**Secured by Design (SBD) NEW SCHOOLS 2014**

**Application AND Checklist**

# Secured by Design(SBD) is a minimum standard for security. Applicants should make themselves familiar with the relevant sections of the website [www.securedbydesign.com](http://www.securedbydesign.com) and consult their local Crime Prevention Design Adviser (CPDA) for site specific information and follow the application process outlined below. Please note that the CPDA is sometimes referred to as the Architectural Liaison Officer (ALO) or Designing Out Crime Officer (DOCO).

You are strongly advised to contact the local CPDA to discuss the development before completing this application checklist, submitting a planning application or completing a Design and Access Statement.

The checklist element of this application is a guide only and does not reference all of the requirements and recommendations of SBD Schools. Also, in many cases, the final requirements for achieving SBD certification for the school will not be known until you have met with the CPDA. Therefore this application MUSTbe read in conjunction with the full SBD Schools document and a meeting arranged with the CPDA. The bracketed numbers refer to some of the clauses and sub clauses in the SBD Schools document.

Should the local planning authority require Secured by Design certification under a planning condition then the development must meet the full requirements of both sections 1 and 2 of the SBD Schools guidance document.

Developers wishing to market this school development as ‘Secured by Design’ may only do so if compliance with both sections 1 and 2 of the SBD Schools guidance document has been achieved or a Secured by Design Pre-Build Agreement has been completed. Should you wish to enter into an SBD Pre-Build Agreement please notify the CPDA who will in turn contact the relevant ACPO SBD Development Officer for your area.

Please tick the appropriate boxes to indicate compliance, *but note that additional or alternative measures, which are subject to the local crime risks, may be required by the CPDA*. These alternative and additional measures will be notified to you in writing. Please also note that unless you are informed otherwise by the CPDA in writing you will be expected to achieve all of the applicable requirements as outlined in the SBD Schools document.

Without first gaining advice, opportunities for designing out crime have often been lost by the time a development scheme has gained planning permission. Applicants should be aware that whilst late applications for Secured by Design may be considered by the CPDA, the development may not meet the requirements of SBD if the design, layout or specification is unsatisfactory.

**School Development Details**

**Site Location**……...…………………………………………………………………………..

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**No. of individual buildings**…………………………………………………………………

**Name, address and contact phone numbers, email address :**

Architect………………………………………………………………………………………...

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Developer………………………………………………………………………………………

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Builder…………………………………………………………………………………………..

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Local Education Authority or client ……………………………………………………...

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Planning Officer ……………………………………………………………………………….

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Signature of Applicant ……………………………………………

Representing………………………………………………………

Date………………………………………………………………

**Plans and Documents to accompany each SBD Schools application form**:

[ ]  Location Plan (to scale not less than 1:2500)

[ ]  Site Layout (to a scale not less than 1:200) including services drawings

[ ]  Building elevations

[ ]  Floor Plans

[ ]  Lux Plan

[ ]  Landscape and boundary details

[ ]  Certification documents in the name of and provided by the manufacturer of the doors and windows proving adherence to SBD required standards **or** the name of the SBD Member Company supplying the doors and windows for checking by the CPDA

NOTE Two sets of the above documents may be required and it may also be possible to submit some or all of the documents electronically (check with the CPDA).

Further information on the Secured by Design initiative may be found on www.securedbydesign.com

# Application process

# The best crime prevention gain will be achieved through early negotiation. It is important that the applicant meets with the CPDA prior to submitting a planning application, particularly as Design and Access Statements (where deemed necessary) require a profile of the crime and disorder problems within the area of the application.

# The applicant will provide adequate drawings, detailing the extent of the development, and send these with a completed application form to the CPDA at the earliest opportunity. Contact details for all CPDAs can be found on the SBDwebsite [www.securedbydesign.com](http://www.securedbydesign.com)

1. The CPDA will provide a written response to the applicant to include, where necessary, any additional or alternative crime prevention measures that may be required in order to achieve SBD certification.

1. Should the proposed layout or specification alter as a result of liaison with the local planning authority or a statutory consultee the CPDA shall be notified and provided with amended drawings.

# The CPDA will meet with the developer or the developer’s agent on site at the beginning of the project to ensure that contractual requirements are in line with Secured by Design Schools specifications.

