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E3 CUBE

Design & Access Statement

Safeguarding Works

Heckmondwike Grammar School

High Street,
Heckmondwike,
West Yorkshire
WF16 0AH

NIL SINE LABORE

September 2024

CONTENTS

1.0 Introduction

This Planning, Design and Access Statement has been prepared on behalf of The Heckmondwike Grammar School to accompany a Full Planning application for Safeguarding Works following a safeguarding audit completed at the school which raised serious concerns over the safety and welfare of the pupils. A copy of the report is attached as Appendix A.

The elements of works included in this project are: -

- Increase the height of the boundary wall/railing to 2m high by:
    - Building the existing stone piers up to 2m from the adjacent footpath
    - Remove all existing railings and replace them with 2m high sympathetic heritage style design.
    - Removing existing vegetation adjacent to stone wall and installing 2m high heritage railing to abut up to the existing stone wall.
    - Replacing majority of gates to perimeter, including 2nr vehicular and 7nr pedestrian gates, heritage style, except 2m high, to correspond to the new boundary wall/railing.

The works will provide:-

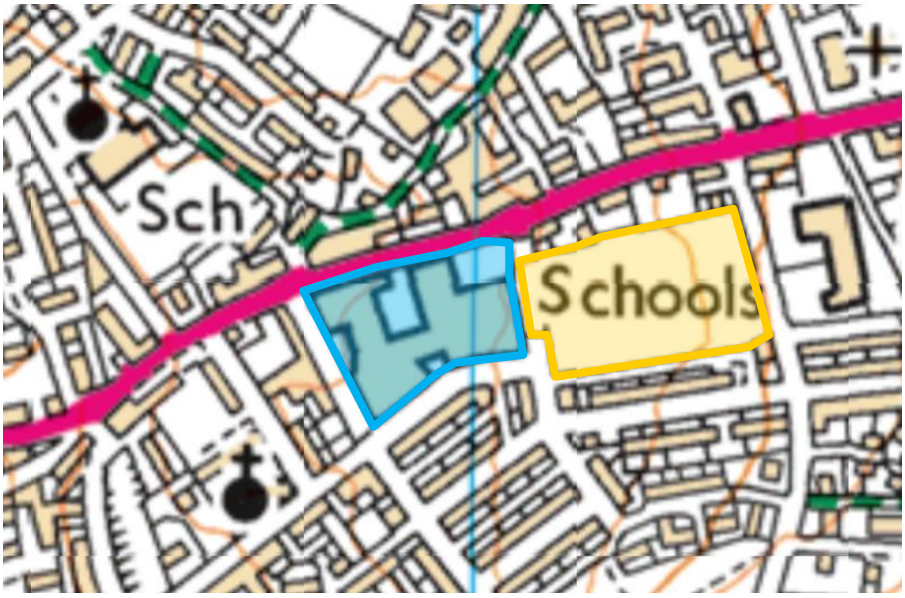
- A safe environment by elimination of present and **Urgent Significant Health and Safety issues**
- A **safe and secure environment for staff, pupils and visitors**
- A **safe environment for outdoor teaching and recreation**
- A safeguarding provision compliant with the DfE guidelines

1.1 External Access / Egress

The main entrance to the School is through a pedestrian and vehicular access gate, located on High Street (A638), and leads to the main car park to the school. Along all boundaries, there are access gates for vehicles and pedestrians, which are used daily for student egress and deliveries to the kitchen on the south elevation (Church Street). There are a number of other level access gates available to all elevations. As a result, no works are required to improve access.

2.0 Site Location

Heckmondwike Grammar School is located on High Street, just outside of Heckmondwike Town Centre. The Main Site (**Blue area**) is bordered by North Street, Church Street and Grove Road, with further site grounds located directly to the East of the Main Site (**Orange area**).



Location Plan – Heckmondwike Grammar School

The sloping site varies in levels significantly, the school buildings are built with ramps and steps to counter the level difference. The boundary to the North and majority of the West, bordering High Street and North Street respectively, appear to be the original stone walls with ornate railings and are between 0.7m and 2.3m high. A small element of the West boundary and the majority of the South boundary comprise a non-ornate railing, on the same style stone wall with periodic piers allowing for change of heights. The remaining South boundary and East boundary are generally constructed using a stone wall, which is approx. 1.2m high

The low level coping stones to the railings act as a step, allowing for easy access and egress, presenting a serious Health and Safety risk to the school.

We can confirm that the school is not in a conservation area nor are the buildings or elements listed.

Low boundary stone wall with ornate railings to High Street and North Street on North and West elevations

Low boundary stone wall with standard railings to North Street and Church Street on West and South elevations

Low stone walls to Church Street, Grove Street and High Street on South, East and North Elevations

Original ornate pedestrian gates to High Street and North Street on North and West elevations

None original vehicular/pedestrian gates to Church Street and Grove Street on South and East elevations.

3.0 Proposed Works

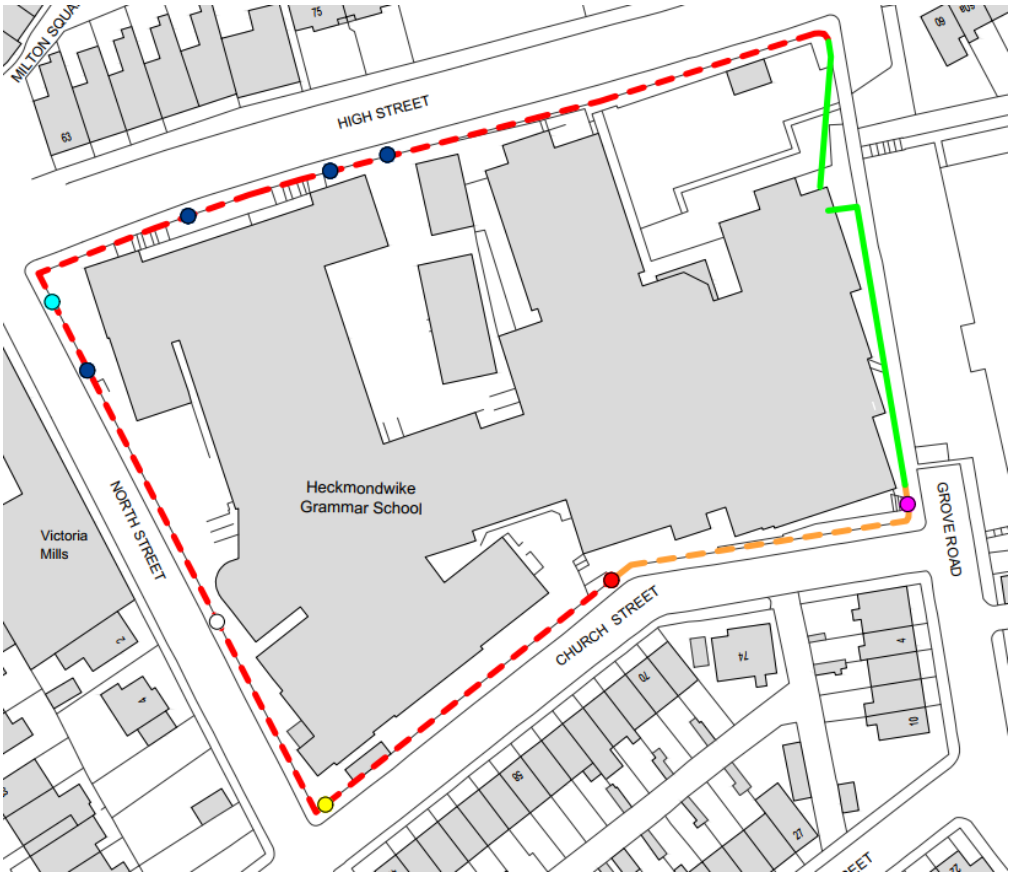
In accordance with the School's Health and Safety audit, specialist surveys and the DfE guidance on safeguarding, the works will comprise:

