

# University of Essex Loughton Campus Security Policy

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Any amendments or suggested alterations should be sent to the Security Manager, University of Essex, Wivenhoe Park, Colchester, Essex, CO3 4SQ. Tel: 01206 872361.

## AUTHORISED AMENDMENTS:

Date	Amendment number	Amendment detail	Page number
01 Mar 16	1	Salto access control	8
11 April 17	2	Email links	4
04 July 17	3	Safeguarding	9
05 Sept 17	4	External speakers	8
13 Feb 18	5	Addition of Welfare	11
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## Introduction

\*This Policy refers solely to the Loughton Campus

### 1.0 Purpose

1.1 The purpose of this document is to specify University policy for the management of campus security. It takes account of the following legislation and standards

- Health and Safety At Work Act 1974
- Data Protection Act 1998
- The Protection of Freedoms Act 2012 (Code of Practice for Surveillance Camera Systems and Specification of Relevant Authorities)
- Counter Terrorism & Security Act 2015
- NSI 107 “The provision of Control Room Services”
- BS 7958 CCTV Management & Operations Code of Practice
- BS 7499 Static Site Guarding and Mobile patrol Service Code of Practice
- BS 7858 Security Screening of individuals employed in a Security Environment Code of Practice

1.2 Security measures are in place to ensure the University is able to pursue its mission of excellence in education and research by maintaining:

- An open, safe and welcoming campus;
- The reduction of incidents and the minimisation of risk;
- The personal safety of individuals;
- Protection of premises, physical assets, including personal property and vehicles;
- Clear, regularly reviewed policies and procedures
- Developing partnerships with external stakeholders with whom the University can work to help implement the security policy

1.3 There are three main drivers that underpin the security policy, which are:

- Proactive prevention. Proactive deterrence to minimise crime and incidents and their effects on the University, staff and students
- Managed response. A responsive, effective, efficient service to deal with the University’s operational security needs.
- Stakeholder care. Student, staff and visitor welfare to promote a safe and secure work, living and study environment.

## **2.0 Policy Statement and Scope**

This policy applies to all members of the University including (but not limited to): Students, Staff, Visitors and Contractors. The policy specifies the role of the University Security team and the Loughton Campus Supervisor, and their remit across the University estate i.e. space and buildings.

The University estate encompasses:

- The Hatfields site consisting of, the Corbett Theatre Café & Bar, Hatfields House, Dance Studios and Courtyard Studios.
- Roding House which comprises of 10 rehearsal studios, IT lab, Wardrobe Department, Café, sited on Oakwood Hill Industrial Estate
- The Technical Department (Unit 4) also sited on Oakwood Hill Industrial Estate

- 2.1 There are approximately 450 students and 70 permanent staff plus numerous visitors and short term tutors, registered at the Loughton Campus. Open access to the University is seen as an essential part of academic life. This does carry risks and if the general invitation to the campus is not to be abused, adequate security measures are essential to maintain the University's reputation as being a safe and secure environment, with student safety and welfare being a priority.
- 2.2 The University will exercise campus wide security control and direction, and will issue procedures which will be widely communicated.
- 2.3 Responsibility for personal property in offices and work areas or left in the grounds remains with the owner or occupant. A security guard is present each working day from 5.00pm until midnight and from 9.00am – midnight on Saturdays.
- 2.4 Advice and information on security issues for staff and students is provided by the University's Security Manager and Loughton Campus Supervisor.

## **3.0 Policy statement**

- 3.1 The function of this policy is to maintain the safety, and promote the welfare of University of Essex students, staff, visitors and contractors as far as is reasonably practicable whilst they are on the campus site, and within the buildings.
- 3.2 The University of Essex is committed to maintaining an open but secure environment, balancing the rights and freedoms of the individual with the collective safety and security of the University community.
- 3.3 The Security Manager and Loughton Campus Supervisor are responsible for the effective operation and enforcement of the Security Policy and procedures. Responsibility for security

and personal safety rests with all persons who study, work or reside in, or who visit the University campus

- 3.4 All students, members of staff, visitors and contractors are expected to assist the Campus Supervisor to ensure the success of the Policy.
- 3.5 Security and personal safety is everyone's responsibility and cannot be left solely as a matter for the Campus Supervisor or the Police.
- 3.6 The University reserves the right to prosecute and/or take appropriate disciplinary action against any person who acts negligently, dishonestly, or commits a crime.
- 3.7 The University has published Regulations relating to conduct which all staff and students should read. This statement outlines the University's views on acceptable behaviour and can be found at: <http://www.essex.ac.uk/about/governance/regulations/code-conduct.aspx>

