



University of Essex Security & Campus Safety Policy

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Estates & Campus Services

University of Essex

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AUTHORISED BY:

Name	Role	Date
Chris Oldham	Director of Estates & Campus Services	
Tim Morris	Deputy Director of Estates & Campus Services	

RESPONSIBLE PERSONS:

Name	Role & Position
Thomas Brown	Head of Security & Campus Safety
Marc Lee	Deputy Head of Security & Campus Safety

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

This document does replace all three separate security policies which were in place from 2016 – 2019 and includes amendments previously conducted as well as new information.

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INTRODUCTION

The University of Essex has 15,317 students on study programs across the three campuses which are Colchester, Southend-on-Sea and Loughton. We have a diverse campus community with more than 140 countries and over a third of our students are from outside the United Kingdom. We're a university going places with increasing numbers of students and one of the most international academic communities in the world.

Our academic faculties are arranged into the following areas: Humanities, Science and Health, Social Sciences. Their work is supported by a number of professional services that work and operate on the three campuses. Our open access to University campuses are an essential part of academic life but it is not without risks. Some security measures are therefore necessary to maintain a safe and secure campus community for all. 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.

To increase the feeling and/or perception of security the University will develop and apply security controls, and procedures which will be widely published. Security is not intended to be a hindrance to academic activity but is a necessary ingredient for the safe and efficient operation of the University.

Security measures are in place to support:

- 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 Campus can work to help implement the security policy

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 campus, staff, contractors, clients, visitors and members of the public
- Managed response. A responsive, effective, efficient service to deal with the campus operational security needs.
- Stakeholder care. Staff, Contractors, Clients and Visitors welfare to promote a safe and secure work, living and study environment.

This Security Policy, therefore, seeks to formalise a cohesive and integrated approach to security throughout the campuses in all its activities.

POLICY STATEMENT

The Security & Campus Safety Services is responsible for the effective operation and implementation 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. The University reserves the right to prosecute and/or take appropriate disciplinary action against any person who acts negligently, dishonestly, or commits a crime.

The University will endeavour to ensure, as far as is reasonably practicable, the personal safety and security of all staff, contractors, tenants, clients, visitors and members of the public at all three campuses.

Responsibility for security and personal safety rests with all persons who work or who visit the University. All staff, students, contractors, visitors and members of the public should assist the University staff with physical security responsibilities in ensuring the success of the policy.

Providing physical security will require a balancing of what resources are needed and what resources the business can afford. The University will use a security threat and risk analysis process to measure the University vulnerabilities. The University will also complete a security risk assessment for each event that takes place within the University to ensure that reasonable and proportionate measures are in place. Vulnerabilities will be assessed and reviewed, and recommendations made for improvement plans to the Deputy/Director of Estates & Campus Services and Registrar.

We continue to work closely with the police and security advisers to ensure the safety and wellbeing of our University for everyone. We keep our procedures and practices under continual review in the light of local and national guidance, an approach which is especially important in the light of the decision recently to raise the national threat level several times.

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>

PURPOSE

The purpose of this document is to specify University policy for the management of the three campuses security arrangements for all periods of the Operations.

It takes account of the following legislation and standards

- Health and Safety at Work Act 1974
- Data Protection Act of 2018
- General Data Protection Regulation 2018
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Regulation of Investigatory Powers Act 2000
- Private Security Industry Act 2001
- Surveillance Camera Code of Practice pursuant to S29 of the Protection of Freedom Act 2012
- Counter-Terrorism & Security Act of 2015
- BS 7958:2015 CCTV Management & Operations Code of Practice
- BS 7499:2013 Static Site Guarding and Mobile patrol Service Code of Practice
- BS 7858 Security Screening of individuals employed in a Security Environment Code of Practice

The Security & Campus Safety teams work to apply the Campus core values in the everyday interactions of their work.

SCOPE

The University will exercise campus-wide security control and direction and will issue procedures which will be widely communicated

Physical security is an essential part of any security plan. It protects and preserves physical, human and information assets. The threats to these assets are usually natural disaster, vandalism, theft, sabotage, violence, catastrophes caused by human failure, accidental damage, terrorism and other non-traditional threats.

Security requires appropriate 'layering' of physical and technical security such as appropriate building construction, suitable emergency preparedness, reliable power supplies, adequate climate control, alarm systems and CCTV. (Security by design and secure environments accreditation should be targeted as part of the policy).

In general terms, physical security means the positioning of physical and procedural obstacles to prevent unauthorised access to buildings and other physical assets. This policy specifically addresses the responsibilities and governing framework for the management, installation and maintenance of the following:

Intruder Alarm Systems including area surveillance sensors, volumetric sensors, high-security perimeter protection, infra-red devices, etc

Access Control Systems including card systems, biometrics, turnstiles, etc

Closed Circuit Television (CCTV) Systems including video surveillance, cameras, 360-degree surveillance domes, switching matrixes, IP video, digital recording, image analysis, privacy zone protection, etc.

