



Ruskin College Oxford

SITE SECURITY POLICY

Created: September 2019

Approved: H&S Committee, SLT

Last Reviewed: -

Responsibility for Review: H&S Committee, SLT

Date of Next Review: September 2021

Purpose of this Policy

The purpose of this policy is to provide a framework and procedures for identifying and dealing with security risks facing the College, its Staff, Students and Visitors

Introduction

Ruskin College spans over 4.2ha and is located in the north-east area of Oxford and lies within the suburb of Headington.

The main College access is via the main gate to the south of our property which leads off Dunstan Road. There is a pedestrian entrance and vehicle access to the rear of our premises off Stoke Place. The perimeter of the College is protected by a two meter high stone wall to the south which runs adjacent to Dunstan Road and a one meter high stone wall with mature trees to the eastern side adjacent to a private road (Stoke Place).

Stoke Place comprises of a number of small terrace and detached houses situated on the opposite side of the road. There is also a cycle route which leads down to the A40 which constitutes an arterial ring road. To the west are houses which run down to farmland and Northway Estate. To the north are Ruskin fields which run down to the A40.

There are limited areas whereby the college is overlooked by residential housing

The purpose of this policy is to provide a framework and procedures for identifying and dealing with security risks facing the College, its Staff, Students and Visitors, in so far as is reasonably practicable, to ensure the safety and security of the site and those who use the facilities.

The Policy

- Defines the roles and responsibilities of relevant persons
- Confirms determination to minimise the security related risk facing the College
- Affirms commitment to have in place security systems, procedures and control measures that ensure the College, including visitors to the College, can go about their business in a safe and secure environment
- The policy is informed by the Prevent and Safeguarding College Risk Assessment. The College leadership are committed to ensuring the campus is safe and secure in reference to prevent guidance

Roles and Responsibilities

All staff must wear their College ID at all times. All staff must challenge visitors who do not wear ID and in turn report them to their line manager and the Estates Manager. Visitors without visible ID will be asked to leave the premises immediately.

Illegal parking on College grounds or on adjacent streets is strictly prohibited and is to be challenged by staff. Staff must inform students of this and ensure they comply.

Management

It is essential that adequate resources are made available for managing the risk arising from security related issues within the College. It is important that all personnel involved in implementing this policy are competent, trained and aware of their responsibilities.

Finance Manager

The Finance Manager will ensure that support/training and resources are available to implement the Security policy.

Estates & Facilities Manager

The Estates & Facilities Manager is responsible for all strategic aspects of security across the College properties. He will be responsible for the development of strategic security, drafting the College Security policy, and will take the lead role in its implementation and will propose amendments to the Security Policy that may be necessary in the future. He will manage the day to day implementation of the Security Policy and monitor its continued effectiveness.

Heads of Departments

Heads of Departments, supported by the Estates & Facilities Manager are responsible for helping to ensure their areas are as secure as possible and high light areas of concern to the Estates & Facilities Manager.

Staff

All staff must be knowledgeable of and adhere to the Security Policy.

Students

Students must follow security procedures and co-operate with requests from the College Staff, especially in emergency or evacuation situations.

Visitors

Visitors are required to follow the College Security Procedures and follow directions from their host, particularly in an emergency situation. Visitors must display their visitor's pass at all times. It is the responsibility of the host to ensure all visitors are informed of and comply with the College Security Policy.

College Site Security

The College operates a number of security systems in order to keep the premises and surrounding environment safe and secure for Students, Staff and Visitors.

Closed circuit television (CCTV)

The College uses CCTV systems around the main site (outside and inside buildings) covering many of the vulnerable areas and public access points. The CCTV system and all its recordings are owned by the College and the system is operated by the Estates team. The CCTV is used to protect Student, Staff, and Visitors, and College Buildings to prevent crime. It is used for no other purpose. The images captured are recorded and retained for 7 days in the event that they may be needed as evidence of criminal activity.

(See Appendix 1 CCTV Policy and Procedures)

Privacy and Disclosure of Images

All images from the CCTV system are treated in accordance with the Data Protection Act of 2018. Under the Data Protection Act individuals, who have been monitored by a CCTV system, have a right of access to their recorded images. Requests to access recorded images must be made to the Estates & Facilities Manager, in accordance with the College CCTV policy and procedures.

Covert Cameras

Covert cameras are not in general use around the campus. However, on occasion it may be necessary to operate such cameras for the purposes of detecting crime and/or apprehension of offenders. Before use, permission to use covert cameras will be obtained from the Principal of the College. It will be sited only for a specific time period and as necessary to the operation. Recordings from covert CCTV cameras will be treated in accordance with The Data Protection Act of 2018.