1. The Secured by Designcertificate will normally be issued towards the completion of the development providing the CPDA is satisfied that all Secured by Design Schoolsrequirements have been met.
2. The applicant may use the SBD logo for marketing purposes if the developer, or the developer’s agent, completes a Secured by Design Pre-Build Agreement and there has been a satisfactory review of the proposed layout and technical specifications by the CPDA. Developers are reminded that completion of the SBD Pre-Build Agreement represents a legally binding contract. Therefore unauthorised alterations to the specifications, pertinent to the SBD application, will constitute an offence under the Trade Descriptions Act 1968 and other legislation.

1. Successful applicants are reminded that once a Secured by Design Certificate has been issued the specifications for the development must not be altered without prior discussion and agreement with the CPDA. If any changes to the specifications of the buildings or the surrounding environment are proposed, then the CPDA must be informed prior to any work being carried out on site. The Secured by Design logo signifies police approval and unauthorised use may constitute an offence against the Trade Descriptions Act 1968 and other legislation. The police service reserves the right to revisit all developments issued with a Secured by Design certificate.

**SECTION 1: THE DEVELOPMENT – LAYOUT & DESIGN (Planning Issues)**

[ ]  The design and layout of this new school development has incorporated the guidance provided by relevant government documents as detailed in SBD Schools 2014 (Page iii)

[ ]  For applications in England, the Design and Access statement submitted with the planning application for this school demonstrates an awareness of the crime and disorder issues in the area of the planning application and informs the planning officer of the measures to be taken to mitigate any identified problems.

NOTE A meeting with the local CPDA will help you complete your Design and Access statement

[ ]  The site demonstrates a clear distinction between public and private space (1.1)

[ ]  The development is on a single site (4.1)

[ ]  Buildings are orientated in such a way as to maximise natural surveillance of as many elevations as possible from nearby buildings (6.1)

[ ]  Provision for different activities on the school site and their relationship to the school have been considered in the light of security and site management (7.1)

[ ]  There will be a caretaker living on site and their accommodation is being built to the SBD New Homes standard (8.1)

[ ]  A clearly defined boundary using a fence, wall or other effective barrier against intrusion is being provided (9.1)

[ ]  There are no structures that will aid climbing close to the perimeter fence (10.1)

[ ]  The perimeter boundary structure does not impede natural surveillance from surrounding buildings, roads or footpaths (10.3)

[ ]  There is one entrance area at the perimeter of the site serving vehicles and pedestrians or separate entrances located in close proximity to aide mutual supervision (13.1 – 13.2)

[ ]  Additional entrances for large sites can have their access times controlled (13.3)

[ ]  Vehicle and pedestrian access beyond the school entrance area and car park into the rest of the school grounds will be restricted (13.6 – 13.7)

[ ]  Student drop off and collection arrangements have been considered in the light of road safety and traffic regulations (14.1)

[ ]  The school’s reception entrance will be clearly signposted from the entrances onto the site (15.1)

[ ]  The shared use of parts of the school site and buildings by the local community has been considered in the light of the security risks that this might present (16)

[ ]  Vehicle parking for staff should be provided in view of occupied offices (18.2)

[ ]  Vehicle parking facilities should comply with the police service’s ‘ParkMark’ criteria for safer car parks (18.5)

[ ]  Secure bicycle parking has been provided (19.2 and 54)

[ ]  There are no public footpaths (rights of way) through the school grounds (22.1)

[ ]  The public rights of way through the school grounds are to be extinguished or diverted (22.2)

[ ]  The planting of new trees or shrubs do not adversely affect lighting and or CCTV (23.2)

[ ]  External furniture is robust in design, fixed into the ground and does not aid climbing onto buildings (24.1)

[ ]  Litterbins are being located away from buildings (24.2)

[ ]  ‘Out of sight’ locations around the school grounds that can be used for rule breaking have been minimised (25 and 26.4)

[ ]  Building features (such as recesses) that cannot be overlooked from another occupied building or room have been avoided or their potential effects have been minimised (26.1 -26.2)

[ ]  Inner courtyards have been sealed by the surrounding buildings or fenced off (26.3)

[ ]  Voids beneath temporary classroom buildings have been secured to prevent arson (27.1 and 27.3 – 27.4)

[ ]  Temporary classrooms have been included within the school’s alarm system (27.2)

[ ]  Sports facilities such as multi-use games areas, artificial playing surfaces, spectator stands and sports pavilions have been designed to reduce opportunities for crime and anti-social behaviour (28)

[ ]  Consideration has been given to protecting wind turbines, photovoltaic installations (PVs) and biomass boilers from vandalism and theft (29)