Physical Security will also involve a balance between physical presence and use of technology. The level of physical presence, e.g. patrols and guarding, is an ongoing evaluation/assessment and the use of technology will require constant monitoring to ensure it is working and operating as intended.

POLICY ENFORCEMENT

Failure to comply with this Policy may lead to refusal or removal of access from the University Campuses and/or car parks. It may also lead to action in accordance with the University Disciplinary Policy or referral to the Police. For contractors, it may lead to referral and response by the Estate Services Manager or Project Manager.

RELATED DOCUMENTATION

- Access Control & Key Management Policy
- Body-Worn CCTV Policy and Procedures
- Car Parking & Transport Policy
- CCTV Code of Practice and Procedures
- Data Protection Policy
- Critical Incident & Emergency Planning Policy
- Health & Safety Policy
- Information Security Policy

- Safeguarding Policy

The following documents can be requested from your line manager, on the University Website or the Security & Campus Safety Services.

RESPONSIBILITIES

Responsibility for security rests with all students, staff, contractors, tenants and visitors to the University Campuses. Everyone should report all activity, suspected or real, of a criminal nature or any suspicious activity immediately to the Security & Campus Safety Services staff in accordance with the relevant Campus you are on.

Within this overall responsibility some elements are defined as follows:

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.

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.

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.

HEAD OF SECURITY & CAMPUS SAFETY

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. Management of allocated Security budgets to ensure best value for money.

SECURITY MANAGEMENT TEAM

The day-to-day 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 service to the University; management and training of staff; investigation of crime; advice on implementation of security solutions, security hardware, CCTV, intruder alarm installations etc. This team is made up of the Deputy Head of Security & Campus Safety, Security Co-Ordinator (Southend & Loughton) and Duty Security & Campus Safety Manager.

SECURITY SUPERVISORS & LEAD SECURITY OFFICERS:

The Security teamwork in liaison with relevant University Departments to implement a defence-in-depth approach to reduce unauthorised access to secure areas of the University, and where necessary to take additional security measures to protect high-value assets, high-risk facilities and confidential information.

Defence in depth implements a combination of physical, technical and procedural security measures and includes:

- 24-hour, year-round security team who carry out regular patrol and attend incidents and alarm activations, including first aid response
- Locking and unlocking of University, access to areas out of hours
- Controlling access to Car parks, University and limited access rooms by means of ID card
- CCTV monitoring across the University from the Security control rooms, in accordance with the Data Protection Act 2018 and the CCTV Code of Practice and Procedures
- Maintaining a central log of incident and overnight reports, as well as overseeing 'out of hours' emergency maintenance call-outs
- Requirement for assets over a specified value to be id tagged and included in an asset inventory (and regularly maintained)
- Liaison with Police, Ambulance and Fire Services as well as responsibility for emergency evacuation instructions
- Reporting point for safeguarding concerns
- Provision of physical security risk assessment and advice
- Co-ordination of University Emergency Planning, including Major Incident Response and Business Continuity Management joint with the Health & Safety Department.

PATROL & SECURITY OFFICERS

Patrol all areas on campus; promotion of crime prevention and access control; maintenance of good order on campus, and the provision of a safe environment; support colleagues in accommodation and student support services, providing a 24 hour a day presence for initial reporting and the correct signposting of services; assist with all aspects of student and staff safety and welfare. Patrol Officers provide a 24/7 campus-wide first aid service. All Officers are trained in mental health first aid and student welfare.

TRAFFIC OFFICERS (COLCHESTER)

Manage the University transport infrastructure, particularly the car parks to ensure that all vehicles etc. on campus are complying with the relevant rules and regulations. Assist staff, students and visitors arriving on campus generally, and as directed on special occasions, such as visit days and Degree Congregation. Provide assistance to staff, students and visitors using the car parks and pay and display/charging systems machines and explaining the enforcement system where needed

HEAD OF DEPARTMENTS & HEADS OF PROFESSIONAL SERVICES

Head of Departments have a vital role in promoting security alongside safety, within their area. The actual responsibilities will vary according to the location of the department and the nature of the activity, but a number of specific responsibilities can be identified. It is recognised that Head of Departments and Heads of Professional Services, may wish to delegate responsibility for routine tasks to a nominated individual in their department but overall responsibility for security matters will remain with the Head of Department or Head of

Professional Services Section.