- Removal of hedges and vegetation for new fence installation
- Build up existing stone pillars to 2000mm high with like for like materials
- Remove existing railings
- Supply and install new heritage style railings (App C1) to stone piers (2000mm high)
- Adjust for levels and make good surrounding surfaces (2000mm high)
- Supply and install 2no. Double pedestrian gate, heritage style (App C2) - access control and intercom access (2000mm high)
- Supply and install 1no. Single pedestrian gate, heritage style (App C2) - Access Control with Mag Lock (2000mm high)
- Supply and install 3no. Single pedestrian gate, heritage style (App C2) - manual (2000mm high)
- Supply and install 1no. Vehicular access gate, heritage style (App C2) - manual (2000mm high)
- Supply and install 1no. Vehicular access gate, heritage style (App C2) - with access control and intercom access (2000mm high)
- Excavation of trenches from gates to reception for new intercom access control, including back filling and making good all ground surfaces.
- Install key fob access controls to selected gates
- Electrical works - New cabling from existing fuse board, cabling to trench including containment, and new access control systems.

The proposed works are identified below:

KEY

- New secure 2m high ornate railings with stone pillars built up to 2m high.
- New secure 2m high ornate railing.
- No works proposed as the fencing which does not require replacement.
- New 2m high secure pedestrian sliding gate (railing style) with access control.
- New 2m high pedestrian double secure gate (railing style) with access control and intercom access.
- New 2m high secure pedestrian single gate (railing style) with access control.
- New 2m high pedestrian single secure gate (railing style) manual access
- New 2m high vehicular secure gate (railing style) manual access
- New 2m high vehicular secure gate (railing style) with access control and intercom access



4.0 Sustainability

The Academy building is at risk of an enforcement partial closure if the remedial works highlighted are not carried out as a matter of urgency.

The proposed works outlined are part of the overall Academy strategy to improve and maintain the buildings, mitigate the risk to Health and Safety and provide suitable and compliant teaching and learning environments. This strategy will protect the long-term future of the building and allow the Academy to continue to function at a high level of achievement in a safe environment.

The proposed works outlined in this report are substantially reversible with only minimal alterations and adaptions to the existing fabric needed and which can be carried out and completed to a high standard.

5.0 Accessibility

The access considerations that have been considered in the design of this application in respect of the requirements of the Building Regulations Approved Document M. No alterations are required.

6.0 Justification

The proposed works outlined are urgently required to eliminate urgent Health and Safety issues that have been highlighted from both the H&S auditor and subsequently from a detailed survey to identify the full extent of the matters raised, and to comply with DfE guidelines. In this respect the proposals outlined represents the minimum acceptable scope of refurbishment works that will protect the School's users and will restore original features, safeguarding the Historic building into the future. The proposed works represents a considerable investment by the School Governors (with the assistance of the EFA) and their long term strategy to maintain the School fabric for future generations whilst maintaining the Historic values of the building and surrounds. Without this investment the original features are at risk from further deterioration.

7.0 Conclusion

The proposals present an opportunity to significantly improve the condition, safety and environment of the Academy, protect business continuity and buildings original boundary features. If the works are not undertaken there is a serious risk of enforced closure and a serious risk to the Health and Safety of the building users.

The proposed works will be designed and undertaken commensurate with the status of the building whilst retaining the existing features. Replacement components will be similar in style to the original. The majority of the proposed works is fully reversible.

Existing Boundary Condition/Safeguarding Report

to

Safeguarding Works

at

Heckmondwike Grammar School
High St
Heckmondwike
WF16 0AH

June 2024

1. Introduction

E3 Cube have been commissioned by Heckmondwike Grammar School to undertake a visual survey of the safeguarding issues at the school and determine where deficiencies exist. This was then followed up by further consultation with the Academy and a review of police reports.

This report has been prepared by John Fay BSc MRICS NRAC of E3 Cube Ltd.

The condition grades and priority ratings used in this report align with the ESFA Property Data Survey assessment methodology as follows:

Condition grade	Definition
A Good	Performing as intended and operating efficiently
B Satisfactory	Performing as intended but exhibiting minor deterioration
C Poor	Exhibiting major defects and/or not operating as intended
D Bad	Life-expired and/or at serious risk of imminent failure
Priority rating	**Definition**
Priority 1	Immediate or year 1 remedial action required
Priority 2	Year 1-2 remedial action required
Priority 3	Year 3-5 remedial action required

2. Matters of Significant Concern

The School are advised of the following matters of significant concern:

1. **There is a major risk of a serious safeguarding incident due to weak perimeter, allowing access onto the site.**
2. There is a significant **risk of School closure or part closure / closure of key support spaces** when a serious incident occurs.
3. **All the outdoor space** within EFA1 is affected by the current arrangements.
4. **There is a major risk of a serious safeguarding incident due to unrestricted access onto the site.**
5. There is a significant **risk of School closure or part closure / closure of key support spaces** when a serious incident occurs.
6. **Inadequate boundary provisions** are allowing trespassers **to access the site grounds** and provides opportunity for **pupils to abscond onto busy A638.**
7. Nearby **Pupil Referral Unit** has caused **major safeguarding** concerns to the school and resulted in **multiple school lock** downs following advice from **local police** and staff from Pupil Referral Unit.
8. Due to **low wall and railing boundary of around 1.2m high,** the area of the boundary is **particularly vulnerable for trespassers** looking to gain access to the school.
9. Existing fencing is designed with a central rail that allows a foothold and is easily accessible.

3. Schedule of Condition

Location	Element	Description	Photo Ref	Grading
Externally				
3a. North Boundary	**General Pictures**		**1-4**	
North Boundary	Pedestrian Gates	Metal double and single pedestrian gates, leading from the school playing area onto busy A638. The gates are around 1.6m high and no longer suitable for the purpose they serve. Both are easily climbed by anyone looking to gain access to the school and leads directly to an area within the school grounds which is used by the main area used by students over breaktime and lunch.	5-8	**D1**
North Boundary	Retaining Stone Wall with Ornate Decorative Railing	To this boundary, the wall is retaining and is between 0.5m and 0.9m high from the sloping road side. There is also a 0.9m high ornate decorative railing, which no longer serves a purpose the significant safeguarding issues documented in several previous reports. The fencing is also designed with a central rail that allows a foothold and easy access. This risk is further enhanced due to the proximity of the busy A638, running directly along this boundary. The boundary is easily climbed by anyone looking to gain access to the school and leads directly to an area within the school grounds which is used by the main area used by students over breaktime and lunch.	9-25	**D1**
North Boundary	Retaining Stone Wall with no Edge Protection	Further along from the above, the retaining stone wall is between 1m and 1.6m high. From the school side, there is no edge protection for pedestrians.	26-36	**D1**

3b. East Boundary	**General Pictures**		**37-39**	
East Boundary	Retaining Stone Wall	This boundary borders the public footpath which runs between EFA1 and EFA2. The stone wall is between 1.3m and 1.6m high, with the car park entrance to one end and pedestrian access to the sports hall at the opposing side. The majority of this boundary does not require any improvement, but both ends of the wall leave the school vulnerable as the 1.3m high stone wall is not an adequate boundary. There are various missing stones to the wall, which act as a step up for any members of the public wanting to access the school grounds.	40-45	**D1**
East Boundary	Pedestrian Gate	The 1.8m high palisade gate opens inwards directly over the top steps which form the main pedestrian access for this part of the school. It also forms the main fire exit route from the sports hall, which has 2nr double doors leading out to this exit point. An inward facing gate is not appropriate here as there could be a crush at the gate in the event of a fire. The only appropriate measure, without relocating the steps would be to install a sliding gate, which does not encroach into the public highway (Grove Street) which is directly adjacent to the boundary.	46-48	**D1**

