



PREMISES SECURITY POLICY

Draft

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Draft

PREMISES SECURITY POLICY

1 INTRODUCTION

For the Council to have a safe and secure environment for members of the Council, staff, contractors and visitors it is necessary to have in place a robust premises security policy along with procedures which will enhance security and safety.

2 OBJECTIVES

- 2.1 The Premises Security Policy provides the overarching framework to which more detailed instructions, issued by the Head of Estates Planning and Management, will be linked. It provides a high level guide to all people using council buildings and is an aid to promoting robust security governance.
- 2.2 Through this policy Surrey County Council will take all reasonable measures to safeguard the security and safety of all members, staff, visitors and contractors, whilst within or situated on Council premises.
- 2.3 Where Estates Planning & Management (EPM) do not have a direct physical presence their facilities staff will work closely with and support the occupying service department's implementation and enforcement of the policy.
- 2.4 **This policy applies to all Members of the Council and staff.** Contractors and other visitors must comply with the instructions issued to visitors.

3 RESPONSIBILITIES

- 3.1 All individuals using Surrey County Council premises must take responsibility for promoting premises security, through adhering to the principles within this policy and any supporting instructions. Failure to abide by the principles within the Premises Security Policy Statement or supporting instructions may lead to disciplinary / criminal proceedings being taken against the individual.

3.2 CABINET

The Cabinet has oversight for Premises Security across the authority.

3.3 HEAD OF ESTATES PLANNING & MANAGEMENT

The Head of Estates Planning & Management co-ordinates the implementation and development of revisions to the Premises Security policy.

The Head of Estates Planning & Management will review the policy and supporting instructions on a regular basis. Revisions will take account of any relevant changes in legislation, with particular reference to health and safety; and the monitoring of security effectiveness and efficiency.

3.4 HEADS OF SERVICE

Heads of Service will ensure that support and resources are available to staff to implement the Premises Security policy.

Where weaknesses have been identified, Heads of Service will work with EPM to identify the need and potential impact of remedial work upon the service.

Heads of Service play a pivotal role in promoting security (alongside health and safety) and providing leadership within their service area. It is recognised however that actual

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responsibilities will vary according to the location and premises from which the service is provided and the nature of the activity. It is also recognised that Heads of Service may wish to delegate responsibility to a nominated individual in their service but in such circumstances the overall responsibility for security matters remains with the Head of Service.

3.5 FACILITIES & SERVICE TEAM MANAGERS

Managers are responsible for the effective day-to-day management and enforcement of the security policy.

4 SECURITY – GENERAL PRINCIPLES

All Members of the Council and staff **must**:

- display the relevant car park permit in the front window of their vehicle at all times when parking on County property.
- wear the relevant building security pass at all times on Council property.

Staff **must** comply with:

- the clear desk policy for their location at the end of each working day. Managers are required to ensure that wherever practical they work towards a clear desk policy and ensure that the requirements in relation to data security are fully met.
- management instructions in relation to the temporary removal of County Council equipments from premises and having particular regard to the policy regarding security of portable IT equipment

4.2 HEADS OF SERVICE will:

Ensure staff have access to and are familiar with the Premises Security Policy, with close attention paid to those issues, which are relevant to the activity of their service.

Ensure that all members of staff and visitors to the property understand and exercise their security responsibilities and have due regard to safeguarding council property.

Liaise with the Facilities team on any security matter and attend relevant meetings to discuss security issues.

Undertake a security risk analysis of their service area and operations in conjunction with the Facilities team (where appropriate) and act to remove and reduce as far as possible any security risks.

4.2 FACILITIES & SERVICE TEAM MANAGERS will:

Provide all users of their premises with detailed instructions regarding the particular security requirements

Monitor existing controls and report any concerns

Provide training for staff

Regularly monitor access rights

Undertake periodic inspections of the premises to promote premises security, monitoring adherence to the clear desk policy and security best practice

Maintain an inventory of non-fixed equipment in accordance with Financial Instructions.

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Control access to their service areas by taking responsibility for the issue of keys and passes.

Put measures in place to ensure staff who leave the organisation return their car park permit, building pass, and any keys to the premises on or before their last working day of employment.

4.3 STAFF (Including Contractors and Agency Staff)

All staff must ensure they are familiar with and follow the procedures in the Premises Security Policy, paying particular attention to those issues relevant to their activities.

All staff must co-operate with requests from the Facilities Team or their team manager, especially with emergency or evacuation instructions and in relation to security procedures.

4.4 Personal Security

Whilst it is the responsibility of the Facilities Team to provide a safe and secure environment, it is the responsibility of all staff on Surrey County Council premises to take all reasonable measures to ensure their own personal security.

When travelling to or from work, or away from their normal base on council business staff should make themselves aware of their surroundings and of other people. Try to avoid poorly lit or isolated areas. Report any deficiencies in lighting on Surrey County Council buildings so that Estates Planning and Management can take remedial action where appropriate.

4.5 Suspicious behaviour

If staff notice any suspicious behaviour or criminal activity they must inform their Line Manager. Where appropriate the Line Manager will question the individual(s) in a customer friendly and positive manner. The Line Manager will direct security response to the area as a matter of urgency, and if appropriate, ensure the Police are contacted.

4.6 VISITORS

Visitors must report to Reception and sign the Visitors Book on arrival at the property

Visitors have a general responsibility to look after Council property whilst on site and to give due consideration to security issues

They must follow security procedures designed to protect council property and wear their visitor pass (where issued) at all times and surrender the pass on leaving the property

Visitors must follow instructions from either the Facilities team or from the host service, particularly in emergency situations

For the purposes of the policy, relatives of staff and former employees are classed as visitors