- 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 Head of Security & Campus Safety or his/her nominee on any security matter and attend security coordination meetings if required.
- Undertake a security risk analysis (see section 11) of their department areas and operations, in liaison with the Head of Security & Campus Safety or his/her nominee and acting to remove or reduce as far as possible, any security risks; maintaining 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 Head of Security & Campus Safety or his/her nominee 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.

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 Patrol & Security Officers, 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.

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.

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 Security Team or from their host department, particularly in emergency situations.

COMMON AREAS

Security risks in common or public areas of buildings are the responsibility of the University. However, Head of Departments and Heads of Section are asked to draw any particular risks

or issues in areas adjacent to their areas of occupation to the attention of the Head of Security & Campus Safety or his/her nominee.

SECURITY & CAMPUS SAFETY CONTACTS

Below is the main contact information for the Security Management Team and the Security & Campus Safety Services Team across the three campuses. It is useful to have hold of these numbers should you be working on one of our campuses and experience any incidents or issues.

Colchester Campus Contacts			
Position	Contact Name	Telephone	Email
Head of Security & Campus Safety	Mr Thomas Brown	01206 872361	thomas.brown@essex.ac.uk
Deputy Head of Security & Campus Safety	Mr Marc Lee	01206 872637	marclee@essex.ac.uk
Duty Security Manager	Mrs Carol Scholar	01206 872971	scholar@essex.ac.uk
Duty Security Supervisor (24/7)	5x Security Supervisors on shift rotation	01206 872589	secspvrs@essex.ac.uk
Security & Campus Safety Reception (24/7)	Security Staff on shift rotation	01206 872125 01206 873148	patrol@essex.ac.uk
Security & Campus Safety Emergency Line (24/7)	Security Staff on shift rotation	01206 872222	

Southend Campus Contacts			
Position	Contact Name	Telephone	Email
Security Co-ordinator Southend & Loughton	Mr Nathan Baroni	TBC	n.baroni@essex.ac.uk
Southend Gateway Building (Normal Working Hours)	Security Staff on shift rotation	01702 328208 07920822061	unisqsec@essex.ac.uk
Southend University Square (Out of Hours)	Security Staff on shift rotation	01702 328408 07920821678	

E15 Acting School, Loughton Campus Contacts			
Position	Contact Name	Telephone	Email
Loughton Reception (Normal Working Hours)		020 8508 5983	loughton_security@essex.ac.uk
Loughton Security (5 pm – Midnight Monday to Friday only)	Security Staff on shift rotation	07825670709	

SECTION 1: POLICY IMPLEMENTATION

The University of Essex will adopt a layered approach to security and will:

1.1 Secure the perimeters of its University by taking all reasonable measures to prevent unauthorised access whilst ensuring ease of use for the public.

1.2 Reserve the right to limit access to areas within its University to students, staff, contractors, clients, visitors and members of the public

1.3 Take additional security measures to protect its high-value assets, high-risk facilities and confidential document storage areas.

1.4 Provide additional security measures to ensure the protection of staff and equipment. These measures include, where applicable: -

1.4.1 The provision of digital locks on doors where necessary.

1.4.2 The requirement for all IT equipment to be marked with a unique identification code and all servers to be installed in secure locations.

1.4.3 Liaison with staff who work offsite to ensure appropriate measures are taken to minimise the risk to their personal safety and the security of any equipment being transported.

1.5 Provide a range of Personal Protection Security measures for those staff that work in high-risk situations. These measures may include: -

1.5.1 The introduction and operation of CCTV surveillance insensitive or higher risk areas in or around the University as agreed in conjunction with the management team and the University CCTV Code of Practice.

1.5.2 The provision of security patrols around the three campuses in buildings, accommodation spaces and other university-owned property.

1.5.3 Personal (panic) alarm systems at strategic and higher-risk locations or on persons

1.6 The University will, in utilising these measures, ensure full compliance with The Data Protection Act 2018 and revisions thereof and any relevant University Code of Practice and revisions thereof.

1.7 The University will employ Security & Patrol Staff that are trained in compliance with BS 7499.

1.8 The University will employ Security & Patrol Staff that are trained and authorised to operate and monitor CCTV equipment, where necessary.

1.9 To ensure uniformity of standards, fitness for purpose and to limit costs, the University will adopt standard specifications for the following items of security equipment:

- Intruder Alarm Equipment
- Access Control Systems including Identity Cards
- CCTV surveillance and CCTV recording equipment
- Door furniture, locks and suiting
- Digital Locks
- Security Lighting

1.10 The University in pursuance of the purpose of this policy will:

1.10.1 Reserve the right to conduct spot checks to ensure that individuals in the University can provide evidence that they are genuine students, staff, contractors, tenants, visitors or members of the public to the premises.