3c. South Elevation	**General Pictures**		**49-55**	
South Boundary	Stone Wall	This wall is approximately 1.3m high and runs along the perimeter of the school along Church Street. There are numerous missing stones to the wall, which act as a step up for any trespassers wanting to utilise this weak boundary as an access point. Directly behind the stone wall, there is some coniferous vegetation, which adds a further 0.7m to the boundary for approximately 15m. This small section is the correct height, but still does not comply with DfE Safeguarding Guidance. There is also some further coniferous vegetation within the school boundary further along the wall, which cannot be seen from the road side and offers no protection.	56-65	**D1**
South Boundary	Vehicular Access Gate	This entry gate is used for the deliveries, with various contractors/delivery partners using this gate. The railing style double gate is approximately 5m wide and 1.6m high and has no access controls. The design of the gate acts as a step up for anyone looking to climb over the gate, which can be done with ease. This gate is not fit for purpose.	66-70	**D1**
South Boundary	Pedestrian Access Gate	At the lower end of the boundary, there is a single pedestrian gate with access controls, which is used by both staff and students. This 1.6m high metal railing gate has a design which includes large gaps over 22cm wide, which provide insufficient safeguarding measures for a school environment. The design of gate also allows for any trespassers to climb the gate with ease, rendering it not fit for purpose.	71-74	**D1**
South Boundary	Stone Wall with Decorative Railings	This is the most vulnerable boundary to the school, with a stone wall between 0.2m and 0.5m along a sloping site supporting a 0.9m iron railing. The railing can be easily climbed/traversed and the area directly behind the boundary is used by students over break and lunch time, with tables positioned adjacent to the perimeter.	75-84	**D1**

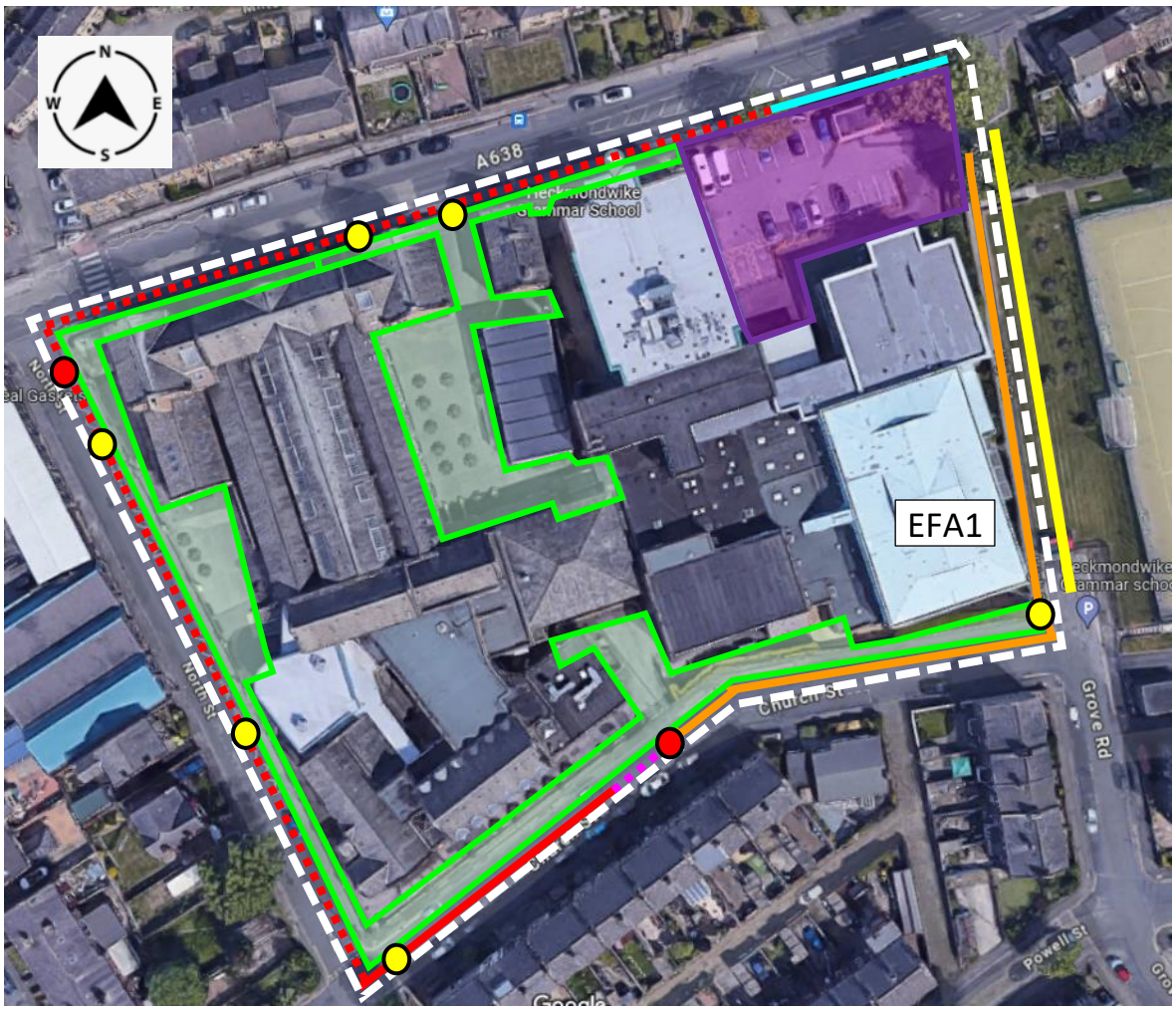
South Boundary	Timber panel fence	This timber fence is 1.15m high and is positioned between 2nr stone pillars, used elsewhere for the railings fixings. The fence rests on the base of the stone wall, which is around 20/30cm high. This is not a suitable boundary as any trespasser can easily climb this fence.	85-88	**D1**

3d. West Boundary	**General View**		**89-92**	
West Boundary	Pedestrian & Vehicular Access Gates	Along this boundary, there are 3 gates (1 double pedestrian, 1 single pedestrian and I vehicular gate) which match the height of the fence a maximum height of 1.6m high. All of these gates a not high enough and can also be easily climbed/traversed. The double pedestrian gate and vehicle access gate have no access controls either, which are inadequate as the double gate is the main student entrance.	93-97	**D1**
West Boundary	Stone Wall with Ornate Decorative Railing	This boundary has the same 90cm ornate decorative railings as the North Elevation, with the sloping site providing a stone wall and railing combination of between 1.4m and 1.8m high. This is a high traffic boundary as the main student entrance is located along this side of the school. There is also a large area which is used by students for breaktime and lunchtimes. It is very easy for intruders/trespassers to gain access via this boundary, as the stone wall acts as a step up onto the railings.	98-109	**D1**

4. Site Plan

KEY

- School perimeter boundary
- 0.5/0.9m high stone wall with 0.9m high ornate decorative railings
- 0.2/0.5m high stone wall with 0.9m high decorative railings
- 1.15m high timber panel fence
- 1/1.3m high stone wall
- Retaining wall – no edge protection from school side, 1/1.6m high stone wall to roadside
- Public footpath running parallel to school boundary
- Car Park
- Outdoor play areas within secure line **HIGH RISK/EASY ACCESS**
- Unsecured vehicular gate
- Unsecured pedestrian gate



5. Summary of Defects

The findings noted below have been facilitated following a detailed assessment of the site. We would summarise the Condition Categories as follows: -

Boundary Fencing and Site Access Arrangements

The existing site boundary at the School consists a mixture of 0.5/0.9m high stone wall with 0.9m high ornate decorative railings to the North and West elevations. There is a retaining stone wall with no edge protection from school side, approximately 1/1.6m high to the northern elevation. To the South elevation, there is a 0.2/0.5m high stone wall with 0.9m high decorative railings and 1.15m high timber panel fence with a 1/1.3m high stone wall wrapping around the school from the South to West elevation. There are 3nr vehicle gates, 1 in good order and not part of the bid, 2 manual ornate railings style, which are too low and not adequate for purpose. The fencing is also designed with a central rail that allows a foothold and easy access. There are 6nr pedestrian gates found to all elevations with some having manual access and some access controlled. All are not high enough and would be a weak point should the railings and walls be improved.