[ ]  Secure storage for play and sports equipment, including seasonal storage for goalposts etc, has been provided within the main building (30)

[ ]  The security of waste containers, fuel storage and cleaning chemicals has been considered in the light of arson and other crime risks (31 - 33)

[ ]  Utility services access covers are secure (34.1 and 51)

[ ]  Secure arrangements for meter reading have been considered (34.2)

[ ]  Secure mail delivery arrangements have been considered (35 and 61)

[ ]  Automatic opening window systems, vents and pressure relief panels that operate when the school is unattended have been designed in such a way that they do not pose a security risk (36)

[ ]  Building facades minimise the opportunity for hiding and climbing up to windows or onto roofs (37.1)

[ ]  The potential for unauthorised entry by misuse of facilities for essential services i.e. goods lifts, fuel delivery points or ventilation ducts has been minimised (37.2)

[ ]  Wall surface finishes have been considered in the light of the threat of graffiti attack (37.3)

[ ]  The potential for climbing onto roofs has been minimised (38)

[ ]  There is one, well illuminated, main entrance into the school building (which may incorporate more than one set of doors) (39.1 – 39.2)

[ ]  Reception staff have a clear view of the approaches to the school entrance (39.3)

[ ]  The main entrance doors can be controlled from the reception desk (39.4 – 39.5)

[ ]  Additional entrances into the school building(s) are supported by electronic access control (39.6 – 39.10)

[ ]  The reception will be staffed or supervised at all times and access beyond the reception area is controlled using automatic locking doors, turnstiles or other barrier operated by the receptionist or by proximity reader technology or other electronic access control arrangement (40.2)

[ ]  The reception area has been designed to minimise assaults on staff (40.3 – 40.7)

[ ]  [ ]  Visitor toilets and or a [ ]  community or [ ]  parent’s room or [ ]  interview room have been provided within the secure reception area to reduce the number of escorted trips beyond the reception area (40.8 – 40.9)

[ ]  The toilet facilities in this school have been positioned opposite offices, staff work rooms or preparation rooms so that passive supervision is optimised. There should be provision close to outdoor space used at break times. (41)

[ ]  Corridors have been designed to maximise lines of site and surveillance from neighbouring classrooms (with due regard to unwanted interruption) (42.1)

[ ]  The stairways in this school have been designed with reference to: *Standard specifications, layouts and dimensions: Internal stairways in schools Published by DCSF ISBN: 978-1-84775-091-4*  and Secured by Design recommendations (42.2 – 42.4)

[ ]  Directional signage in circulation areas and colour coding of various school departments has been utilised in this school (42.5)

NOTE Internal doorsets are referenced below in section 2 of this checklist

[ ]  Students and staff will be provided with individual secure storage facilities in changing rooms to hold personal belongings during lessons (44.1)

[ ]  The medical room is located on the ground floor close to an appropriate entrance to the school building and has secure storage provision (46.1)

[ ]  The external lighting scheme is sufficient to support CCTV (if specified) and does not conflict with the landscape design (47.2)

[ ]  Light fittings should be protected where vulnerable to vandalism (47.2)

NOTE See Section 2 for further checklist points for external and internal lighting

##### SECTION 2: PHYSICAL SECURITY (Building Control Issues)

Fencing, gates and security bollards

[ ]  The CPDA has been or will be consulted about the perimeter boundary arrangements and security fencing (10.4 and 50.1)

SUPPLY Fencing is being manufactured / supplied by:

Company name and address

 Fencing specification/ LPCB or Sold Secure certification (delete where necessary)

[ ]  will be sent to the CPDA

 [ ]  has been included with this application

NOTE If the fencing system(s) are being sourced from a Secured by Design Member Company you do not have to supply the fencing specification/LPCB or Sold Secure certification unless otherwise requested (go to [www.securedbydesign.com](http://www.securedbydesign.com))

[ ]  All fencing will be installed to the manufacturer’s exact specifications (50.7)

[ ]  Gates installed within a secure fencing system will comply with SBD requirements (50.8 – 50.9)

[ ]  Security bollards to SBD required standards are being installed at this school to prevent vehicular borne attacks on the school building (50.10)

Telecommunications and utility access covers

[ ]  Telecommunication lines and cables enter buildings below ground and are protected with secure access covers (51)

External lighting standard requirements

[ ]  Lighting for internal roads, footpaths and car parks complies with BS 5489-1:2013 (52.1)

