

Finance and Estates Policy Statement FEPS2



Corporate Security

Policy Statement

Context

1. The Security Policy is introduced on the understanding that the University functions overall as an open and welcoming institution to enable its students, staff and the broader community to have safe access and beneficial use of all University facilities.

Aim

2. The aim of the Security Policy, within this context, is to provide a secure and safe environment in which all people can equally work, study and visit without threat or fear, respecting themselves and the rights of others in which criminal injury, and loss or damage is eliminated.

Objectives

3. The main objectives to achieve the aim are as follows:

- To minimise the risk and fear of personal injury;
- To promote an individual and corporate sense of responsibility towards security of the buildings, the contents and the people who occupy them;
- To protect all property and capital assets from theft, loss or damage.

Organisation

4. A Security Advisory Group chaired by the Security Manager will meet bi-annually to consider University Security issues. It will report and make recommendations to the Security Policy Group, chaired by a PVC, where all Policy decisions will be taken or referred to the Executive Team Meeting as appropriate.

5. The University Security Manager will provide the Security Advisory Group with current information on the types and levels of crimes and be in a position to advise on prevention. S/he will liaise with Heads of Campus, Heads of Service, Campus Facilities Managers, Students' Union and Campus Administration Managers internally, and the police, victim support organisations and the University insurers externally. A written resume of reported crimes will be circulated to members on the first day of every month, with a summary published annually.

6. The Head of Financial Services will provide the Group with details of the terms of the University insurance, advise on methods of inventory, asset and stock control and provide information on the levels and success of insurance claims made by the University.

This policy statement was approved by Management Team at its meeting on 17 February 1997. It is due for review in December 2002.

February 1997

Code of Practice

Personal Safety

7. The collated reports from Campuses indicate a low incidence of personal attacks and whilst some reassurance can be drawn from this, even a single threat of violence to an individual can be traumatic and generate very real fears for safety. The University will actively support disciplinary action against person(s) using such behaviour on Campus.

8. There are many simple but effective practical measures that can be taken by individuals or within groups to reduce the risk of any unprovoked confrontation. Campus users should feel free and able to discuss these and ask for further advice or regular safety checks or telephone calls from other colleagues without fear of embarrassment.

9. Managers will be aware of the reassurance that can be given by adequate staffing levels and only allow 'lone working' where a written risk assessment has been conducted and it is considered safe. The efficient use of alarms, closed circuit television, adequate access control mechanisms and improved external lighting levels will also offer some reassurance.

Victim Support

10. Victims of crime will always be encouraged to report the matter to their Line Manager, the Campus Facilities Manager (CFM) and the Police. Full crime reports **must** be completed as soon as practicable for any criminal loss or injury which may become the subject of internal discipline, an insurance claim or liability investigation. Details of witnesses and other items of evidence found at the time will be included and promptly forwarded to the Head of Financial Services.

11. Victims of crime within the University who have suffered some personal attack or shock will be sympathetically supported at the time and subsequently referred to the University Counselling, Health and Advisory Service and offered follow up contact to provide further reassurance and support if required. Line Managers and the Students' Union may also be able to offer skills in this area.

Security by Design

12. Security issues will be included on the agenda of **all** meetings to plan new buildings, lighting schemes, and general refurbishment; or where there is a change of use or occupancy which provides an opportunity to review the level of protection being offered. A written Risk Assessment should be carried out on the information available to minimise the likelihood of future criminal injury, fear or loss. The University Security Manager will provide advice initially or call upon other agencies, including the insurers or police, as considered necessary.

Corporate Cash Handling

13. All University staff receiving or refunding Corporate cash will make an accurate, auditable written record immediately and will safely store handle or transport cash **only** in accordance with the guidelines issued by the Head of Financial Services and the insurers. Overnight cash storage (above £1000) will only be in approved safes in an alarmed area.