The existing fencing to 87% of the School boundary is inadequate in height and type to provide the security and safeguarding necessary to the School. **Members of the public can gain uncontrolled access to the School and children can easily leave the School site.**

The condition of these elements is **impacting on the safety of the School's teaching environment which has** raised **significant concerns** with the School's Governing Board. As such, this project has now been prioritised within the School's master plan.

The items below have been identified by a senior Chartered Building Surveyor and Local Constabulary following a detailed survey. The urgent / major safety deficiencies across the site and associated Condition Categories are as follows:-

Security – **Condition Category D1**

- Immediately opposite the school is a Pupil Referral Unit which caters for students with very demanding behaviour. On numerous occasions students have entered the school site, threatening the students and staff. On 2 occasions the school had to 'lockdown' their site because of problems at the Pupil Referral Unit when police attended. **This breaches the school's obligations under the Education Act 2002.**
- 2 students have absconded on numerous occasions, resulting in police attending due to the immediate risk of self-harm including threats of suicide. This has been caused by the school boundaries not providing a sufficiently robust barrier to prevent such pupils from leaving the school grounds, **which is a significant security problem**, **this breaches the school's obligations under the Education Act 2002. (as detailed in attached emails from the School)**
- West Yorkshire Police have attended the School on **numerous occasions** over the years due to incidents occurring on the schools unique postcode for violent crimes, and robbery, **This breaches the school's obligations under the Education Act 2002**

- The existing site access arrangements via the Main Student Entrance Gates **does not provide a robust barrier from leaving and entering the grounds and this breaches the school's obligations under the Education Act 2002**
- At the top of steps, there is an inward opening palisade gate, which causes a bottle neck on a major fire escape route from the sports hall. The gates are locked shut with a padlock during school hours to restrict access, however due to the low height this will not prevent unwanted access and creates a fire risk, for evacuation of the building in the event of a fire. **This is in breach of the Education Act 2002.**
- There are inadequate fences in a number of locations between the School buildings and the adjoining roads around the site, **providing a major security risk of uncontrolled access onto the School grounds and interaction with the Children by members of the public, this is in breach of the Education Act 2002**
- There is very low railings forming a barrier between the outdoor breaktime areas and the adjacent public road and pavement, **providing a major security risk of uncontrolled access into the school grounds, therefore allowing interaction with the Children and members of the public, this is in breach of the Education Act 2002**

Safeguarding – Condition Category D1

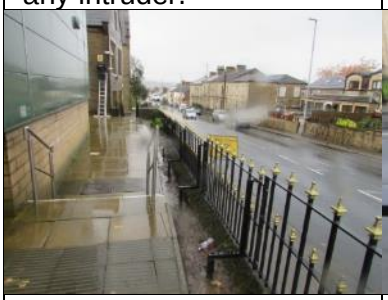
- The existing railings and stone walls are not compliant with DfE Safeguarding guidance and the major safeguards occurring at this site are a result of inadequate boundaries.
- Due to people climbing over the railings, walls and fencing, this presents a **risk of injury to pupils and staff, this is in breach of the Workplace (Health, Safety and Welfare) Regulations 1992.**

- A **comprehensive Photographic Schedule**, compiled during the survey, is appended to this Report to **substantiate all condition assessment statements** detailed above.

- Following a detailed intrusive survey, the overall condition category of the existing fencing to 87% of the site boundary are considered to be **Condition Category D1.**

6. Photograph Schedule

6a. North Elevation

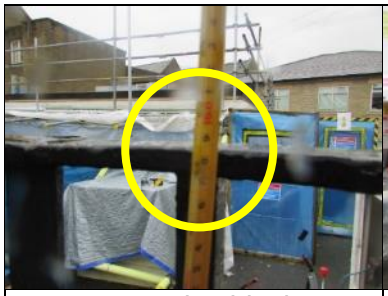
			
No.1: General view to North Elevation	No.2: General view to North Elevation	No.3: General view to North Elevation	No.4: General view to North Elevation
			
No.5: Ornate decorative single pedestrian gate, not suitable for boundary to school with no access controls, easily climbed by any intruder.	No.6: Ornate decorative double pedestrian gate, not suitable for boundary to school and is easily climbed by intruders.	No.7: Gap between rails in gate 20cm, small humans could fit through gap with others easily able to use gap as a step for access	No.8: Ornate decorative gates 1.4m high. Too low to comply with DfE Safeguarding Guidance, especially with close proximity to main A road
			
No.9: General view to railings from inside school.	No.10: Ornate decorative railings less than 90cm high from school side.	No.11: Ornate decorative railings less than 90cm high from school side.	No.12: Fencing design has a central rail that allows a foothold, easily accessible.

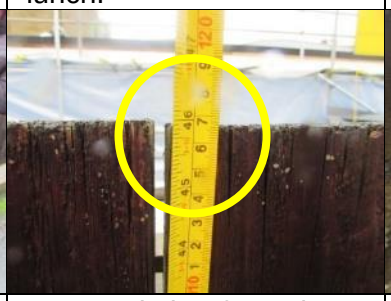
			
No.13: General view to railings from inside school.	No.14: Ornate decorative railings less than 90cm high from school side.	No.15: Ornate decorative railings less than 90cm high from school side.	No.16: Could be used as a step up to make climbing over the railings easier.
			
No.17: View of sloping site, which equates to varying height railings between 0.5/0.9m stone wall with 0.9m railings.	No.18: Current design of railings make for ample hand and foot holds for easy climbing.	No.19: Current design of railings make for ample hand and foot holds for easy climbing.	No.20: Current design of railings make for ample hand and foot holds for easy climbing.
			
No.21: Area leading from boundary fence used by many students over break and lunch	No.22: Area leading from boundary fence used by many students over break and lunch	No.23: Area leading from boundary fence used by many students over break and lunch	No.24: Area leading from boundary fence used by many students over break and lunch
			
No.25: Area leading from boundary fence used by many students over break and lunch	No.26: General view of stone wall with no edge protection	No.27: General view of stone wall with no edge protection	No.28: General view of stone wall with no edge protection No.29:

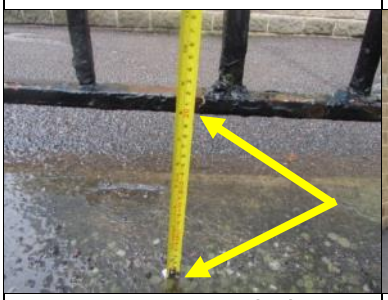
			
No.30: Stone retaining wall between 1/1.6m high, with little/insufficient edge protection.	No.31: Stone retaining wall between 1/1.6m high, with little/insufficient edge protection.	No.32: View from school, inadequate edge protection.	No.33: View from school, inadequate edge protection.
			