1.10.2 Reserve the right to require individuals who cannot provide evidence that they are genuine staff, contractors, tenants, visitors or members of the public to leave the University and premises.

1.10.3 Request police assistance in the event of any criminal offence being committed on the University premises.

1.10.4 Provide advice to staff, contractors, clients, visitors on personal safety and the security of items and equipment.

1.10.5 Provide adequate lighting in and around University such as car parks and access routes.

1.11 The University layered approach will be generally defined as follows;

The grounds of the University will be generally open to pedestrians with certain restrictions as is appropriate to the use and contents of areas on the University premises.

The external part of all the University should have a minimum of two means of security. In practice, this will mean locks on doors and windows along with a suitable and efficient intruder alarm system to be utilised when the building/area is not in use. There will be areas on the University Premises which will require additional measures such as the focussed use of monitored CCTV and University Security staff on hand to physically test that areas are secure.

Internally buildings should have easy open access to public areas as appropriate. Access from open areas to secure areas within a building should be incremental and appropriate to the use, contents and sensitivity of the area to be protected.

There are a wide range of means to secure movement from one area to another. A threat and Risk Assessment process should be carried out by University Security in which building users and other interested parties may raise issues, concerns, threats, challenges etc to provide an informed platform for University Security and management to make recommendations for consideration commensurate with the threats and risks identified.

There will be areas where it is important to restrict and control access which is authorised. It may be relevant to consider input from external bodies to ensure compliance with national standards.

This will include the Home Office for the storage and secure management of controlled drugs or the Police and The National Counter-Terrorism Office for any events that take place within the University. Other bodies may need to be consulted for the latest guidance and advice around the University's Operations and these will be used and supported as required.

SECTION 2: CRIME REDUCTION & STAYING SAFE

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

In general:

- All suspicious activity should be immediately reported as set out in 2.2 below.
- 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 & Campus Safety Team.
- Where available Security & Patrol Officers will make external (and where appropriate internal) patrols of buildings, to aid in the identification of security risks, monitor visitor and public safety and act as a deterrent against crime.

Procedures for crime prevention and security awareness can be found at the University of Essex Security Webpages

2.2 INCIDENT REPORTING

It is the responsibility of all students, staff, contractors, tenants, visitors and members of the public to report all activity, suspected or real, of a security/safety nature. Incident reporting is crucial to the identification of patterns of criminal activity and risk analysis. It permits investigation and recommendations to be made to prevent a recurrence. Comprehensive reporting of incidents provides an accurate picture of the level of crime throughout the University Campuses and thus ensures that adequate resources are provided to combat that crime. Success in the University Security & Campus Safety Services fight against crime is greatly enhanced by fast, efficient and detailed reporting.

2.2.1 PROCEDURE: REPORTING OF SECURITY & CAMPUS SAFETY INCIDENTS

- All incidents of a security/safety nature on the University Campuses should be reported in the first instance to Security Control on your campus. These are open 24/7 all year round and in an emergency, the emergency number should be used. Please see our contact details above.
- The victim in all reported cases of all crimes, but in particular assault, indecency, fraud, theft (including car or cycle theft) are advised to inform both the local police and the security team. In case of doubt, advice on Police involvement may be sought from the Security & Campus Safety Management Team.

- Criminal Offences committed by students, staff or contractors will be reported to the Police by the Human Resource Manager in consultation with the Head of Security & Campus Safety and the Registrar, in line with the disciplinary procedure.
- Any Police involvement on University Campuses is to be notified to the Head of Security & Campus Safety or the Duty Managers to enable effective management of any subsequent actions on our campuses that may be required.
- Where appropriate, in addition to any police involvement into alleged criminal offences by students, staff or contractors, Human Resources or Student Conduct will be informed by the Head of Security & Campus Safety or his/her nominee for possible consideration under the disciplinary procedure.
- This reporting procedure should be followed 24 hours per day all year round.

2.3 CRIME INVESTIGATIONS

All crimes that occur on University Campuses will be investigated appropriately to prevent reoccurrence and aid crime prevention. The Head of Security & Campus Safety and the Management Team as delegated will carry out internal investigations of security-related incidents, producing written reports for circulation where necessary and providing follow up crime prevention advice.

SECTION 3: ACCESS CONTROL & KEY MANAGEMENT

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 cardholder to safeguard their card and report any loss to the duty Head of Security & Campus Safety or his/her nominee or their Head of Department as soon as possible, so the card access can be cancelled.

3.1 KEY & LOCK MANAGEMENT

The Security & Campus Safety control the issue and use of all locks, keys in partnership with the Estates Management Team. No other make of lock or key should be installed on the University Campuses without the authority of Security & Campus Safety Services. Operator keys or sub-master keys may be issued to departments for local use and issue to individual staff.