Corporate Key Control

14. All Corporate keys must be individually signed for in a Campus Key Register maintained and monitored by the CFM. Keys must not be left unattended unless they are either locked in an approved 'key safe' or completely removed from University premises when the keyholder is still expected to exercise a reasonable duty of care. The loss of any corporate keys will be reported immediately to the Campus Facilities Manager.

Building Intruder Alarms

15. Intruder alarms have been installed on every Campus as one method of securing unoccupied buildings. They must be maintained in accordance with the (Nascoss) installers Insurers guidelines and a written Service Log kept by the CFM. Heads of Campus and Facilities Managers will ensure that arrangements are in place so that at all times at least one keyholder can safely respond within maximum time of twenty (20) minutes to every alarm activation.

16. All alarm key pad codes will be unique to an identified individual and not communally shared by any area or group of staff. Operator codes are to be kept confidential and changed when alarm operators change employment for any reason.

17. If, for any reason, an alarm cannot be set, alternative means of protecting vulnerable areas of buildings must be immediately considered to prevent loss. These may include static guarding. The local police and the insurers must always be promptly informed.

24 Hour University Contact

18. The University Central Switchboard at Bounds Green only operates between 8.30am and 5.30pm Monday to Friday. The Emergency Services can still be contacted by dialling (9)999 or (9) 112 at any time from any telephone, and a direct contact number should be given.

19. Contract security guards are employed overnight at Tottenham (0181 362 6283) and Trent Park (0181 362 5728) Campuses.

20. A confidential list of the private home and mobile telephone numbers for some University staff and keyholders has been prepared and circulated to Heads of Campus, Heads of Service and Campus Facilities Managers for use in an emergency. It will be updated at least annually by the University Security Manager.

Reception Area

21. On all campuses during 'Open Hours' there is a constantly staffed reception point to provide a courteous welcome for visitors, staff and students, a level of access control and a source of information and directions. It will also be a key communication feature in any emergency contingency plan prepared by the Head of Campus or Facilities Manager.

22. Campus Security Assignment Instructions are kept in an easily identifiable loose leaf folder in each Reception area to contain; Campus 'Open' and 'Silent' Hours; Dated Contingency Plans; Corporate and Local Security Instructions. This will be maintained and annually updated by the Campus Facilities Manager. The folder is not to be used for any other purpose and will form part of local staff training by the CFM.

Access and Egress Control

23. Heads of Campus will provide an adequate level of access and egress control to prevent persons entering with the intention of committing crime, or of leaving the Campus without being identified after a crime has been committed. This may be varied to suit the assessed risk.

24. Staff and students are issued with a photographic library card and are expected to produce this upon reasonable request at any time on any Campus. Visitors will be issued with a temporary badge to wear after signing in at the Campus Reception. Person(s) unable to produce adequate identification should be offered help in the first instance, advised of the policy and further enquiries made. Subject to the local agreement of the Head of Campus, MUSU will be responsible for controlling access to their own licensed areas and events.

25. Car parking control measures will be enforced to prevent danger, inconvenience and congestion. Any injury, damage or theft involving a motor vehicle on Campus will be fully reported, including the driver's documents, where examined, by the CFM to the Head of Campus and Head of Financial Services for insurance purposes. Serious cases and all those involving injury must be reported to the police immediately. Injured persons will always be offered proper medical aid.

Restrictive Parking Out of Hours

26. Vehicles are frequently used to transport stolen property or to commit crime. As a preventative measure during 'Silent Hours' and to restrict the use of vehicles for crime, access on Campus or around specific buildings which are known to contain concentrations of valuable or vulnerable equipment can be restricted. Vehicle movement and parking may be prevented by barriers or signs. The likelihood of quantities of equipment being removed by hand is then reduced and the chances of detection increased. Full use should also be made of 'live' closed circuit television monitoring and deterrent lighting.

