



**Shildon Railway Institute**

# **Site Security Policy**

**Ver 0.1**

**as of 24 March 2023**

## 1. Policy Statement

Schildon Railway Institute recognises its responsibility to provide staff, volunteers, customers, contractors, sub-contractors, vendors, and visitors to its office a safe environment where they and their possessions will be offered a reasonable degree of protection.

To ensure that the environment is kept safe everyone who accesses the office must be aware of how they can contribute towards ensuring that the office is a safe place to be.

The principle objective is to ensure that unwanted people who would seek to cause harm to individuals or property are stopped from entering the buildings.

## 2. Normal Operating Hours

- The principle access to the building for visitors is through the main entrance doors leading to the main reception area.
- No visitors shall be allowed to access the building from the rear, service, employee, or emergency access doors, except for disabled access.
- All business visitors must sign in and be issued a numbered visitors badge.
- Visitors may require being accompanied by a member of staff at all times they are in confidential areas.
- When leaving all business visitors will sign out and their numbered visitors badge returned and noted by an authorised staff member or committee member.
- No one should allow anyone, of whom they are unfamiliar, access through any security locked doors or elevators without first checking their identity and purpose.
- All security doors shall be kept secure so that access is only via a security code, key, swipe card or similar. No doors leading to the confidential areas of the building shall be left unbolted, unlocked, or otherwise propped open.
- All staff can enter and stay in the building during normal building hours which are listed above.

## 3. Outside Normal Operating Hours

- Approval must be obtained from the Steward/Stewardess or committee prior to scheduling off hour activities.
- The principle access to the Office for visitors shall be through the main entrance doors into the main reception area.
- Access to the public and visitors will be open to what are recognised publicly accessible rooms and the bathrooms.
- All security doors shall be kept secure so that access is only via a security code, key, swipe card, or similar. No doors leading to the confidential areas of the building shall be left unbolted, unlocked, or propped open. This also applies to emergency doors.
- If the main entrance to the building is unlocked staff may enter the building.

## 4. Days when the Offices are closed

Procedure for accessing the building out of hours for staff

No staff may enter the building unless they have out of business hours access approval. If for any reason access is required then the following procedure needs to be followed.

- Get approval from the Steward/Stewardess or Committee
- Speak to Steward/Stewardess to let them know that you will be in out of hours
- Ensure that you will have access to the building out of hours
- You must enter the building via the main door with key provided

## 5. Security of Equipment and Possessions

- No equipment such as laptops, tablets, projectors shall be left unattended. Those who book or are assigned such equipment are responsible for its security, condition, and safe return.

- Personal possessions are the responsibility of the individual. If a staff member, volunteer, visitor, etc. bring an item of value into the office they must ensure that it is appropriately stored in a safe place. The office is not responsible for personal possessions that go missing.
- Any thefts or losses must be reported immediately to a staff member or committee member and to the police if appropriate.
- Business visitors must not be allowed to let anyone else into the building without the prior written permission of staff.
- On leaving the office all filing cabinets holding sensitive information/material must be locked and keys stored in a secure location. All internal doors shall be locked, windows checked, and alarm set. Failure to do so could result in disciplinary actions.
- Staff shall manually lock their computers when they leave their desk.

## **6. Car Park**

- The car park gates are locked overnight
- All cars parked or left overnight are done so at owners risk, Shildon Railway Institute take no responsibility for cars or their contents when left in the car park.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_