

Sheffield City Council
Schools Risk Rating Exercise 2014
Commentary on Findings and Recommendations



Date of Visit:	10 th February 2014.
Name of School:	Dore Primary School, Furniss Ave, Dore, Sheffield. S17 3QP
Persons supplying information:	Sue Hopkinson – Headteacher, Ryan Crookes – Property Management Services.
Reference Number:	CEN-089962/048

Our representative visited your school on the above date in order to complete the assessment that is being carried out at every school in Sheffield City Council in line with the Insurance & Risk Management function requirements.

We should like to express our appreciation of the courtesy extended to us on our visit and for the assistance provided by the school.

The primary purpose of the exercise is to carry out a site inspection related to fire, security, visitor control, operational risks (liability risks) & information security features in order to provide risk ranking tables showing the comparative exposure of every school to the risks under consideration.

However, for the specific benefit of your school, within the limitations of the relatively short time available on site, there are two other important aims concerning these visits.

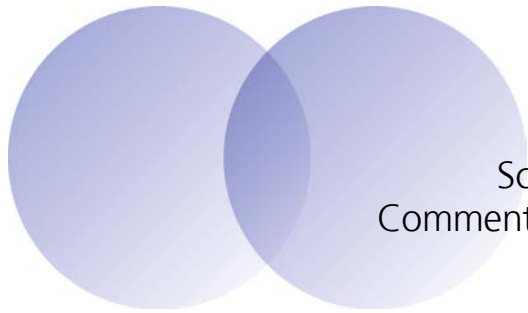
One is to comment constructively on favourable aspects of good risk preventative and precautionary measures and good practice which clearly benefits not only the school but will also be of interest and assistance to other schools in Sheffield facing similar threats and challenges.

The other is to draw your attention to any areas of concern or features of hazard immediately apparent to us and provide recommendations for improving these risks.

Good features for controlling risks at your school include the following measures: -

Note:

The staff and governors should be congratulated for the effective controls and risk reduction / fire prevention measures introduced at the school, although it should be remembered that all current controls should be monitored and formally reviewed on a regular basis to maintain their effectiveness. Due to **best practices** being used in a number of areas, other City Council schools should consider using Dore Primary School for help and support in areas such as health, safety and liability going forward.



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- Very good generation of personalised policies and procedures, with formal sign-off, and the use of a consultancy for health and safety support to generate and implement effective controls measures.
- Good use of Property Services functions for statutory inspections and general property related improvements around the school.
- Good cash safekeeping.
- Good visitor and control controls in place currently with more improvements being undertaken during the Easter break.
- Fire and Intruder detection systems improved and formally linked to an alarm receiving centre.
- Good use of closed circuit television system (C.C.T.V) to buildings which is formally linked back to a central City Council control centre.
- Housekeeping standards maintained in teaching and general areas such as the boiler house.
- Good use of electronic defect reporting system.

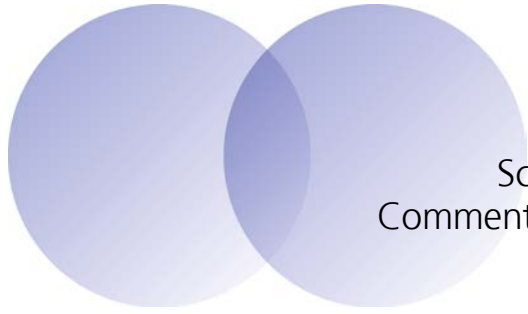
The areas of concern have been prioritised for your guidance as follows:

Priority 1 (P1) More urgent - those which should be implemented in the short term, the suggested time limit indicated by a 'T' number in months; i.e. P1/T1 indicates recommended completion inside 1 month.

Priority 2 (P2) Desirable - those that should be implemented in the medium term, with suggested time indicated as described.

Priority 3 (P3) Those for longer term planning or which can be incorporated into future alterations

- Property marking systems are not currently in use. It is recommended that if in the future any high value items such as computers, ipads / notebooks, overhead projects, digital cameras etc. are purchased, these should be protected by systems such as the following. (Smart water or Selecta mark or DNA) (P2/T4)
- It is understood the reception area will be updated during the Easter break to improve the security and visitor access which is a forward thinking step. Best practice is to install a (airlock) system to separate the reception for the main part of the school until the visitor has been formally signed in and the host has been contacted. (P2 – On-going)



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- Computerised visitor Identification system will be installed during the Easter break. (P2 – On-going)

We recommend that consideration be given to improving these matters as funding permits.

Paul Dean
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