All digilocks installed on University Campuses must be fitted with a master key override to allow security the ability to enter the room in an emergency situation.

All digilocks installations must be requested via the Estates Management Help Desk. Department should keep a record of all keys issued locally and ensure that staff return keys when they move offices or leave the University employment these will also be monitored by the Security & Campus Safety Service on issuing of keys. It is the responsibility of all individuals who are issued keys or cards to ensure their safekeeping at all times and report any loss immediately to security staff.

3.1.1 PROCEDURE: REQUEST FOR LOCKS & KEYS

All keys belong to the University and are not exclusive. Security carries out duties over 24hrs, 365 days per year and requires access to all areas especially in emergency situations. In

exceptional circumstances, certain restrictions may apply to sensitive areas but the agreement should be achieved between interested parties regarding access in any emergency situation. This should be in line with the Access Control & Key Management Policy.

3.1.2 CONTRACTORS

Contractor's access to the University will be strictly controlled by the Estates Management Team according to agreed access control procedures before they commence or start work on the University Campuses

3.1.3 GENERAL

- All losses of keys/cards must be reported immediately to the Security & Campus Safety Team.
- Persons leaving the University or transferring to another Department are to return their keys direct to their Departmental office. They should not pass keys directly to their replacement as these need to be clearly audited for the Security. The correct form must be signed as per the Access Control & Key Management Policy.
- Where building refurbishment is carried out, the cost of new locks and keys should be included in overall project costs, otherwise, the costs of replacement or additional locks and keys will be recharged to departments/tenants.
- Replacement keys will only be issued after an investigation of the loss. The cost of replacement will be charged to the Department or individual concerned.
- Any loss of master or sub-master keys will be the subject of an inquiry, with all resultant costs for replacement of locks and keys borne by the Department concerned. If loss of master or sub master keys is suspected to have arisen through negligent action by a member of student, staff or contractor, then an investigation under the appropriate Disciplinary Procedure should be undertaken. Further disciplinary action may be taken if appropriate, following the completion of the investigation.

Further information about Access Control can be found in the Access Control and Key Management Policy at the University of Essex Security Webpages.

SECTION 4: 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>

SECTION 5: ASSET PROTECTION EQUIPMENT & DOCUMENTATION

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 on the Security webpages.

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>

5.1 DATA PROTECTION & GDPR

The data of living persons are protected under the Data Protection Act. The Act creates responsibilities and rights in relation to all aspects of the collection, holding, use and disposal of personal data. Staff will want to handle personal data in an ethical way and the Act provides a framework for reaching this objective. You should also be aware of the University Data Protection Policy and Procedures to ensure that you are keeping data correctly and securely.

5.2 PROTECTION INFORMATION ASSETS

Maintaining the security of computers and related equipment is vital to the organisation. Computers are prime targets for theft; they are easily disposed of and have a high value. The theft of a computer may also lead to delays in University processes, the loss of important data and disruption to learning and teaching.

Viruses and worms damage software and data; result in time loss and can close down whole organisations. Damage of this type is not inevitable and by being aware of simple security measures and observing them, the chances of loss and damage can be minimised. Information on how to protect data and the equipment on which the data is processed is available from IT Services and the University IT Policy. Should you have any further questions around Information Security of Data contact IT Services & Data Team.

5.3 CONFIDENTIAL WASTE

Confidential waste collection and disposal is in place at the University. (It is essential that the sacks are filled in accordance with Health and Safety standard load manual handling guidelines). It is the responsibility of the Departments requesting disposal to ensure confidential material is secured at all times until collected by the company. For more information about confidential waste collects please contact the soft services team in the Estate Management.

5.4 SECURITY IN THE OFFICE

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.

5.4.1 PROCEDURE: OFFICE SECURITY

General Awareness:

- University ID cards should be carried by students, staff and contractors at all times on University Campuses.
- Staff should have the University Security & Campus Safety Numbers for reporting incidents in their phones and readily available should you require any assistance.

Staff working 'out of hours' should ensure they follow 'out of hours' procedures and contact Security if they need assistance.

5.4.2 AT THE END OF THE WORKING DAY, STAFF SHOULD ENSURE THAT:

- Valuables and confidential documents (laptops, sensitive data, personnel files etc.) are locked away with keys secured in key cabinets or taken home:
- Any departmental keys that have been issued during the day have been returned and any losses reported immediately.
- A 'clear desk policy' is maintained where possible to ensure confidential documentation is locked out of sight.
- All non-essential electrical appliances are switched off/unplugged.
- Doors and windows are closed and locked as appropriate.
- Ground floor curtains and blinds are closed with any items on windowsills, which hinder closure, removed and lights turned off.
- Intruder alarms (where installed and a local responsibility) are set.
- PC's are switched off or password protected when not in use to prevent unauthorised access to information.

