



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



Access Control Risk Assessment

Date of latest review: Spring 2025	Date of Next Review: Spring 2026	Assessed by: Imogen Woods and John Corlett	Persons consulted: Serena Fowler, Victoria Cosford and Fred Kolndreu
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PROCESS/ACTIVITY	HAZARDS IDENTIFIED	PERSONS AT SIGNIFICANT RISK	EXISTING CONTROLS	ARE EXISTING CONTROLS ADEQUATE?	WHAT ADDITIONAL CONTROLS ARE REQUIRED?
Meeting, greet and process visitors (including contractors) Screen persons entering the school for intruders.	Intruders/unauthorised persons entering school Aggressive/disruptive visitors to reception Senior Leadership Team not contactable The School Office staff requiring support when no other staff are in close proximity. Some staff try to be helpful and open the inner entrance door.	Whole school community	– Main front entrance door kept shut at all times. – Visitors can only gain access to school through the main entrance via the inner door that is fitted with a security keypad. Have to be let in through inner door by School Office staff pressing access button (3 locations in School Office/School Business Manager's Office). – All staff made aware that they must not allow visitors to enter the building, this must be done via the School Office. – Pedestrian gate opened at 8.30 am and locked at 8.55am and remains locked until 3.10pm for parents to collect their children after school. Locked again at 3.30pm. – Experience and expertise of the office staff with emergency support from the Senior Leadership Team.	Y	

			– Visitors ID checked. Office staff investigate if not satisfied. All visitors sign in and issued with Visitor's badge or Volunteer badge depending on their role. All visitors sign themselves out. – Any visitors without stickers/badges will be challenged by staff whilst onsite. – All staff and governors must wear a personalised ID, including a photograph at all times when they are on school premises. – Ark – set times for drop off and collection of pupils from the pedestrian gate. Staff complete register, parents do not enter school grounds. All children leave at 5.15pm via the pedestrian gate. Provision for earlier leave time of 4.15pm, parents have to send an email request to the school office to pick up their child at 4.15pm.		
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