#### **4.0 Responsibilities**

Responsibility for security rests with all students, staff (including contractors) and visitors to the University. Everyone should report all activity, suspected or real, of a criminal nature, unacceptable behaviour, or any suspicious activity immediately to Reception at Hatfields, for the attention of the Campus Supervisor. Within this overall responsibility some particular elements are defined as follows:

##### **4.1 Registrar & Secretary:**

The Registrar & Secretary, as a member of the University Steering Group, should ensure that support and resources are available to staff for the implementation of the Security Policy, alongside other high priority needs for resources. Where appropriate, specific training to achieve acceptable standards of operation should be supported and properly resourced.

##### **4.2 Director of Estates and Campus Services:**

Overall development and planning of security strategy, policies and procedures, including development of appropriate staffing and resource plans for consideration and approval as part of the University's planning process.

##### **4.3 Deputy Director Services (Estates and Campus Services):**

Development and implementation of security strategy, policies and procedures with particular reference to health & safety, student welfare and the monitoring of their effectiveness and efficiency.

### 4.4 Security Manager:

Management and implementation of the Security Policy and procedures; monitoring of these policies and procedures to ensure their continued effectiveness; delivery of an efficient and effective security service to the University; management and training of security staff; investigation of serious crime or confidential breaches in security; provision of expert and impartial advice; emergency management and liaison with police, emergency services and local authorities; risk management, analysis and implementation of security solutions; provision of security hardware including keys, locks, safes, access control, CCTV, intruder alarm installations; maintenance of good order on campus. Manage allocated Security budgets to ensure best value for money.

### 4.5 Campus Supervisor:

Delivery and management of this Policy on the Loughton Campus. The day-to –day organisation and supervision of security guard as defined in the contract with Legion Security group and the agreed Standing Instructions (SSI's); and maintenance of good order on campus

### 4.6 Security Officers:

Security duties as defined in SSI's, including patrolling of all areas, crime prevention and access control; maintenance of good order on campus, and enhance the perception of a safe environment when on duty.

### 4.7 Staff:

All staff must ensure they are familiar with and follow the procedures in the University Security Policy, paying particular attention to those issues which are relevant to their activities. They must also co-operate with requests from the Campus Supervisor, especially in emergency or evacuation situations and in relation to security procedures. Staff are required at all times when on University property to carry their University cards.

### 4.8 Head of Department

The Director of East 15 has a vital role in promoting security alongside safety, at the Loughton Campus. Whilst the Campus Supervisor has specific responsibilities under this policy, the responsibilities of HOD remain with the Director of East 15 as follows:

- Ensure that all members of staff and students in their department understand and exercise their security responsibilities; including the displaying of identification cards (ID) where appropriate whilst on campus and have due regard to University property, in particular the security of equipment.
- Liaise with the Campus Supervisor on any security matter and attend security co-ordination meetings if required.

- Undertake a security risk analysis (see section 11) of their department areas and operations, in liaison with the Campus Supervisor and acting to remove or reduce as far as possible, any security risks; maintain equipment inventories.
- Control access to their departmental areas by taking responsibility for the issue of keys and by authorising staff to have 'out of hour's accesses only as necessary.
- Ensure that their departmental staff, return to the department their University ID and any issued keys on their last day of work.
- Notify the Campus Supervisor of any potential security risk (including the purchase of expensive equipment), who will advise on any additional security or protection and investigate any crime or incident.
- All Staff including all those with a contract of work, including research staff, visiting lecturers. PG students and anyone employed as a tutor, supervisor or lecturer on an ad-hoc basis, must ensure they are familiar with and follow the procedures linked from the University Security Policy; paying particular attention to those issues which are relevant to their activities. They must co-operate with reasonable requests from the Security Team, especially with emergency or evacuation instructions and in relation to security procedures.

### 4.9 Students

Students have a responsibility to look after University facilities properly and to give due consideration to security issues. They must follow security procedures designed to protect University property, in particular regulations governing access to computer laboratories. Students must co-operate with requests from the Security Team, especially with emergency or evacuation instructions and in relation to security procedures.

### 4.10 Visitors

All visitors including conference delegates and event attendees have a responsibility to look after University facilities properly and to give due consideration to security issues. In particular they must follow security procedures designed to protect University property. Visitors must follow instructions from the Campus Supervisor or from East 15 staff, particularly in emergency situations.