No.34: View from school, inadequate edge protection.	No.35: View from school, inadequate edge protection and busy A road.	No.36: View from school, inadequate edge protection of up to 40cm high.	No.37: View from school, inadequate edge protection of up to 40cm high.
6b. East Elevation			
			
No.38: General view of East Elevation	No.39: General view of East Elevation from car park.	No.40: General view of East Elevation from car park.	No.41: View from car park, vegetation covering stone wall. Insufficient height for boundary at 1.4m high. Easy step up from grit bin.
			
No.42: New gates installed are considerably	No.43: General view to stone wall adjoining the	No.44: General view to stone wall adjoining the	No.45: General view to stone wall adjoining the

higher than the existing stone wall, creating a step up point.	public footpath along East Elevation.	public footpath along East Elevation.	public footpath along East Elevation.
			
No.46: General view to stone wall adjoining the public footpath along East Elevation.	No.47: 1.8m high palisade gate. NOTE - This gate is inward opening at the top of some steps and is the main fire exit route from the sports hall. Gate is also 50cm higher than the stone wall, making for easier access.	No.48: 1.8m high palisade gate 0.5m higher than stone wall. Fire escape concerns over inward opening gate at the top of steps and crushing.	No.49: 1.8m high palisade gate 0.5m higher than stone wall. This enables easier access for anyone looking to gain access to school grounds.
6c. South Elevation			
			
No.50: General view to South Elevation	No.51: General view to South Elevation	No.52: General view to South Elevation	No.53: General view to South Elevation
			
No.54: General view to South Elevation	No.55: General view to South Elevation	No.56: General view to South Elevation	No.57: 1.3m high stone wall running along south elevation. Insufficient height for perimeter boundary.

			
No.58: Main access doors behind 1.3m high stone wall. Very easily to climb over offering little safeguarding or security for students.	No.59: Stone wall with various stones missing, creating footholds for even easier climbing. Lamp post will also aid any trespassers by offering a hand hold.	No.60: Stone wall with various stones missing, creating footholds for even easier climbing.	No.61: Stone wall with various stones missing, creating footholds for even easier climbing.
			
No.62: Stone wall to South boundary 1.3m high, insufficient for school environment.	No.63: Stone wall to South boundary 1.3m high, insufficient for school environment.	No.64: Stone wall with various stones missing, creating footholds for even easier climbing.	No.65: Stone wall with vegetation adding height to boundary, non-compliant with DfE Safeguarding guidance.
			
No.66: Stone wall with vegetation adding height to boundary, non-compliant with DfE Safeguarding guidance.	No.67: General view of vehicular gate to South boundary	No.68: General view of vehicular gate to South boundary 1.3m high. This does not offer appropriate security provisions and leaves the school vulnerable.	No.69: Metal vehicular railings style gate, 1.3m high. This does not offer appropriate security provisions and leaves the school vulnerable.

			
No.70: Metal vehicular railings style gate, 1.3m high. This does not offer appropriate security provisions and leaves the school vulnerable.	No.71: No access control measures in place to enable the school to control who enters through this gate.	No.72: General view to pedestrian railing style gate to South Elevation. Access control to this gate.	No.73: Decorative railing style gate no adequate height for school boundary. Gate is less than 160cm high and leaves the school vulnerable.
			
No.74: Decorative railing style gate no adequate height for school boundary. Gate is less than 160cm high and leaves the school vulnerable.	No.75: Decorative railing style gate no adequate height for school boundary. Gate design has 22cm gaps between rails. This offers a step to enable climbers but also could fit a small person though.	No.76: General view of decorative railings to South boundary. Sloped site varies the railing height slightly, but consistently below 1.6m high.	No.77: Very low wall of 30cm high and railings above (90cm) amounting to less than 1.2m high.
			
No.78: Very low wall of 30cm high and railings above (90cm) amounting to less than 1.2m	No.79: Very low wall of 30cm high and railings above (90cm) amounting to 1.2m	No.80: Very low boundary directly next to where students have their lunch and play over break and lunch.	No.81: Taken from public path, but very easy for member of the public to reach into the school grounds.

			
No.82: Very low boundary directly next to where students have their lunch and play over break and lunch.	No.83: Very low boundary directly next to where students have their lunch and play over break and lunch.	No.84: Very low boundary directly next to where students have their lunch and play over break and lunch.	No.85: Very low boundary directly next to where students have their lunch and play over break and lunch.
			
No.86: General view to timber fence along south boundary.	No.87: Timber fence less than 1.2m high, not suited for school perimeter boundary	No.88: Timber fence less than 1.2m high, not suited for school perimeter boundary	No.89: General view to timber fence along south boundary.
6d. West Elevation			
			
No.90: General view to West Elevation	No.91: General view to West Elevation	No.92: General view to West Elevation	No.93: General view to West Elevation

			
No.94: Main double gated pedestrian entry to school. No access controls to these ornate decorative gates, 1.6m high	No.95: Decorative ornate single pedestrian gate, 1.6m high. Even though there is access control, the height is not suitable for a perimeter fence to a school.	No.96: Decorative ornate double vehicular gate, 1.6m high, with no access controls. The height is not suitable for a perimeter fence to a school.	No.97: 20cm gap below gate which has been poorly fitted. Children and animals could easily crawl underneath this gate.
			
No.98: 20cm gap below gate which has been poorly fitted. Children and animals could easily crawl underneath this gate.	No.99: General view taken from school grounds of perimeter railings.	No.100: Ornate decorative railings positioned on stone wall, 1.2m high internal.	No.101: Outside area used by students at break and lunch time. The current boundary provision is leaving the school vulnerable.
			
No.102: Outside area used by students at break and lunch time. The current boundary provision is leaving the school vulnerable.	No.103: Outside area used by students at break and lunch time. The current boundary provision is leaving the school vulnerable.	No.104: Stone wall supporting the railings, less than 70cm high, not appropriate for use as a school boundary.	No.105: Stone wall supporting the railings, less than 70cm high, not appropriate for use as a school boundary.

No.106: Decorative ornate metal railings positioned on top of stone. Railing height less than 90cm high. To make access easier, there is a litter bin positioned adjacent to boundary.

No.107: Decorative ornate metal railings positioned on top of stone. Railing height less than 90cm high.

No.108: Entire length of stone wall has a lip which is easy to stand on and climb the 0.9m railings. Inadequate for a school perimeter boundary.

No.109: Entire length of stone wall has a lip which is easy to stand on and climb the 0.9m railings. Inadequate for a school perimeter boundary.

No.110: Entire length of stone wall has a lip which is easy to stand on and climb the 0.9m railings. Inadequate for a school perimeter boundary.

Department for Education

Guidance

Site security guidance

Updated 9 October 2023

Applies to England

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This publication is available at https://www.gov.uk/government/publications/school-and-college-security/site-security-guidance

Our Risk Protection Arrangement (RPA) explains how academies can join the RPA instead of taking out commercial insurance.

Additional site security guidance is as follows:

1. Points to consider

- Is your perimeter secure?
- Is your external environment secure?
- Are your buildings secure?
- Is your contents secure?
- Do you have a security lockdown procedure?
- Have you taken steps to advise older students about counter terrorism?

School security is ever changing and needs to be kept under constant review, with vulnerable areas identified and remedial actions implemented to address them.

No two schools are identical and the design of the buildings and the layout of the site will differ from school to school. However many of the issues revolving around security are generic.

1.1 Perimeter

The boundary is the first line of defence and should be protected with a secure fence or railings such as Weldmesh fencing to BS1722 or expanded metal or railings over 2.0m high.

Gates should be the same height as the fencing, fitted with anti-lift hinges, locking mechanisms that do not aid climbing and secured using an approved locking mechanism.

Planting close to the base of a fence can also be a deterrent but should not exceed 1.0m in height. Tree canopies should fall no lower than 2.0m from the ground to provide clear lines of sight.