Alarms

A small number of intruder alarms are in place around the College and these are monitored by the Estates Team.

Security Patrols

Ruskin College employs contracted security to cover all out of office hours. All security guards are trained first aiders and have been provided with training and information to deal with emergencies on our site. Anyone wishing to contact security out of hours can do so by phoning 07539 209252. Security also carries out regular patrols of the Grounds and buildings at night in order to provide a visible deterrence to criminal activity. A daily vision report is sent to the Estates & Facilities Manager containing information of each beat patrol.

Key Duties of the Security Staff are:

1. The first point of contact for students and to provide students with support as needed either through ensuring they are safe. Contacting emergency services as need and informing the Duty Manager of any serious welfare, safeguarding or related concerns.
2. The security staff will challenge all students/staff who do not wear their College ID and direct them to leave the college premises.
3. Security Staff will ensure that only authorised vehicles carrying a College permit are on the College premises.
4. Ensure that visitors are signed in and signed out of premises.
5. Student welfare is paramount and security staff will refer students as needed to specialist welfare services.
6. They will pro-actively check all premises and social spaces to ensure students are safe.
7. In the event of an accommodation or property failure e.g. lack of heating or lighting, flooding, the Security Guard will contact the Estates and Facilities Manager to attend site as needed.
8. Security staff must comprehensively report any reportable events to the college leadership team via the daily written log book and for serious events as follows to the Duty Manager.
 - Serious student welfare and safeguarding concerns that occur out of College hours.
 - Serious reportable incidents including crime or incident that poses a serious threat or risk of harm to a student
 - If a student is at risk of harm the security staff must contact the police and emergency services immediately.

During patrols the Security Guards will also hard lock areas. Below is a list of those areas including the timings each area will be hard locked.

Area/Location	Hard Locked
Rookery Building including LG07	2100 hrs Mon - Fri
Academic Building including the library	2100 hrs mon - Fri
Student Common room and TV room	Midnight – 7 Days a week
Academic Building including library	1600 hrs Sat & Sun
All classrooms will be locked from 1800 hrs unless they are being used for evening classes	

All areas will be unlocked at 0700 hrs.

The only exception to these lock up times is when there is a College, public or private event. However, students will still be asked to vacate the buildings if they are not attending the event

Control of Locks and Keys - Staff

Individual members of staff are issued with a key for their office door which they will be required to sign for. It is the responsibility of the individual member of staff to retain their key and return it upon leaving the College employment. Staff must report any loss of key as soon as possible to the Estates Department.

College Identity Cards

All staff, students and visitors are issued with a Ruskin College Card. This card acts as an identity card, Library card, and access card. Cardholders must safeguard their card and report lost cards as soon as possible to Marketing. Identity cards are not transferable nor should they be loaned out to anyone for any purpose. The identity card remains the property of Ruskin College and must be handed back upon leaving the College employment.

Lone working

All staff must comply with the lone working policy. All staff must vacate the premises at 1800 hrs unless there are evening classes or events

Any member of staff wishing to remain on the premises after 1800 hrs must notify their line manager and health and safety lead in order for a full risk assessment to be conducted and all findings to be agreed and implemented prior to the staff member remaining on site.

Door Management Systems

Upon arrival, residential students are also issued with a fob which provides access to both the external residential door of their building and individual bedroom door.

Fobs are not transferable nor should they be loaned out to anyone for any purpose. The fob remains the property of Ruskin College and must be handed back upon leaving the College.

Asset Protection

It is the responsibility of all staff and students to take reasonable measures in protecting College property, as well as their own personal property, from theft or damage.

Control of Cash

Members of staff who handle cash on behalf of the College must adhere to the cash handling guidelines provided by the Accounts Department.

Security of Buildings

Students, staff and College members are responsible for ensuring that all doors are locked and windows closed when a room is being left unattended.

Ground floor or easily accessible rooms must be secured even if they are only being left unattended for a short time.

All accommodation communal doors especially to outside area and individual residence doors are controlled by an access control system.

College Equipment

Staff and students are to make all possible effort to ensure that all College equipment is protected from the possibility of theft or damage. Staff members have a special responsibility to take appropriate measures to ensure that equipment directly under their control is kept safe and secure.

Personal Property

It is the owner's responsibility to take reasonable measures in ensuring that their personal property is safe.

Lost Property

Any lost and found property should be handed in at Reception.

