



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. Procedures

2.1 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 (the door has a spyhole to look through if needed). Ask for some identification if uncertain of the person's identity.

Please refer to the ESCH Lone Workers Policy before working alone in the building. Further information and advice can be found in the Health & Safety Executive's publication [Protecting Lone Workers](#).

2.2 Lock-up Procedure

Key holders are given special access to the Hall. Any breach of lock-up procedure may result in access being reviewed. 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
- Check south-side door (i.e. the fire exit door to Exeter St) is locked
- Lock the front door on EXIT

2.3 Dealing with Aggressive or Violent Incidents

Anticipated:

- Lock the front door if the incident is outside, or leave it open if the 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
- If the situation is calmed, and the aggressor leaves the Hall, lock the doors

Afterwards:

- Do not give comments to the media; refer them to the Hall's Management Committee
- Make a record of the incident and pass it to the Management Committee as soon as possible
- The Management Committee will review security after any incident