1.2 Main site entrances

Main vehicle and pedestrian access points should ideally be overlooked by the school office/reception. Other secondary site access points should be kept locked unless required for deliveries or other specific needs.

1.3 Lighting

Security lighting should be provided around the perimeter of school buildings with dusk to dawn lighting on all elevations where there is an entrance door. Lighting should be designed to eliminate potential hiding points.

1.4 Car parking areas

Should be well lit and have good natural surveillance.

1.5 Doors and windows

The main entrance door to the school should incorporate some degree of access control such as a remote electronic lock release device incorporating an intercom and visual verification.

Other entrance points should be kept locked to prevent them being opened from the outside but able to be unlocked from the inside in the event of an emergency.

There should be one entrance to the school building via the office/reception, with clear directional signs indicating its location to visitors. In turn this door should incorporate suitable access control with a remote electronic lock release, intercom and visual verification.

All windows and doors should be checked and assessed to ensure that the locking mechanisms are in working order and are fit for purpose.

All fire exit doors should be devoid of external door furniture.

All ground floor or other easily accessible windows above ground floor level should have suitable key operable locks fitted for additional security.

Glazing to doors and ground floor windows should include one pane of attack resistant laminated glass.

Steps should be taken to prevent access to the roof and/or courtyard areas

1.6 Alarm systems and CCTV

For more information on CCTV and alarm system companies and installers, go to the National Security Inspectorate's website (https://www.nsi.org.uk/) or the Security Systems and Alarms Inspection Board's website (http://www.ssaib.org/).

A type 'A' monitored alarm is essential for school buildings, especially those that are remote from residential areas. Type 'A' alarms are monitored by a central monitoring station and have the facility for immediate response to any security breaches.

It is essential to have clear facial recognition in order to identify an offender and for subsequent evidential use.

The main areas for coverage of CCTV are entrances, IT suites, offices, locations with little natural surveillance and circulation areas, both inside and out.

Consider the use of an independent CCTV testing company (they do not sell or install systems) to review your current system or for advice on planned CCTV systems. Secured by Design (http://www.securedbydesign.com/) provides useful further information.

Fittings should be vandal resistant and positioned out of reach.

Lighting should support the operation of CCTV, which should not be restricted by trees, shrubs or other landscaping features.

1.7 IT suite

If the school has an IT suite it should be located in the centre of the school to make it harder for an intruder to gain access.

Any IT suite, including the roof, doors, walls and windows should be thoroughly secured. It should also be covered by a monitored alarm and CCTV.

Consider fitting a security fogging device that links to the alarm that conforms to BS EN 50131-8:2019. This would activate should entry be gained. The room would fill with smoke making it difficult for an intruder to see.

All computers should be secured to the desk if they cannot be moved.

Ensure any cable locks or security cages used are recognised by the Loss Prevention Certification Board or meet Secured by Design standards.

Any tablets or laptops should be stored in a lockable cabinet that is bolted to the floor. This cabinet should be made of reinforced steel and designed to resist crowbars, cutting equipment and lock pickers.

Avoid advertising desirable IT equipment to thieves. Staff should refrain from mentioning IT assets on the school website and social networking sites. Also avoid disclosing significant IT purchases to the local media.

1.8 Property security

A secure store area should always be considered for the storage of those items most at risk, such as computer projectors, laptops, digital cameras, musical instruments and money. Items should be marked on the exterior and interior (where possible).

An inventory should be kept with photographs, serial numbers and identification marks. Details need to be readily available in the event of theft. There is free online registers available for property ownership details when property is recovered, that can be found by searching on the internet.

1.9 IT equipment

Computers and other equipment are vulnerable to theft. Careful siting of power trunking will ensure that they are kept away from windows.

Computers should be fitted into individual steel cases (to LPS 1214 standard) and projectors should be inside steel cages (ISO 9001-2000).

Laptops should never be left in classrooms unattended. Lock them away in a secure cabinet and at night they should be either taken off the premises or moved to a secure room.

Consider also displaying clear signage such as ‘laptops are removed from the building overnight’ as a deterrent.

1.10 Access control

Signage

Appropriately worded signs should be displayed indicating opening times and directing visitors to the school office/reception. In addition, appropriately worded warning signs regarding the presence of an alarm system, monitored CCTV, trespassing and the fact that all property of value on the school premises is property marked should be displayed.

Visitors

Visitors to the school should not be allowed to wander about the school unaccompanied. Identification provided by local authorities, utilities or other organisations should not be accepted as an alternative to the school's own system.

All staff are to wear ID badges and anyone not wearing a badge should be challenged.

Good access control is essential to the security of the school during the school day. Procedures should be in place to ensure that, no one is able to access

The school buildings unacknowledged and that once in the building systems are in place to protect or help pupils and staff should support become necessary.

All visitors, including school governors, should initially report to the school office/reception, where the purpose of their visit can be established prior to them signing in and being issued with a visitor's badge, valid only on the day of issue.

1.11 School security lockdown

This information is generic and is based on government advice. The head teacher or delegated member of staff will be responsible for judging the level of response required.

Every school is different and you should seek advice from your DOCO for clarification of any specific concerns relating to your premises.

The requirement for a security lockdown may result from a reported incident in the local community which could pose a potential physical risk to pupils and staff.

You may have similar measures suitable for environmental issues such as air pollution, fire or a chemical incident which you will have agreed with the appropriate agency.

In the event of a risk from an intruder or if a security warning is received the school goes into a full lockdown mode as follows:

Close the school and activate the school's Security Lockdown Plan. This should include the following steps:

- ensure that all students are brought into school quickly using an agreed signal - they should be sent/escorted to their designated classrooms and accounted for using the register
- fully secure the premises, locking all doors, and windows, this should be a designated responsibility for named individuals who will be on the premises during school hours - it should be practised regularly to ensure that all locks operate properly and you may need to take advice from the DOCO to ensure that all aspects are covered
- call 999 if not already in contact with the police
- visitors should be asked to stay, not leave, they should be taken to a designated location of shelter by a nominated member of staff and asked to remain quiet, turn phones to silent and stay out of sight
- once all students are accounted for in their classrooms, classroom doors should be locked and children asked to sit quietly away from sight
- if you think or if you are told there is danger of explosion, ensure that all blinds and curtains are closed
- turn off all lights
- turn mobile phones to silent and ask everyone to remain quiet
- you should ensure that your school has an agreed method of communication in this situation such as a whatsapp group or similar and wait for instructions

The school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.

The lockdown procedure should be practised at the start of each term and the head teacher should ensure that all staff are trained and aware of their roles should a lockdown be required.

1.12 Counter terrorism advice for students aged 11 to 16

Security experts from Counter Terrorism Policing have commissioned the creation of an animated core film designed to teach young people how to react if caught up in an a gun or knife terror attack. The film aimed at 11 to 16 year olds will also show them what to do if they see suspicious behaviour or a suspicious item.

The National Police Chief's Council has advice on actions to be taken by students (http://www.npcc.police.uk/CounterTerrorism/ACTforYouth.aspx).