[ ]  Light pollution will be minimised (52.6)

Closed circuit television (CCTV)

[ ]  A CCTV system is being installed on this site and the guidance in the main SBD Schools document has been followed (53)

Securing of unattended bicycles, mopeds, scooters and motorcycles

[ ]  Secure bicycle parking is being made available on holds the following attributes

 [ ]  Cycle stands allow locking of both wheels and crossbar (54.1)

 [ ]  External cycle store will be roofed (54.2)

 [ ]  Cycle parking is close to supervised parts of school building (54.2)

 [ ]  External cycle store has ‘transparent’ walls (54.2)

 [ ]  External cycle store to be it with energy efficient lamps (54.2)

 [ ]  External secure containers for cycles certificated to LPS 1175 (54.3)

 [ ]  Internal cycle store meets SBD requirements (54.4)

[ ]  External parking areas for mopeds, scooters and motorcycles is being provided which have the following attributes (54.6)

 [ ]  Sold Secure Silver ground anchors have been provided

 [ ]  Store for such buildings are roofed

 [ ]  The parking store is in full view of the school buildings

Wall construction

[ ]  External wall construction will be resistant to criminal damage (55)

Glazed curtain walling and window walls

[ ]  Glazed wall systems of types i and ii are to be installed using a secure glazing retention system incorporating one of the methods described in paragraph 56.2 (56.1)

[ ]  Glazed wall systems of types iii and iv meet the requirements of paragraph 70 (56.3)

[ ]  Attack resistant glazing is being utilised in glazed wall systems that are accessible (56.4)

Roller shutters and grilles and roller doors

[ ]  The CPDA has been or will be consulted about the need for roller shutters or grilles for this development (57 and 58)

SUPPLY Roller shutters/grilles/doors are being manufactured / supplied by:

Company name and address

 Standard to which certificated

LPS 1175 Security Rating 2 [ ]

STS 202 Burglary Rating 2[ ]

Certification documents supporting the above attainment of standards will be sent to the CPDA [ ]  have been included with this application [ ]

NOTE If the roller shutters/grilles/doors are being sourced from a Secured by Design Member Company you do not have to supply certification information unless otherwise requested (go to [www.securedbydesign.com](http://www.securedbydesign.com))

Roof construction

[ ]  Lightweight roofing systems are being used on this site and they are certificated to:

LPS 1175 Security Rating 1 [ ]

 STS 202 Burglary Rating 1 [ ]

SUPPLY Lightweight roofing systems are being manufactured / supplied by:

Company name and address

Certification documents supporting the above attainment of standards will be sent to the CPDA [ ]  have been included with this application [ ]

NOTE If the lightweight roofing system is being sourced from a Secured by Design Member Company you do not have to supply certification information unless otherwise requested (go to [www.securedbydesign.com](http://www.securedbydesign.com))

Roof lights and sun tubes

[ ]  The CPDA has been or will be consulted about rooflights (60.1)

SUPPLY Rooflights are being manufactured / supplied by:

Company name and address

 Standard to which certificated

LPS 1175 SR 1 [ ]  SR 2 [ ]  SR 3 [ ]

STS 202 BR 1 [ ]  BR 2 [ ]  BR 3 [ ]

 OR

LPS 1175 SR 1 plus internal grille certificated to SR 1 [ ]  SR 2 [ ]

 STS 202 BR 1 plus internal grille certificated to BR 1 [ ]  BR 2 [ ]

Certification documents supporting the above attainment of standards will be sent to the CPDA [ ]  have been included with this application [ ]

NOTE If the rooflights are being sourced from a Secured by Design Member Company you do not have to supply certification information unless otherwise requested

(go to [www.securedbydesign.com](http://www.securedbydesign.com))

[ ]  Sun tubes have been designed to prevent intruders gaining access

Mail Delivery

[ ]  Arrangements for mail delivery have been considered in the light of the crime risks discussed in paragraphs 61 of SBD Schools 2014 (61)

 The letter box being used for this school development has the following attributes:

 Surface mounted letter box

 [ ]  It is robust in design

 [ ]  It has been installed according to the manufacturers’ specifications

 [ ]  It is certificated to TS 009 (61.5)

 [ ]  It is located in an overlooked position

 [ ]  The design prevents theft via the delivery slot

 [ ]  The access door is lockable

 Through the wall letter boxes

 [ ]  All six attributes of the surface mounted letter box described above

[ ]  Anti-arson design features to ensure that any fire that is set through the letter plate aperture is controlled within the container

