



## Security Policy

### 1. Aim

This policy sets out ESCH's approach to ensuring that:

- employees, volunteers, users and visitors to the Hall are safe within it.
- security principles and lock-up procedures are followed
- security incidents are dealt with appropriately.

### 2. Policy

- Key holders have been given special access to the Hall and we ask that you follow the procedures outlined below. Any breach of these may result in this privilege being reviewed.
- The Hall Manager will be responsible for issuing keys and maintaining key holder information (see Key Holder Policy).

### 3. Procedures/Principles

#### 3.1 Alone in the Building

If you are alone in the building, where possible, keep all doors locked to safeguard your own personal safety and protect the property of ESCH.

If someone comes to the front door, ascertain who they are before allowing them entry (if necessary by asking for some identification).

Please refer to the Lone Workers Policy and be familiar with the aims of the HSE publication *Working Alone* before working alone in the building.

#### 3.2 Lock-up Procedure

Key holders must complete the following checklist:

- Check no-one else is in the building
- Check all windows are locked and that the rear doors are locked
- Check that all non-critical electrical equipment is switched OFF
- Check that all lights and heaters are OFF
- Close internal doors
- Lock the front door on EXIT

#### 3.3 Dealing with Aggressive or Violent Incidents

Anticipated:

- Front door to be locked if incident is outside, or remain open if incident is inside.
- If deemed appropriate call the police

In progress:

- Seek immediate help
- Remove other people if possible
- Remain calm and ask aggressor if they would like to sit down and discuss the problem

- Seek assistance of another adult; if the situation is out of control call the police
- In extreme circumstances it may be necessary to use restraint but this must not be done alone
- If the situation is calmed, and the aggressor leaves the Hall, lock the doors

Afterwards:

- No comments to be given to the media
- All incidents to be recorded and passed to the Management Committee immediately
- A review of security will be undertaken by the Management Committee