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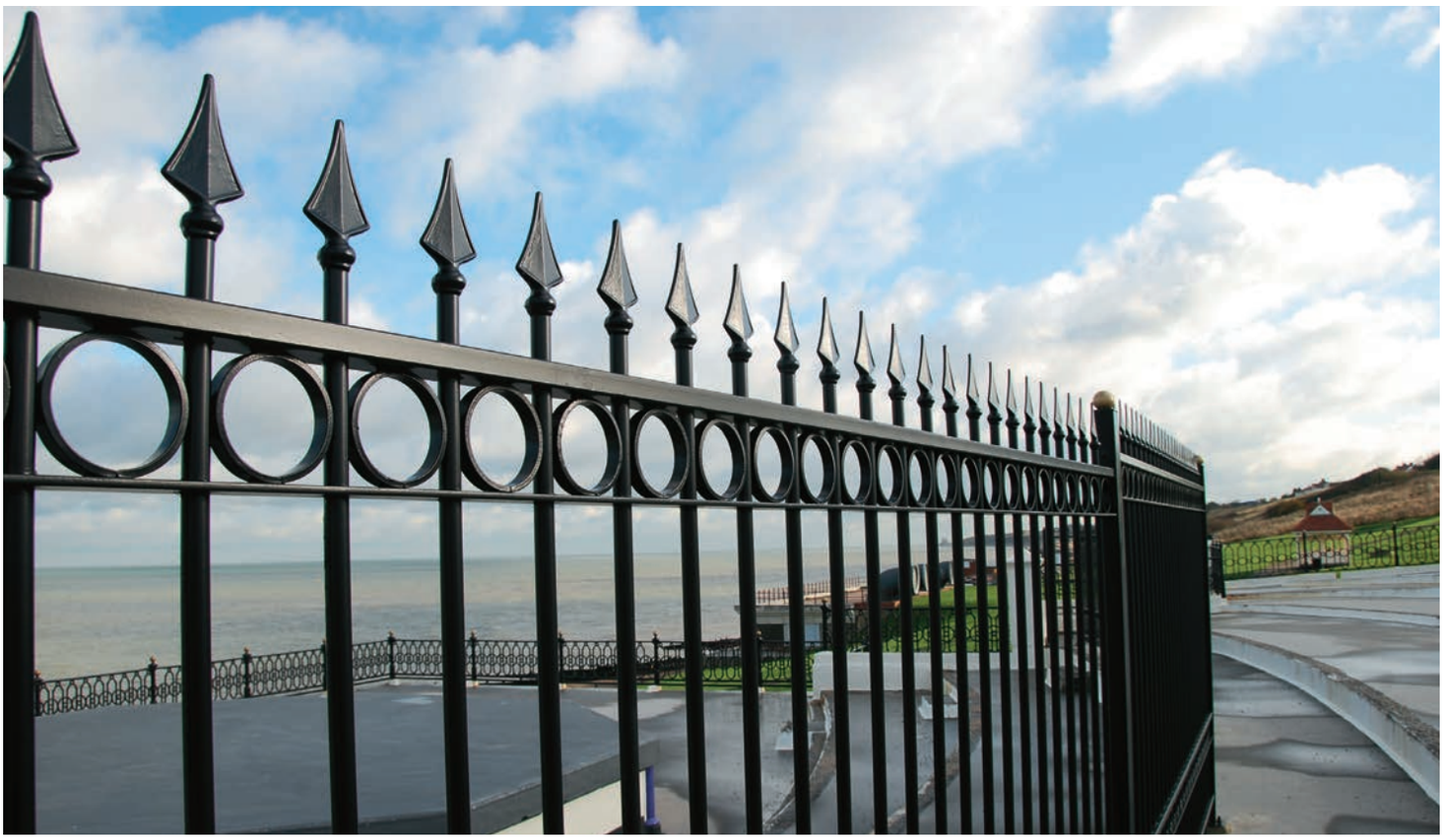
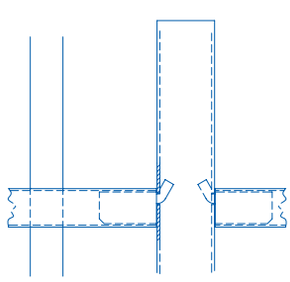
ORNAMENTAL

Jacksons Fencing



Our Ornamental fencing is designed to provide the aesthetic grace and form of traditional wrought iron railings with the strength and durability of galvanised or galvanised and powder coated steel. Whether in a parkland, corporate HQ or gated community, our Ornamental fencing adds high levels of security to a classical design.

- Custom designs available
- Pale spacing conforms to Building Regulations for anti-trap
- Various mounting options including on wall, inset or free standing
- Posts can be customised for Barbed wire / Razor wire / Rota Spike® / Alarm-aFence®
- **25-year service life guarantee**



Post to panel fixings

APPLICATIONS

✓ Perimeters

✓ Medium - High risk

✓ Residential

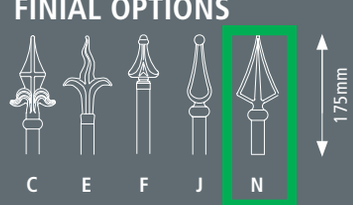
PANELS

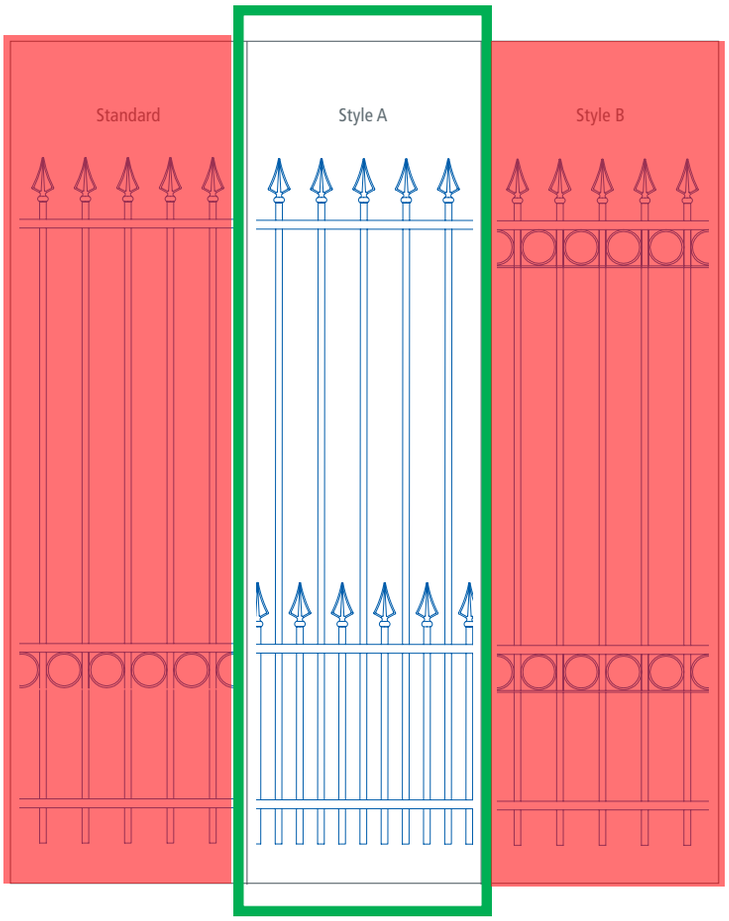
Panels have two horizontal rectangular hollow section rails 50 x 25mm; walls 2mm thick. The vertical round hollow section 19mm pales are passed through the rails with standard spacing at 119mm centres and welded into position.

