

Building Security Policy

1. Introduction

- 1.1 New Mills and District Volunteer Centre recognises its responsibility to provide a safe environment for staff (which for the purposes of this policy includes volunteers, clients and visitors to its office), where they and their possessions will be offered a reasonable degree of protection.
- 1.2 The principle objective is to ensure that people who might seek to cause harm to individuals or steal property are stopped from entering Bank House, 22 Henry Street, Glossop, Derbyshire SK13 8BW (referred to as 'the building' or 'building'):

2. Normal Working Hours

- 2.1 The normal working hours for NMVC are Monday to Friday 9.00am – 5.00pm.
- 2.2 The building is open to the public from Monday to Friday 10.00am to 4.00pm.
- 2.3 The main access to NMVC for visitors is through the main entrance door into the main reception area & access can be gained from car park via the back door.
- 2.4 All visitors must sign in and out at reception, and all staff must sign in and out using the sheet in reception (this is required for fire safety reasons).
- 2.5 Members of the public visiting the building must only be given access to the staff areas (upstairs) if accompanied by a member of staff.
- 2.6 No one should allow anyone they do not know to access the building through any locked doors without first checking their identity and the purpose of their visit.
- 2.7 All staff may enter and stay in the building during normal working hours.
- 2.8 Staff and volunteers must ensure that they do not allow people to follow them into the building without ensuring that they know why they are there and that someone is aware that they are in the building.
- 2.9 The back door should be kept closed at all times to prevent unauthorised access to the building.
- 2.10 If there is no volunteer covering reception, the front door should be locked to prevent the public accessing the building without the knowledge of the staff. When the reception volunteer leaves a member of staff should ensure the door is locked behind them.

3. Outside Normal Working Hours

- 3.1 Staff will not usually be required to work outside normal working hours, if they do then access for the public and visitors will be by appointment only, and will be the responsibility of the staff member in attendance.
- 3.2 Staff wishing to use the building outside of normal working hours must ensure the following:
 - 3.21 They must have had training in activating and deactivating the alarm.
 - 3.22 They must complete the opening up/closing down safety and security checks e.g. fire exits, fire doors, windows, heaters etc.

3.22 They must have the approval of the Centre Manager.

3.24 They must ensure adherence to the Lone Working Policy.

4 Security of Equipment and Possessions

- 4.1 No equipment such as laptops and projectors should be left unattended in meeting rooms. Those who book such equipment are responsible for its security and safe return
- 4.2 Personal possessions are the responsibility of the individual owner and if a staff member, volunteer or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place. NMVC is not responsible for personal possessions that go missing unless there is proof of forcible entry to the building.
- 4.3 Staff should make volunteers & guests aware that they can store valuable in a secure place but we will not be responsible for them.
- 4.4 Cash income and petty cash will be kept in the safe within the office.
- 4.5 Any thefts or losses must be reported immediately to the Centre Manager, and then to the Police if appropriate.
- 4.6 Visitors must not let anyone else into the building without the prior permission of staff.
- 4.7 On leaving the office, all offices must be locked. All internal doors should be locked ensuring access to the upper floors is prevented, windows checked and, upon departure from the main building, the alarm must be set. Failure to do so could result in disciplinary action.

5 Keyholders

- 5.1 All staff who hold keys to the building must sign the Keyholders book stored in the safe.
- 5.2 All external users to the building who require access outside of normal working hours, such as partner organisations who pay for use of meeting rooms, shall get access to the building via our designated key holder, who will open the building and then ensure the building is secure following their session.
- 5.3 Keys remain the property of NMVC and it reserves the right to request the return of keys at any time.
- 5.4 Only staff members and those using hot desks may be allowed the code for the keypad to gain entry at the back door. This code is not to be given to volunteers or clients.

6 Out of Hours External Users of the Building

- 6.1 All external users to the building who require access outside of normal working hours, such as partner organisations who pay for use of meeting rooms, shall get access to the building via our designated key holder, who will open the building and then ensure the building is secure following their session.
- 6.2 Out of hours meetings will be in the downstairs meeting room only, access to the upstairs meeting rooms or offices will not be permitted under normal circumstances.