SECTION 6: PERSONAL SECURITY & THE INDIVIDUAL

Whilst it is the responsibility of the Security & Campus Safety team to provide a safe and secure environment, it is the responsibility of all students, staff, contractors, tenants, visitors and members of the public on University Campuses to take all reasonable measures to ensure their own personal security.

The Security & Campus Safety Services Team can provide further information on keeping safe within the University Campuses and personal safety whilst visiting the University and everyday life. The University does review its policies and procedures around crime and terrorism regularly to ensure that it is using the most up to date advice and best practice to ensure a safe and secure environment for all.

6.1 MOVING BETWEEN AREAS ON CAMPUS

Students and Staff should make themselves aware of their surroundings and of other people when walking between areas on Campus. Try to avoid poorly lit or isolated areas and where possible, walk with other members of the campus community. Report any deficiencies in lighting on Campus through the Estates Helpdesk so that remedial action can be taken where appropriate.

6.2 SUSPICIOUS BEHAVIOUR

If suspicious activity is noticed, notify or get someone nearby to notify Security. Challenge if you feel able but do not get yourself into a vulnerable or confrontational situation. More important is to make a mental or written note of a description, direction of travel, what

suspicious acts you saw and any other information which may help Security identify and locate the individual(s). Security & Patrol staff will direct security response to the area as a matter of urgency, and if appropriate, ensure the Police are contacted.

Each situation of this type will be different, and it is at the discretion of the individuals concerned as to what action they wish to take, but at no time should they put themselves at risk. Reporting suspicious activity is extremely important to Security & Patrol Staff in helping to prevent and detect crime against the University.

6.3 THREATENING OR ABUSIVE BEHAVIOUR

If students, staff, contractors, tenants, visitors or members of the public are faced with threatening or abusive behaviour, stay calm, avoid raising your voice and finger pointing/wagging. Call a friend, work partner or manager and contact the Security Team.

6.4 PERSONAL SAFETY ADVICE

- Stay alert - awareness is your best defence.
- At night, avoid taking risky shortcuts through back alleys, parks or waste grounds. Where possible, stick to pavements and well-lit areas.
- Be confident - even if you don't feel it.
- Trust your instincts - if you think something is wrong, then act on it.
- Always pre-book a licensed taxi for your journey home.
- Stay with your friends and never walk home alone.
- Walk facing traffic so you can see what's heading towards you and so a car can't pull up behind you unnoticed.
- If you regularly walk home or go out jogging, try to vary your routes (without taking risky shortcuts).
- Wearing earphones is common practice, but please be aware that they may appear attractive to potential attackers and reduce your alertness to your surroundings.
- If you are carrying a bag make sure the clasp is facing inwards, all zips are closed correctly, and all pockets closed. If your bag is snatched let it go, your safety is more important than your property.
- If you have expensive items such as jewellery, mobile phones or music listening devices, keep them out of sight.
- If you are threatened by a person, scream, shout and set off a personal attack alarm to startle the attacker giving you time to escape. Try to make a note of details such as registration plates, clothing, and height, then report the incident to the Campus Security Team if it happens on the University Campuses and Police on (101) if the attacker has left if you are still in danger then please contact on (999).

6.5 STAYING SAFE – TERRORISM

The personal safety of our students, staff, contractors, tenants, visitors and members of the public is paramount, and with this, in mind, we wanted to share with you the Government's advice on what to do in the unlikely event of a safety threat such as firearms or terrorist activity on any of our campuses.

Whilst there are no specific threats to the University, the UK's national threat level is regularly updated and changes, and we want to ensure that everyone is informed about how to stay safe and secure at the University.

The government's advice in such incidents is to ensure you follow the Stay Safe principles: Run, Hide, Tell.

Video: <https://www.youtube.com/watch?v=4jxOXbpTmnk&feature=youtu.be>

The University Security & Safety Services does carry out regular training around Countering Terrorism with staff and works with the local authority, Essex Police and CSTA Officers to ensure that the University plans and practices are regularly reviewed, tried and updated to ensure the safety and security for everyone who is on the University Campuses.

Most recently the University has invested in additional medical equipment to deal with an attack should it take place across University Campuses in strategic locations to ensure best coverage until emergency aid can arrive at the University to support our students, staff, contractors, tenants and visitors.

6.6 HATE CRIME

Hate crime: DON'T TOLERATE IT, REPORT IT

A hate crime is any crime that is targeted at a person because of hostility or prejudice towards that person's race or ethnicity, religion or belief, sexual orientation, gender identity, or disability. This can include abuse, name-calling, assault, blackmail, harassment, intimidation, bullying or exploitation. At the University we have a zero-tolerance policy towards hate crime and ask that all forms of it are reported. By reporting incidents, you can help us provide support to those who need it and to understand where we need to focus our efforts when it comes to prevention.