GATES

Matching gates available

FINIAL OPTIONS





HEIGHT (MM)	POST CENTRES (MM)	POST DIMENSIONS (MM)	OVERALL POST LENGTH (MM)
1000	3000	60 x 60	1600
1200	3000	60 x 60	1800
1500	3000	60 x 60	2100
1800	3000	60 x 60	2500
2000	3000	60 x 60	2800
2500	3000	80 x 60	3300
3000	2400	80 x 60	3800

POST OPTIONS

- Overlength set in concrete as standard
- Baseplated to bolt down onto concrete
- Cranked to suit wall mounting

FINISHES

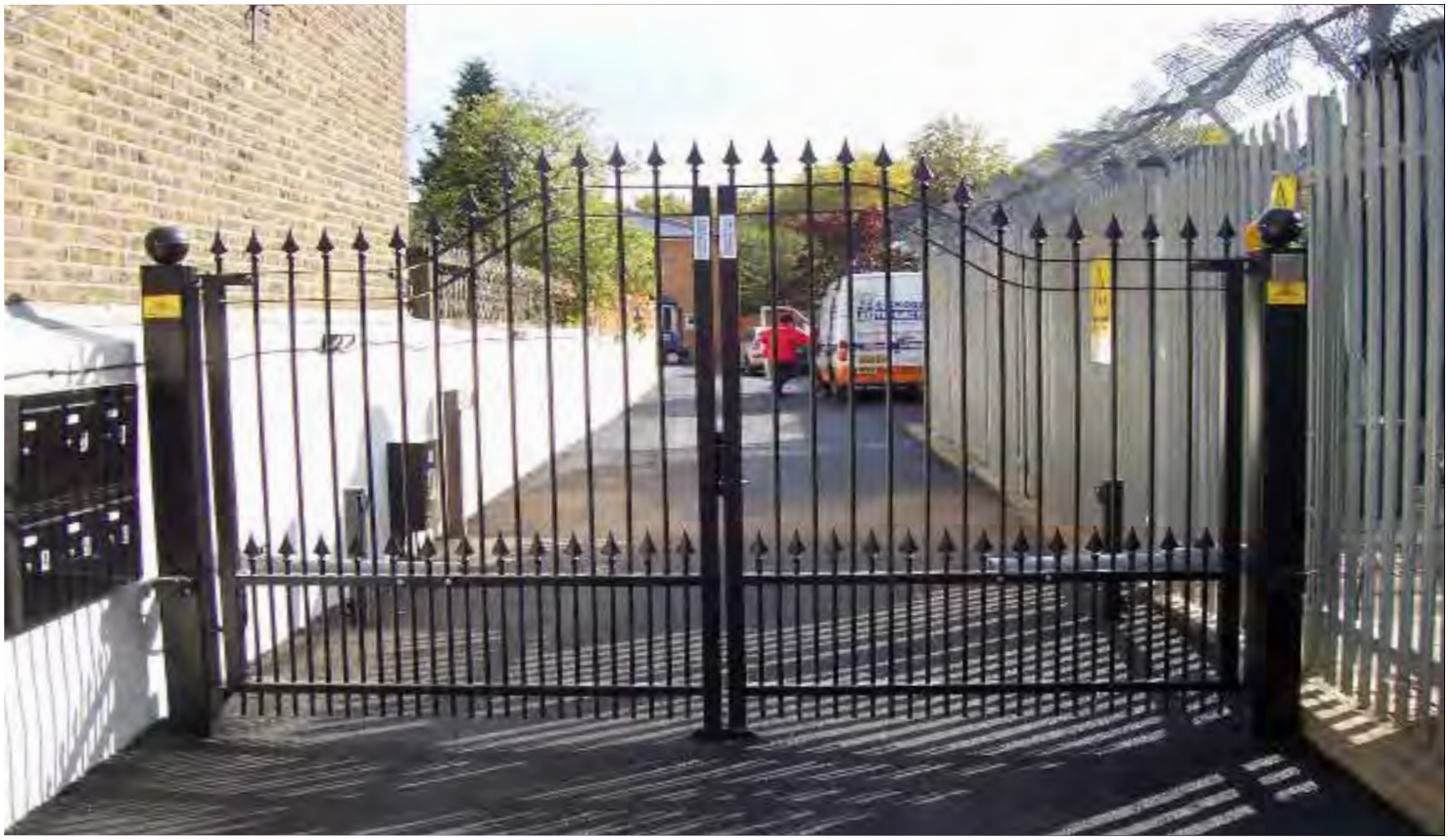
- Hot dip galvanised to BS EN ISO 1461 as standard
- Hot dip galvanised and powder coated to BS EN 13438
- Marine coat for installations within 500m of salt water or an estuary

STANDARD COLOURS

- Black RAL 9005
- Green RAL 6005
- Other colours are available on request

ORNAMENTAL SWING GATES

Jacksons Fencing



- Horizontal rails for all gates are 60x40mm. Hanging and shutting stiles are rectangular hollow section 60x60mm
- Ornamental gates have 60x40mm slam stile unless automated then it is increase to 60x60mm.
- Single or double leaf options available
- Manual or automated operation
- Complete with tamper proof hinges that allow the gate to swing through an angle of up to 180 degrees (manual only)
- Square hollow section gate posts 100mm, 120mm and 150mm depending on the heights and width of gate
- Styles available: Standard, Style A, Style B

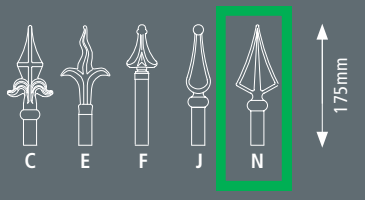
FINISHES

- Hot dip galvanised to BS EN ISO 1461 as standard
- Hot dip galvanised and powder coated to BS EN 13438
- Marine coat for installations within 500m of salt water or an estuary

POST OPTIONS

- Over length set in concrete as standard
- Base plated to bolt down onto concrete

FINIAL OPTIONS



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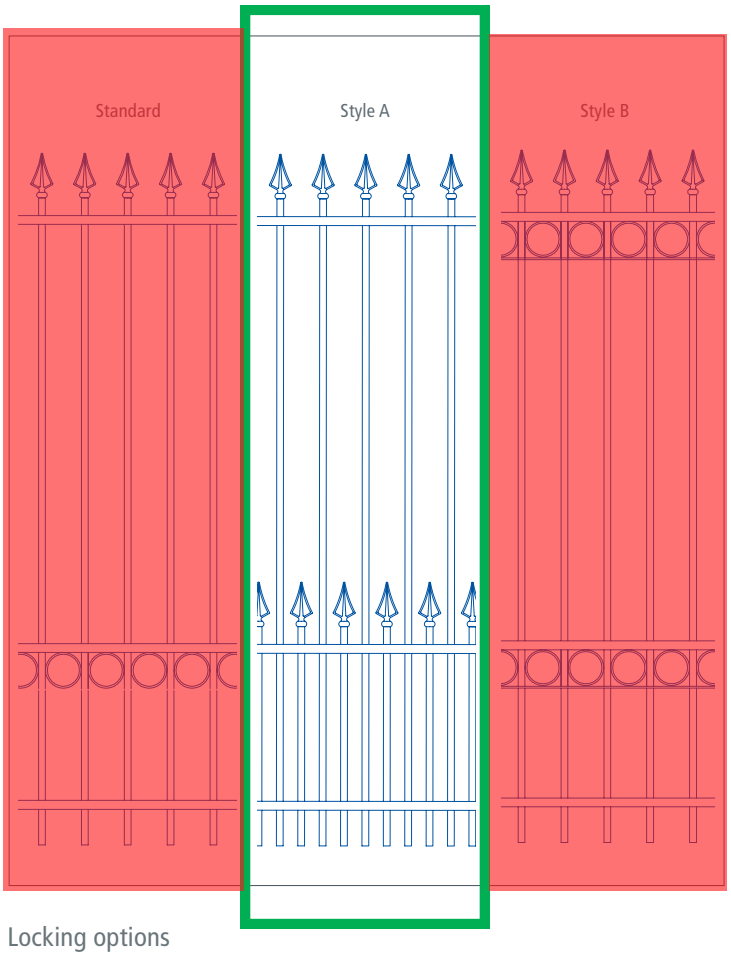

Locking options

- Slide latch (as standard)
- Key lock
- Mechanical digital lock
- Push pad latch
- Electric strike lock
- Magnetic latch

CONTACT

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