above plans/arrangements? * Is refresher training undertaken regularly (at least every 2 years)? | | Yes/No |
| 09 | Does your establishment have plans/arrangements for dealing with ‘Aggressive Behaviour’ and ‘Search, screening and confiscation’? | | Yes/No |
|  | If so:-   * Are all establishment users aware of prohibited items? * Are pupils/students aware of the arrangements to stop and search? * Are all staff trained? | | Yes/No |
| **ACTION**  If you have answered **NO** to any of the questions above you should develop and/or review your plans/arrangements.Where you require assistance with undertaking this you should contact your Local Authority Emergency Planning Team and/or Local Authority Health and Safety Team who will advise and support you through the provision of training, information, templates and practical support. | | | |
| **PART TWO** | | | |
| **ESTABLISHMENT SECURITY** | | | |
| 10 | Is your establishment appropriately secure (perimeter and grounds)?  Consider:-   * Perimeter fencing. * Pedestrian access. * Vehicle access. * Public rights of way across school grounds, how are these managed? * Supervision of pupils/students/service users/visitors within the grounds and off-site? * Is proactively monitored CCTV installed? | Yes/No | |
| 11 | Is your establishment appropriately secure (access to buildings and internally)?  Consider:-   * Do all staff and visitors sign in and out? * Do all staff and visitors show identification? * Do all visitors receive a badge identifying them as a visitor? * Do all staff wear a badge identifying them as staff? * Do all establishment users (for example - pupils/students) wear identification? * Are people that are not wearing identification routinely challenged by staff? * Is there access between public and ‘restricted’ areas? * Use of key/fob/coded access etc – who uses, how are these monitored, is a register maintained? * Location of break glass fire alarm points – are any located in public areas? * Is an intruder alarm installed? Is it linked directly to a security company or the police? | Yes/No | |
| 12 | Is site security considered in your establishments risk assessments? | Yes/No | |
| **ACTION**  If you have answered **NO** to any of the questions above you should develop and/or review your arrangements.Where you require assistance with undertaking this you should contact your Local Authority Emergency Planning Team, Local Authority Health and Safety Team, Police Community Support Officer, Police Crime Reduction Officer and/or a private security organisation. | | | |