Campus Security Policy

Version Number: 1.0

Effective from 17 December 2015

Author: Senior Information Security Officer, Legal, Planning & Governance & Head of Security, Estates & Property Services
Document Control Information

Status and reason for development
New policy formalising existing guidance documents.

Revision History

<table>
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<tr>
<th>Date</th>
<th>Author</th>
<th>Summary of changes</th>
<th>Version</th>
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<tr>
<td>Sep 2015</td>
<td>C Price &amp; T Jones</td>
<td>New policy</td>
<td>V1.0</td>
<td>Dir Estates, Facilities &amp; IT Services: 16/12/15</td>
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Policy Management and Responsibilities

Owner: This Policy is issued by the Director of Estates, Facilities & IT Services, who has the authority to issue and communicate policy on Campus Security measures. The Director has delegated day to day management and communication of the policy to the Head of Security & Community Support, E&PS.

Others with responsibilities (please specify): All subjects of the Policy will be responsible for engaging with and adhering to this policy.

Assessment

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<th>Equality Analysis</th>
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Consultation

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Authorised by: Director Estates, Facilities & IT Services

Date authorised: 16/12/2015

Effective from: 17/12/2015

Review due: 2 years by December 2017

Document location: University Policy & Procedure Pages

http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures

Document dissemination and communications plan:
Staff Channel article, Student Channel article.
1.0 Purpose
The purpose of this document is to specify University policy for the management of campus security. It takes account of the following legislation and standards:

- Health and Safety At Work Act 1974
- Data Protection Act 1998
- Surveillance Camera Code of Practice Pursuant to S29 of the Protection of Freedom Act 2012
- Counter Terrorism & Security Act 2015
- BS 7958 CCTV Management & Operations Code of Practice
- BS 7499 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 University Security team work to apply the University core values in their everyday interactions (Appendix A).

2.0 Scope
This policy applies to all members of the University including (but not limited to): Students, Staff, Visitors and Contractors. The policy specifies the role of the University Security team and its remit across the University estate i.e. space and buildings. The University Security team is also responsible for the security of University sites where the security service may be provided by a third party. The University estate encompasses:

- All University managed car parks
- Peel Park campus - excluding the Halls of Residence
- Frederick Road campus (also known as Allerton)
- Adelphi Campus
- Media City UK

The Campus Security Policy does not cover security within the Halls of Residence, which are owned and managed by the University Accommodation partner Campus Living Villages (CLV).

The security of personal property remains an individual’s own responsibility (whether student, staff, visitor or contractor).

3.0 Policy Statements

3.1 The University is committed to ensuring, as far as is reasonable and practicable, the security and safety of all students, staff, visitors and contractors whilst using and accessing the University estate.

3.2 The Estates & Property Services (E&PS) Security Team is tasked with providing a safe and secure environment for all campus users. The University Security Team provides security advice and guidance on a regular basis.

3.3 Students, Staff and Contractors must all fulfil a role in promoting and maintaining a secure environment through using and displaying their ID cards and reporting / challenging suspicious activity to Maxwell Security Hub. Students, Staff and Contractors should take all reasonable measures to ensure their own personal safety and security. They are also responsible for their own personal property and should never leave valuables (such as phones, money or IT equipment) unattended.

3.4 Deans of School and Directors of Professional Services have a key role in promoting security within their own area to protect their people, information and assets. They are responsible for the security
in their area (in liaison with the Security Team) but can delegate responsibility for routine tasks to a nominated individual in their team.

3.5 The University’s view is that the campus should be an open and welcoming environment with areas unavailable or secure where and when the need arises. Security measures are implemented in accordance with the Campus Plan, available resources and most importantly in proportion to the assessed risk and threats to the University, its people, assets and information. These threats may include vandalism, theft, intentional and accidental damage, natural disaster, violent incidents, terrorism and other non-traditional threats.

3.6 Members of the Security Team will receive training and certification appropriate to their role, including regular refresher training.

3.7 The Security team work in liaison with relevant University Departments and Schools to implement a defence in depth approach to reduce unauthorised access to secure areas of the University estate, 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 buildings, access to buildings out of hours
- Controlling access to Car parks, Buildings and limited access rooms by means of ID card
- CCTV monitoring across campus from the Security control room, in accordance with the Data Protection Act 1998 and University Data Protection Policy
- 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 and Fire Services as well as responsibility for emergency evacuation instructions
- Reporting point for safeguarding concerns
- Provision of physical security risk assessment and advice
- Operational lead on Prevent duty in relation to Campus Security
- Co-ordination of University-wide Emergency Planning, including Major Incident Response and Business Continuity Management.

Specific policy on some of the above areas is included within the Related Documentation Section below.

4.0 Policy Enforcement

Failure to comply with this Policy may lead to refusal or removal of access from buildings and / or car parks. It may also lead to action in accordance with the Student or Staff Disciplinary Policy or referral to the Police. For contractors it may lead to referral and response by the relevant E&PS Project Manager.

5.0 Related Documentation

Maxwell Security Hub (24 hours): 0161 2954773 or 0161 2953333

Policies listed below can be accessed from the University Policy pages (located under ‘P’ on the Staff Channel A-Z index)

http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures

- Information Security Policy
• CCTV Policy
• ID Card Policy
• Lost Property Policy
• Emergency Planning Policy
• First Aid Policy
• Car Parking Policy
• University Health & Safety Policy
• Safeguarding Policy

The following documents can be found on the Estates & Property Services pages

http://www.estates.salford.ac.uk/

• Security and Car parking Service Level Agreements
• Out of Hours procedure
• Contractor Guidance
• Campus Plan http://www.salford.ac.uk/about-us/corporate-information/our-developing-campus

6.0 Appendices

Appendix A: University Core Values
Appendix A: University of Salford Core values

We act with HONESTY, INTEGRITY and RESPECT.

We are PROUD of who we are and we ENJOY what we do.

We are committed to QUALITY and where we fall short we work hard to make things right.

We embrace DIFFERENCE and dare to be different.

We are FRIENDLY and WELCOMING, creating an environment where people feel safe to work, study and grow together.

We are individually ACCOUNTABLE for what we do and collectively RESPONSIBLE for our University’s success.