## University of Essex Loughton Campus Security Policy

Contact	Location	Telephone Ext	Email	Remarks
Campus Supervisor	Hatfields	02085085983 x 26	<a href="mailto:Mark.spicer@essex.ac.uk">Mark.spicer@essex.ac.uk</a>	
Security Guard	Reception at Hatfields	07825670709		1700-2359 Mon-Fri and 0900-2359 Sat
Emergency line 24 hour	Colchester	01206 872222		
Security Supervisors 24 hour	Colchester	01206 872589	<a href="mailto:secpvrs@essex.ac.uk">secpvrs@essex.ac.uk</a>	
Security 24 hour	Colchester	01206 872125 or 873148	<a href="mailto:patrol@essex.ac.uk">patrol@essex.ac.uk</a>	
Security Manager	Colchester	01206 872361	<a href="mailto:phumph@essex.ac.uk">phumph@essex.ac.uk</a>	

Other useful web sites:

<http://www.immobilise.com>

Register your property

<http://www.crimestoppers-uk.org/>

Report a crime or suspicious activities

<http://www.mi5.gov.uk/>

Advice on counter terrorism

### 5.0 Security and crime prevention

5.1 Proactive crime prevention and security awareness will help to ensure a safe, secure environment, enabling work and study to continue with the minimum amount of disruption. Staff and students should make every effort to counter the threat of crime.

5.2 Procedure: Crime Prevention and Security Awareness

In general:

- All suspicious activity should be immediately reported.
- Personal valuables should be locked away or placed out of sight or kept on the person, and personal property should never be left unattended.
- Windows in offices must be closed and secured on departure where locks are fitted. Curtains or blinds in these rooms should be closed at dusk and lights (except security lighting) should be turned off when leaving.
- Laptops and other portable IT/AV equipment should be locked out of sight when not in use, particularly overnight, in open areas.
- All incidents of crime on University premises, real and suspected, must be reported to the Security Team or Campus Supervisor.

- Where available Security Officers will make external (and where appropriate internal) patrols of buildings, to aid in the identification of security risks, monitor public safety and act as a deterrent against crime.

Procedures for crime prevention and security awareness can be found at [link](#)

### **6.0 Access control**

6.1 Access control systems operate in some areas of the university. Card and fob controlled doors and barriers are an effective method of preventing unauthorised access, and the security strategy will involve consideration of appropriate expansion of access control systems throughout the university. The use of access cards should be regarded for security purposes, as the same as a key. It is the responsibility of the card holder to safeguard their card and report any loss to security manager or their HOD as soon as possible, so the card access can be cancelled.

6.2 Information on access control, identity cards, events and opening times, and access can be found at [link](#)

### **7.0 External speakers**

The University has a long and rich history as an academic institution that has regularly welcomed visiting speakers from around the world to its campuses. Such speakers have brought and continue to bring great diversity of experience, insight and opinion, enriching our events and activities and sparking discussion and debate among our students, staff and visitors alike.

The External Speakers code of practice was developed in recognition of the need for the university to balance its obligations to secure freedom of speech and expression within the law with the need to maintain good campus relations and safeguard staff, students and visitors. The policy therefore introduces measures that secure this balance, as well as providing practical advice on the management of requests for external speakers and can be found below:

<https://www1.essex.ac.uk/students/experience/documents/events-external-speakers-code-practice.pdf>

<https://www.essex.ac.uk/-/media/documents/about/governance/cop-freedom-of-speech.pdf>

### **8.0 Asset protection: equipment / documentation**

8.1 The safekeeping of all university property will help to ensure that the maximum amount of equipment is available for use at all times. Students and staff are to take all reasonable steps to ensure that university equipment is protected from the possibility of theft. Information about security of equipment, security hardware, insurance cover and mail deliveries and stationary, can be found at [link](#)

8.2 Links to documents contained in this section are as follows

<https://www1.essex.ac.uk/it/about/acceptable-use-policy/default.aspx>

<https://sp.essex.ac.uk/sections/finance/SitePages/INSURANCE.aspx>

## 9.0 Security and the individual

It is the responsibility of all staff to be aware of, and familiar with, all procedures that ensure a safe and secure environment for personnel, equipment and documentation in their office areas. Whilst it is the responsibility of the security team to provide a safe and secure environment, it is the responsibility of all students and staff on university premises to take all reasonable measures to ensure their own personal safety and security.