 [ ]  It meets the requirements of TS 008 (61.6)

External doorset apertures

[ ]  The security and performance standards for the various external doorsets to be installed in this school development meet with the requirements of SBD Schools 2014 (63)

Glazing within doorsets and secure vision panels

[ ]  The glazing within external doorsets meets with the requirements of SBD Schools 2014 (64)

Door installation

[ ]  Doorsets are being installed to the manufacturers’ specifications (65)

Security glazing

[ ]  Security glazing meets the requirements of SBD Schools 2014 (66)

SUPPLY External doorsets are being manufactured / supplied by the following companies:

Company name and address

Certification documents supporting the attainment of security standards will be sent to the CPDA [ ]  have been included with this application [ ]

Company name and address

Certification documents supporting the attainment of security standards will be sent to the CPDA [ ]  have been included with this application [ ]

Company name and address

Certification documents supporting the attainment of security standards will be sent to the CPDA [ ]  have been included with this application [ ]

NOTE If the doorsets are being sourced from a Secured by Design Member Company you do not have to supply certification information unless otherwise requested

(go to [www.securedbydesign.com](http://www.securedbydesign.com))

Electronic access control

[ ]  Electronic access control arrangements meet with the requirements of SBD Schools 2010 (67 – 69)

Protection of window apertures

[ ]  All ground floor and easily accessible windows are certificated to either PAS 24:2012 Annex C or STS 204 for enhanced security (70.2)

[ ]  These windows are also fit for purpose and are certificated to the following material standards (70.4)

(Please tick relevant boxes)

[ ]  BS 4873 (Aluminium)

[ ]  BS 7412 (PVC-U)

[ ]  BS 644 (Timber) or BWF Timber Window Accreditation Scheme (TWAS).

[ ]  BS 6510 (Steel) or SWA Steel Window Accreditation Scheme (SWAS)

[ ]  Composite – tick relevant material standard boxes above

 The windows are of the following style(s)

 (Please tick relevant boxes)

[ ]  Tilt/turn

[ ]  Casement

[ ]  Vertical slider

[ ]  Fully reversible

[ ]  Fixed light

[ ]  Horizontal slider

[ ]  The glazing in windows that are easily accessible includes one pane of attack resistant glass (70.3)

[ ]  The windows will be installed to the manufacturers’ specifications (70.3)

SUPPLY Windows are being manufactured / supplied by the following companies:

Company name and address

Certification documents supporting the attainment of security standards will be sent to the CPDA [ ]  have been included with this application [ ]

Company name and address

Certification documents supporting the attainment of security standards will be sent to the CPDA [ ]  have been included with this application [ ]

Company name and address

Certification documents supporting the attainment of security standards will be sent to the CPDA [ ]  have been included with this application [ ]

NOTE If the windows are being sourced from a Secured by Design Member Company you do not have to supply certification information unless otherwise requested

(go to [www.securedbydesign.com](http://www.securedbydesign.com))

Intruder alarm systems

[ ]  An intruder alarm system is being installed and is compliant with the requirements of the ACPO Security Systems policy (71)

Physical security standards for computers and server rooms

[ ]  The security of server rooms has been considered in the light of advice given in clauses 73 of SBD Schools 2014 (73)

Internal doorsets

[ ]  Where internal doorsets are required to be of enhanced security (e.g. computer server room), they must be certificated to the standards shown in clause 74.1 of SBD Schools 2014 (74.1)

SUPPLY Internal doorsets are being manufactured / supplied by the following companies:

Company name and address

Certification documents supporting the attainment of security standards will be sent to the CPDA [ ]  have been included with this application [ ]

Company name and address

Certification documents supporting the attainment of security standards will be sent to the CPDA [ ]  have been included with this application [ ]

Staff room

[ ]  Staff members have access to secure lockers for storage of clothing and personal belongings (75.1)

Student lockers

[ ]  Students have access to secure lockers for storage of clothing and personal belongings (76)

Security staff, manned guarding and guard houses

[ ]  Where security staff are to be employed on site the guidance in clauses 78.2 to 78.8 will be followed. (78)

Arson and fire protection

[ ]  Due consideration had been given to preventing arson and reference has been made to the various documents identified in SBD Schools (79)

Note Should a fire risk assessment result in the requirement for a sprinkler system then this shall become a requirement of Secured by Design for certification purposes (79.3)

END OF CHECKLIST

**Additional information…**