How do I report a hate crime at the University?

If you have been a victim of a hate crime or have witnessed a hate crime take place it is important to let us know. This information is also applicable to students, staff, contractors, tenants and visitors. In the first instance, we recommended reporting it to Security & Campus Safety via the contact information above.

Once a report has been made to Security, we can then report it formally to Essex Police with your consent and offer you support throughout with the student wellbeing team. No action will be taken by the police unless the victim wishes them to do so. If you prefer, you can report a hate crime directly to Essex Police, either online <https://www.essex.police.uk/>, telephone (101) or by visiting your local police station.

You can also report via: <https://reportandsupport.essex.ac.uk/>

6.7 DRINK, DRUGS AND ILLEGAL SUBSTANCES

The University understands that many people like to go out with friends to have a good time. This could mean going to a friend's house, a pub, club, a match, music festival or event but this does not necessarily mean that alcohol or drugs would be involved.

However, given that some people do take drugs when they go out and that you can never tell exactly what an illegal drug contains or what effect it will have, they put themselves at serious risk of harm. There is no safe level of illicit drug use. If you suspect negative effects from drugs taken by you or someone else, remember that every second counts, so react fast and call an ambulance or speak with a member of the Security & Campus Safety Team. Please note that Police will not normally attend unless ambulance officers are threatened or there is a death.

The University does operate a strict no drugs policy on all University Campuses and will be enforced throughout every period of operation. All suspicions of the handling or using of controlled or illegal substances should be reported to Security & Campus Safety Services, in

the first instance, so that appropriate investigation and consultation with relevant authorities may take place.

The University Security & Campus Safety Team uses multiple methods of stopping drug use on campus including intelligence-led activities with Essex Police, the drug detection kits and on some occasions, the Security & Campus Safety Services Team may deploy the use of sniffer dogs to detect and deter criminal activity around drugs on the campuses and this will be in conjunction with Essex Police.

For further information in relation to the University Drug Policy please contact the Security & Campus Safety Team.

6.8 SEXUAL VIOLENCE

The University takes incidents of sexual violence very seriously and wants to ensure that any persons affected can access appropriate information and support from the correct agencies.

Sexual violence can take many forms but in general refers to unwanted sexual acts or activity, including, but not limited to, rape, sexual assault and sexual harassment. These can be committed by strangers, by someone you know, or by someone of the same sex. They can also take place within a relationship or a marriage.

Should a sexual violence incident take place at the University you should report this to Security & Campus Safety Services. The control room will look to deploy a Security Patrol Officer and will look to liaise with Essex Police and where possible support the apprehension of the offender and offer their help and support to you with any medical attention if needed.

It is the aim of the University to try and prevent any form of sexual violence offences however these could still happen, and the University will work and liaise with Essex Police in the prosecution of offenders should it take place on any University Campus. Further advice and guidance around sexual violence can be gained from University Security & Campus Safety and the University Wellbeing Teams.

6.9 SAFEGUARDING

The University operates a safeguarding policy for children, young people and vulnerable adults. We have a duty of care as a University and are committed to the protection and safety of children, young people and vulnerable adults involved as visitors or participants in all of our activities both on and off-site premises. We also want to protect and support our staff who work or come into contact with these groups. The University uses the term vulnerable adult and refers to someone over the age of 18 who may have a physical, learning, or sensory disability, a mental health problem, a serious illness, or maybe an older person. Children and young people are defined as those persons aged under 18 years old.

The University wishes to ensure its students, staff, contractors and tenants operate best practice standards, yet at the same time provide them with protection from unfair allegations. The guidelines in the University safeguarding policy will ensure that there is clarity about our obligations and standards.

Further information around safeguarding can be requested from the Designated Safeguarding Officers within the University.

SECTION 7: CLOSED CIRCUIT TELEVISION (CCTV)

The use of CCTV has been recognised as a powerful tool in the fight against crime, both in its prevention and detection. The University uses CCTV systems around the many areas of the University covering many of the campuses that need to be monitored. CCTV is installed, with the objective of assisting to provide a safe and secure environment. There is a separate CCTV Code of Practice and Operating Procedure document available on the security webpages that the University always adheres to during its operations of the system and use.