Property Marking - Loss Prevention

27. All Corporate University property will be listed on the budget holders inventory and neatly permanently engraved or marked by the purchaser with the words 'Middlesex University' and the Campus postcode as follows:

Bounds Green:	N11 2NQ	Cat Hill:	EN4 8HT	Wood Green:	N22 6UZ
Enfield:	EN3 4SF	Trent Park:	N14 4YZ	Hendon:	NW4 4BT
FOHS Campuses:	N19 5NF	Ivy House:	NW11 7HU	Tottenham:	N17 8HR
Quicksilver:	N22 6XH				

28. It is the responsibility of the budget holder on whose inventory the property is listed to fund and arrange for the marking to be carried out.

Portable Electrical Equipment

29. An analysis of the University insurance claims indicates the majority of losses are of portable electrical equipment and in particular computer hardware. Insurers insist that high value items and **all** Apple Mac computers and laser printers are secured by an anchor pad type enclosure device which restricts movement. New purchases are to include such a device from the purchasers budget. All items must be post-coded as described in the previous paragraph, and concentrations of such equipment, particularly on the ground floor of buildings or near final exits, must also be protected by an approved alarm system and other appropriate measures such as multiple locking doors and windows and burglar bars.

Equipment Removed Off Campus

30. Items of corporate equipment must not knowingly be taken away from a campus or part of a campus (that is, away from a department or building for example) unless prior written permission has been obtained from the budget holder (upon whose inventory the corporate property is shown), or the

person who is responsible for the property if it is not normally shown on an inventory as in the case of small consumable items.

31. A two part Equipment Loan Form is provided for the purpose and should be clearly completed to show the name and telephone number of the budget holder giving permission, the name of the person who will be responsible for the property and the address(es) where the property will be whilst off Campus, the date the property is to be removed and returned, and a full description including any model and serial number. In all cases it will be permanently post-coded as previously described. The insurance cover in such circumstances is shown on the reverse of the Form.

32. A copy of the Form will be retained by the budget holder in a file available for production for a period of three years. It will be noted on the original Form that the property was returned intact and examined by a named person. The other copy of the authority will be retained by the person authorised to remove the property and will be produced upon reasonable request. **Inability to produce the Equipment Loan Form may result in unnecessary inconvenience or the property being retained on Campus.**

Lost and Found Property

33. Heads of Campus will agree a common auditable system for storing and recording lost and found property and ensuring that every effort is promptly taken to restore it to the owner. If, in spite of thorough enquiry and effort, the property has not been restored after one calendar month it may be offered back to the finder against signature to keep unless the property can be restored to an ultimate agent (eg. Returning books to a library or cheque cards to a bank) or is of such value that directions on disposal should be sought in writing from the Head of Campus in writing.

34. Full use should be made of local notice boards and the North Circular to publicise unclaimed property. Students and staff should be encouraged to name all personal items of property and also include a department, campus, programme or room number. Some input during the induction period may be considered useful.

Security of Personal Property

35. Opportunist theft of personal property is encouraged if it is left unattended, even momentarily. The University does not accept responsibility in such cases and all Campus users must be urged to take responsibility for their own property. Managers will be aware of the need to secure personal property and arrangements should be locally available such as the provision of **personal** lockable drawers or cupboards. Where this is not immediately achievable a departmental >valuables= cupboard under the control of a responsible person may be offered.

36. Heads of Campus and Services will provide some personal lockers for general use on every Campus. Perhaps located in open view near the Refectory, Sports changing areas and Libraries so that students and staff at least have the opportunity to secure bags and valuables and thereby reduce the opportunity for loss or theft. Warning notices should be clearly displayed in these areas of vulnerability indicating that personal property is brought to the University at the owners risk and no Corporate Liability is accepted even if the lockers are used.

Staff Training

37. The University Security Manager will be available to provide staff development seminars and advice and will support the Staff Development Manager in providing accredited vocational security training to City & Guilds and NVQ level.

Summary

38. The intention should be to engender a spirit of individual and group self help awareness and protection with the minimum of corporate security measures necessary to support a healthy and crime free environment. People are encouraged to be responsible for themselves, each other and for the security of property within their own areas and also through their alertness and co-operation to enable general security measures to be effective.