

SITE SECURITY AND ACCESS POLICY AND PROCEDURES

CATEGORY	Finance & Estates
POLICY OWNER	Facilities Services Manager
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APPROVED BY	Director of Operations & Sustainability
REVIEW FREQUENCY	Annual

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1. Policy Purpose

Our policy for the security and workplace safety at UWC Atlantic (the College) is primarily to provide a safe and secure environment in which our students can study, our employees can work and our visitors feel welcome.

Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

Schools and colleges are traditionally very open places, of varying size and complexity and whose facilities are widely used by their local communities. UWC Atlantic is no different, with public footpaths crossing the estate and an Arts Centre, nursery and church open to the public at the centre of the site.

2. Policy Statement

Within the College, executive responsibility rests with the Principal, with operational responsibility devolved to the Director of Operations and Sustainability as the Security Coordinator. The College’s health and safety committee will be the main forum within the College for discussing security issues, and monitoring risk assessments, induction and training programmes, and assessing the effectiveness of the physical and electronic security measures adopted by the College.

3. Policy Implementation

3.1 Responsibilities

The Principal

The Principal has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security and workplace safety and monitoring and reviewing these arrangements on a regular basis.

Director of Operations and Sustainability

The Director of Operations and Sustainability is responsible for the physical security of the buildings, and for tasking the Welcome Team with;

- locking and unlocking external buildings and windows at the start and finish of every day (those with physical key access) as far as practicably possible, and
- carrying out patrols of the site overnight.

Building Maintenance Manager

The Building Maintenance Manager will contact a member of their team if required in an emergency.

The Building Maintenance Manager is responsible for ensuring that all contractors attending the college site have appropriate DBS checks and Health & Safety records in place.

3.2 Site and Access Information

College Employees

All employees must have a College I.D. badge. If their I.D. card is lost, they must report it to the ICT Network Manager who will arrange a replacement. Employees must have this on their person at all times when they are on campus, including when they are off duty but moving around the campus. This is to ensure that they are easily identifiable.

All employees are required to conform to the College’s student safeguarding procedures as outlined by the Safeguarding and Respectful Community Policy. This includes responsibility for visitors on the campus.

Family Members Living On Site

Family members of College employees living on site over the age of 16 are also required to have an I.D. badge. Please refer to HR to check details if necessary.

Students

Students are issued with college I.D. cards annually and are advised to carry them at all times. Students who leave site should sign out and back on the InVentry Software at Reception.

College Visitors (excluding event visitors and regular contractors – Refer to Below)

All college visitors are required to sign in on arrival via the InVentry Software at reception. They will be issued with a visitor’s badge which must be worn at all times.

All college visitors are expected to be escorted whilst they are at the College and to ensure that they sign out and return their visitors’ badges on departure.

Contractors

All contractors are required to sign in on arrival via the InVentry Software at reception. They will be issued with a visitor’s badge which must be worn at all times.

Sateon access cards will be issued on the direction of the Building Maintenance Manager, permitting access to areas around campus as appropriate.

Event Visitors

Visitors for on-site events are to remain within the confines of the event taking place and must not wander around College grounds unless escorted by an employee. College Event organisers must provide a guest list to the Welcome Team, either through use of the Eventbrite booking system or a detailed spreadsheet.

Parking Facilities and Deliveries

There are clear signs directing visitors to our visitors’ car park.

There are warning signs restricting speed to 10 mph, and speed humps to restrict speed.

Reception and Security

The College Reception is staffed 24/7 at the main entrance during term time and vacation periods.

4. Related Information

4.1 Related Policies that are Required of the College

- Occupational Health and Safety Management
- Fire Safety Policy
- Safeguarding and Respectful Community Policy

4.2 Key Contacts

Out of Hours Contact Details:

Duty Housementor	Please refer to Duty Roster
Silver Command	Please refer to Duty Calendar
Duty DSP	Please refer to Duty Calendar
Welcome Team (24/7)	1000
Emergency Engineer	1000 (contact reception)
Duty Nurse (7am-7pm weekdays)	1022 or 1023

5. Policy Measurement and Reporting

The Site Security and Access Policy is reviewed annually by the Finance & Estates Committee of the Board, the Director of Operations & Sustainability and the Facilities Services Manager, as part of the operations review cycle and as part of the whole College

development plan. Part of this review process will consider to what extent the policy is being used as an active working document.

The policy is communicated to the school community electronically on **Every** and is available on the UWCA website.