Emergencies

Staff and students are encouraged to familiarise themselves with the information provided by the College on what to do in an emergency. They should also familiarise themselves with the contact details for The Estates & Facilities Manager and Security, the Police and other emergency services.

Major Incidents

The Crisis management Framework sets out the framework for the actions to be taken at college level in response to a major incident affecting any or all of the College Buildings.

The objective of the plan is to help ensure the safety and wellbeing of people and security of property in the aftermath of the incident.

Crime Prevention

Security Awareness and Reporting of Incidents

Any incident of crime and suspicious activity should be reported immediately to the Estates & Facilities Manager or Security officer. An Incident Report Form should be completed and handed to the Estates & Facilities Manager. In the case of a crime, the police may need to be called.

Personal Safety

The College is generally an open site and this provides for a free and collegiate atmosphere that many in the College enjoy. Whilst it is the responsibility of the College to provide a safe and secure environment, it is the responsibility of all to take all reasonable measures to ensure their own personal safety.

Staff and Students

A Security brief will be provided to all staff during Induction. Further tips on personal security can be found in (Appendix 2: Personal Safety).

Students are briefed on safety issues during Student Induction.

Contractors and Visitors

All contractors who work on College property have a general responsibility to give due consideration to personal security issues. In particular they should follow security advice and procedures designed to protect them whilst on the property.

A visitor's host has the responsibility to ensure security advice and procedures are made readily available

College and Public Events

This applies to all meetings and events (including lectures, seminars, committee meetings, summer balls, musical and theatrical performances) on any premises wherever situated, of which the College has title or possession, by freehold, leasehold, licence or otherwise, including its halls of residence. The Code also applies to any activities in which students, staff, visitors and other members of the College engage in, anywhere on the College premises.

The Marketing department will screen both internal and external bookings. The College will not deny use of College premises to any individual or body of persons on grounds connected with their beliefs, views, policy or objectives, provided that:

The College premises are at all times used only for lawful purposes;

Room bookings are made by persons whom the College regard as properly responsible and in compliance with any prescribed procedures and/or reasonable adjustments for operation of this Code;

A speaker has been invited to an event at the College by an authorised member of the College or by an external individual or group who has received permission to use the College premises.

The College reserves the right of final decision about admission or exclusion of any person, including

press, television and broadcasting personnel, in respect of any event covered by this Code.

The College reserve the right to refuse or withdraw permission for an event to take place or close an event once it has begun.

The following list, which is not exhaustive, provides examples of the kinds of circumstances in which a decision to refuse or withdraw permission for, or to close, an event might be taken:

1. Where the bounds of lawful free speech are exceeded or thought likely to be exceeded such as by incitement to commit crimes or breach of the peace;
2. Where physical harm to persons, damage to College property or a breach of the peace is taking place or thought likely to take place;
3. Where the frequency of bookings made by an individual or organisation seems calculated to inhibit access of others to the college's facilities;
4. If, in the opinion of the College, unlawful acts are likely to take place, or indeed are taking place, as a result of the event in question; or
5. Where the visiting speaker has a history of denying free speech to others or has otherwise engaged substantially in activities which are inimical to the values which this Code seeks to uphold.

In order to enable an event to proceed, the College may impose conditions. For example, in certain circumstances, measures such as the hiring of professional security staff or ticketing of an event may be required. Costs will in principle fall to the organiser of an event. All parking arrangements must be in place. This applies to all short courses – the following plan must be in place and implemented by the responsible lead manager.

1. All risk assessments must be in place and agreed 6 weeks in advance.
2. Student briefings to be undertaken.
3. Parking arrangements explained – there is parking offsite and a bus service will be provided. Vehicles maybe parked on site after 18.00 hrs.
4. Parking at Stoke House has to be managed and risk assessments to allow for emergency vehicle access. There are to be no vehicle blockages. The parking plan is the responsibility of the lead manager.

The Business Development Manager and the Estates & Facilities Manager will normally be responsible for the security arrangements for any event that he or she considers to pose a security or safety risk to any person, building or facility. They will act as the main point of contact for any necessary dealings with the police. In addition, where security-related decisions need to be taken at very short notice – such as once an event is under way – the Business Development Manager and the Estates & Facilities Manager have delegated authority to cancel, postpone or close an event, or impose whatever restrictions are necessary to ensure security and safety.

Security

It is the organiser's responsibility to ensure that any event has adequate security in attendance. The organiser must discuss and agree a risk assessment 6 weeks in advance and to have completed the Speakers Risk Assessment.

The Business Development Manager and the Estates & Facilities Manager have the right to insist on extra security at the organiser's expense if they deem it necessary.