- Students and staff should be made aware of the '999' emergency telephone line for gaining assistance and reporting incidents in an emergency.
- Any suspicious behaviour should be reported immediately by telephone to Reception on 02085085983 or the Security Guard on 07825670709

9.1 Further information on office security, personal safety, lost and found property and property marking can be found at [link](#)

## 10.0 Use of closed circuit television (CCTV)

10.1 The use of closed circuit television (CCTV) is recognised as a useful tool in the fight against crime, both in its prevention and detection. The university uses a CCTV system around the campus covering many of the entrances, main public access areas, lifts and car parks. It is also installed inside to protect high value items. Its objective is to provide a safe and comfortable environment for the benefit of those who work, live and visit the university. This objective will be met through the monitoring of the system so as to:

- Reduce the fear of crime and offer public reassurance.
- Assist in the prevention of crime and public disorder
- Facilitate the apprehension and prosecution of offenders in relation to crime and public disorder
- Monitor & deal with public safety issues

## 10.2 CCTV Policy and Procedures

Due to the complex nature of the Data Protection Act (DPA) and after May 2018 the EU GDPR and its application to CCTV usage, the use of CCTV on the University is restricted. Anybody wishing to view the University CCTV for any reason must contact the Security Manager in the first instance, who will then discuss the request with the Information Assurance Manager.

### 10.3 Police

In general, the Police should not require, nor be allowed access to the University's CCTV system except for emergencies and/or the investigation of serious incidents, and in accordance with current legislation. Requests by Police to remove CCTV recordings must comply with the DPA and be registered accordingly.

The University CCTV policy can be found at

<https://www1.essex.ac.uk/estates/documents/CCTV-policy.pdf>

## 11.0 Security Risk Analysis

Before high value items are purchased, risks need to be evaluated. This evaluation should include:

- Location and nature of the area
- Building construction, design and premises use
- Current access control or other security measures
- Past security record
- Value and desirability

11.1 Risks may vary depending on the time of day, level of building use or if alterations to the building are carried out. A risk analysis therefore needs to be carried out annually or more frequently if there are variations. Once a risk analysis is prepared it should be evaluated in consultation with the Security Manager or Campus Supervisor, to decide if the risks are acceptable, what level of protection is required and what the priorities should be.

11.2 The University uses a ten principle approach for risk analysis.

- Target Removal
- Target Hardening
- Remove the Means to Commit the Crime
- Reduce the Payoff and Loss
- Access Control
- Visibility and Surveillance
- Environmental Design
- Rule Setting
- Increase the Chance of Being Caught
- Deflecting Offenders

11.3 These can be found, together with the Security Risk Analysis self-assessment form at [link](#)

## 12.0 Welfare

As well as keeping the University safe, our Security team is always available to help you with any welfare issues. All Security staff are trained in first aid, so they can provide pastoral care and welfare support. They work closely with the Student Services team, to refer you if you need further help. You can also approach the security team to ask for advice on crime prevention.

12.4 Further details on the welfare services offered on campus can be found at

<https://www.essex.ac.uk/life/student-services/student-support>

<https://www.essexstudent.com/advice/health/>

## 13.0 Safeguarding

Our University is committed to safeguarding and promoting the welfare of students, staff and visitors who may be particularly vulnerable. We take reasonable steps to ensure that we:

- promote and safeguard the welfare of children, young people and adults at risk
- safeguard those vulnerable to being drawn into terrorism
- comply with our statutory obligations and University governance

Any member of staff is in a position of trust, particularly those who teach, support, guide or interact with students or visitors in any way. It's essential that staff are aware of this and act accordingly at all times.

<https://www.essex.ac.uk/-/media/documents/directories/policies/safeguarding-policy.pdf?la=en>

<https://www.essex.ac.uk/-/media/documents/directories/academic-section/safeguarding-guidance.pdf?la=en>

## 14.0 Major Incident Plan

### 14.1 Incident Management

The University has a Major Incident Plan, which is used when an incident is considered to be "major", i.e. a situation that could cause serious harm to the University community or property, also to the University's reputation or to the critical operations of the University. Security are usually the first point of notification of an incident on 07825670709 or via the

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x2222 number for the Colchester Campus, and will escalate this using their procedures (and in line with the Plan).

Chris Oldham

Director of Estates and Campus Services

University of Essex

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Paul Humphreys

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March 2018