

1.0 ACCESS CONTROL

1.1 University Identification Cards

The University currently does not have an Identification Card Policy for all staff, visitors and contractors. Students must carry their Student cards at all times for identification purposes. Security Staff, who have the authority to require students to produce their identification, carry photographed ID cards with details of this power on them.

All staff have been issued ID cards, and are required to carry them at all times, whilst on University property.

- All departments who invite visitors or contractors onto University property must confirm that persons are genuine and have a valid reason to be on campus. They must also take full responsibility for their actions whilst on University property.
- All students are required to show their Student Card to security or other authorised staff on request. Failure to do so may result in a request to leave the University premises immediately if the person's identity cannot be confirmed.

1.2 Keypad Entry Control

A number of departments and rooms have Keypad entry control systems in place which protect valuable items or areas. Heads of Departments or Professional Services are to ensure that the codes for these buildings and rooms under their responsibility are changed at the start of each Academic year, or after any Security breach or issue. They are also responsible for the security and distribution of the code. They must inform the Security Supervisor in the Information Desk of the new code each time it is changed.

1.3 SALTO Access Control

The University is now installing SALTO Access Control on all new buildings, offices, computer labs and plant rooms where controlled access is necessary. The Security Manager has overall control of this system, but certain departmental representatives have access to control their areas of responsibility. All staff and students have their ID cards pre-programmed with access to the 24hr spaces and entitled areas within their department's within the university. Staff and students who need access to other areas where access control is in use will get their cards programmed by the Security Manager or Departmental Rep as required.

2.0 Events on Campus

2.1 Events open to attendance by non-University persons:

All departments are advised to use Event Essex to assist them with the organisation of such events. Departments and students must inform the Security Manager, giving five days' notice (preferably seven days' notice for out of hour's events), of any meetings, events and functions where non-University persons are attending and

which are to be held in University premises. The following information is to be sent via email to the Security Manager.

- Date and timings of the function/meeting/event
- Location, to include room numbers
- Confirmation booking form, from Central Timetable Office (Room Bookings)
- Name and department of host member of staff with contact details
- Numbers of persons attending
- Details of any persons attending with special needs (for disabled parking, emergency evacuation etc)

2.2 It should be noted that a charge may be raised to cover the cost of any security requirements needed to cover the event. Information and costs can be discussed with the Security Manager.

2.3 Functions/ Meetings/ Events outside normal working hours:

The use of University premises outside of the normal building opening times is restricted and most building are locked and alarmed. Departments or individuals wishing to teach or organise an event must book a room through the Central Timetabling Office.

2.4 Organisers of weekend events must inform the Security Manager, giving five days' notice (preferably seven days' notice for out of hour's events) in advance so that security cover if needed can be arranged and cross checks for any planned maintenance can be made. The following information is to be sent via email to the Security Manager.

- Date and timings of the function/meeting/event
- Location, to include room numbers
- Confirmation booking form, from Central Timetable Office (Room Bookings)
- Name and department of host member of staff with contact details
- Numbers of persons attending
- Details of any persons attending with special needs (for disabled parking, emergency evacuation etc.)

2.5 It should be noted that a charge may be raised to cover the cost of any security requirements needed to cover the event. Information and costs can be discussed with the Security Manager.

2.6 Any event in which an external speaker has been invited to guest speak must adhere to the University's "Academic freedom and freedom of speech" policy and the Event and External speakers code of practice.

<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>

3.0 Campus Opening Times

3.1 University Academic buildings are generally open 24 hours a day for access with the exception of Biological Sciences, Health and Human Sciences, Essex Business School, Library the SSRC, and specialised computer labs which are locked by security staff from 1830- 0700 hours, but which still can be entered by authorised staff or students through the Keypad access or SALTO access.

3.2 Monday to Friday- University buildings are open for teaching and related activities from 0730 – 1900 hours. Perimeter buildings are generally closed after the working day, times of which vary in each building. Access to buildings outside normal opening times may be available for certain post/ under graduate students (see below 'out of hour's accesses).

3.3 Weekends- All buildings are open for access as above. All teaching rooms, lecture theatres and seminar rooms will remain locked, unless opening for a specifically arranged event booked through the Central Timetable Office or Event Essex.

3.4 Emergencies- There may be occasions where it is necessary to restrict access to a building in order to safeguard people or premises. On these occasions the Estate Management Section (EMS) will communicate the reasons for closure with any additional information.

3.5 Out of hours Access

Post/ under graduate students who require access to Laboratories within the Biological Science Department outside normal working hours should report to the Information Centre on Square 3, with their Student Card and written permission from their Head of Department.

3.6 Students should note that out of hours access is for individual use. It does not allow for guests or student groups.

3.7 Library/ Large Reading Room

For opening times for the Library and large reading room please see the Albert Sloman Library's web link on the University web site.

4.0 Control of locks and Keys

4.1 EMS and the Security Service control the issue of all new locks and keys. The University operates suited key systems (Best & Union keys), which allow various levels of access (an 'operator key' for one room, up to a 'Grand Master' for all University locks). No other make of lock or key should be installed on University premises without the authority of the Security Manager. Any door, which requires a key pad lock fitted, must have a 'Best' key override fitted. Operator keys or sub master keys may be issued to departments for local use and issued to individual staff. Departmental administrators must keep a key register for locally issued keys within their departments and ensure keys are returned when staff move offices, or

leave the University's employment. It is the responsibility of all individuals who are issued keys to ensure their safe keeping at all times, and report any loss immediately to Security and their departmental administrator/ Head of Section.

4.2 Where additional or amended access control is required by departments, they should discuss their needs with the Security Manager, who will provide support and advice. Any costs which arise will be met by the department.

4.3 Accommodation Locks and Keys

Accommodation Essex controls the issue of locks and keys to all student residential areas of the University. It is their responsibility to inform and ensure Security has master keys/ fobs for all residential areas, so access can be gained in an emergency.

4.4 Contractors

Contractors can, in certain circumstances, be issued with a key to gain access to work areas. This can only be done with a valid permit to work/ access issued by the EMS. The EMS Help Desk will issue a key to a contractor on the formal key issue register once a permit has been issued. Keys must be returned to the EMS Help Desk by 1700hrs daily (1645hrs Fridays). In the event of contractors working beyond these hours keys must be returned to the Information Centre on Square 3.

4.5 General

- All losses of keys must be reported immediately to the Information desk, or in the case of accommodation keys to Accommodation Essex by the key holder.
- Persons leaving the University or transferring to another department or school must return their key direct to their departmental administrator. They should not pass it directly to colleagues or the next occupant of the room.
- Where building refurbishment is carried out, the cost of new locks and keys should be included in the overall project costs, otherwise the costs of replacement or additional locks and keys will be recharged to departments.
- Replacement keys will only be issued after investigation of the loss. The cost of replacement will be charged to the school, Department, Contractor or individual concerned.
- **Any loss of a master or sub-master key will be the subject of an inquiry, with all resulting costs for replacement of locks and keys borne by the School or Department or Contractor concerned. Loss of keys may also lead to disciplinary procedures should negligence be proved.**