This objective will be met through the monitoring of the system:

- Crowd Management and Public Safety
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public disorder; and as an aid to public safety.
- Provide a Training facility
- Provide the Police, Emergency Services, HM Customs and Excise, Health and Safety Executive, and University with evidence upon which to take criminal, civil and disciplinary action respectively.
- To assist in the University Emergency procedures and Operations
- To assist with Civil Emergencies that take place
- To assist with traffic management
- To detect, prevent and reduce offences against the person or property.
- To improve the efficiency with which the University can alert the Police to any unlawful activity.
- To prevent and enable the University to respond effectively to any harassment and bullying.
- To prevent, detect and reduce the incidents of criminal activity at the University.

7.1 LOCATIONS

The systems consist of PTZ and Static cameras within the University Campus, it is controlled by the main Control Rooms on the three campuses during normal operations. Further details are listed within the CCTV Code of Practice and Operating Procedure.

7.2 CCTV OPERATING PROCEDURES AND CODE OF PRACTICE

These are to ensure that concerns over integrity, confidentiality and ethics are not compromised. It is intended that the information obtained from CCTV will give public confidence, that the rights of individuals are being fully protected and the requirements of DPA & GDPR are complied with

Access to the CCTV monitoring and recording systems is strictly controlled and is limited to duty security staff or authorised management. A list of these are contained within the CCTV Code of Practice and Operating Procedure.

7.3 WORKING WITH THE POLICE

In general, the Police should not require access to (nor be allowed access to) University CCTV systems except under the following circumstances:

- Emergencies or investigation of serious incidents and terrorism
- Identification of offenders
- Liaison and training purposes, by prior arrangement with the Head of Security & Campus Safety

Requests by Police to remove CCTV recordings must comply with GDPR and will be registered accordingly as set out in the CCTV Code of Practice and Operating Procedure this will be monitored by the Head of Security & Campus Safety and Data Controller.

7.4 HUMAN RESOURCES – DISCIPLINARY PROCEDURES & INVESTIGATIONS

On occasions, it is necessary to use CCTV as part of a disciplinary investigation as a source of evidence. Footage to support such an investigation can be accessed to support investigations with the authorisation of the Head of Security & Campus Safety or Data Controller who will consider the request and ensure it complies with the objectives of the system as detailed in the CCTV Code of Practice and Operating Procedure and the correct form is filled out correctly to meet our requirements under GDPR and DPA.

7.5 RECORDED IMAGES

The terms are set out in the CCTV Code of Practice and Operating Procedure for the storage of data and images within the CCTV system with the average footage only being stored for a period of 31 days on the system unless requested to be stored for the aims and objectives of the system set out in the policy.

SECTION 8: 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 of the item

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 Head of Security & Campus Safety or his/her nominee, to decide if the risks are acceptable, what level of protection is required and what the priorities should be. These can be found, together with the Security Risk Analysis self-assessment form

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

SECTION 9: WELFARE & WELLBEING

As well as keeping the University safe, our Patrol Officers are always available to help with any welfare issues. All Patrol Officers are trained in first aid at work and mental health first aid, so they can provide pastoral care and welfare support. They work closely with the Student Services team, making referrals where further help is needed. Students, staff and visitors are encouraged to approach the Patrol Officers to ask for advice on crime prevention. The University delivers a comprehensive welfare service to students, staff, and visitors. The first point of contact during office hours is the Student Services Hub, where services and advice can be given in matters regarding Accommodation, Exams, Health, wellbeing and disability, International students and immigration, Money, Study courses.

Residence Life is an accommodation-based service to help make sure students gain a positive experience of living and learning. There is a Residents' Assistant (RA) in each area of accommodation whose role is to get to know their residents, encourage communication and organise a range of social activities. Residence Life operates outside of office hours when other University support services are closed. The RAs also respond to concerns and complaints residents may have.

Security Patrol Officers are on campus 24 hours of every day of the year. They work with the Residence Life teams to provide welfare and pastoral services to those resident in University accommodation. They are all trained in First Aid, Mental Health First Aid, Conflict Management and Physical Intervention.

Nightline is a student-run support service providing confidential listening, emergency accommodation, detox room and emergency beds for the night.

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

- <https://www1.essex.ac.uk/students/contact/>
- <https://www.essex.ac.uk/life/student-services/student-support>
- <https://www.essexstudent.com/advice/health/>

SECTION 9: CRISIS INCIDENT MANAGEMENT PLAN

The University has a Crisis Incident Management Plan, which is used when an incident is considered to be "Serious or 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 is usually the first point of notification of an incident and will escalate this using their procedures (and in line with the Plan).

SECTION 10: MONITORING AND EVALUATION

Responsibility for monitoring and evaluation of the Physical Security Policy lies with the Head of Security & Campus Safety and the Estates Management Senior Team. The policy will be reviewed every year or when any new legislation or statutory obligations arise as identified by the University.

In addition, an internal audit of University Security & Campus Safety measures will be conducted when required by the University.

----- END OF POLICY -----