

POLICY AND PROCEDURE



**SoLO
Life
Opportunities**

38 Walnut Close
Chelmsley Wood
Birmingham
B37 7PU

Charity No. 1102297
England Company No.
5025939

Premises Security

**Category: Member/Volunteer/HR/
Financial/Health and Safety**

Introduction

Policy Statement

SoLO Life Opportunities (SoLO) recognises its responsibility to provide for workers, volunteers, members with a learning disability and visitors to our office base a safe environment where they and their possessions will be offered a reasonable degree of protection.

SoLO recognises that to ensure that the environment is kept safe, that staff, volunteers, members with a learning disability and visitors will need to be educated in how they can contribute towards ensuring that the office is a safe place to be.

This policy covers the two bases that SoLO owns/leases which are used for office staff and activity programmes.

SoLO provides mechanisms to ensure that unwanted people who would seek to cause harm to individuals or steal property are prohibited from entry and these are listed below:

Walnut Close

1. There is a keypad code for the lock on the outside door which will be given only to staff and volunteers who frequently attend the office. Staff and volunteers must not write this code down where it can be seen by others or give it to any unauthorised person. To increase security, this code will be changed every six months, following a security breach or after key personnel have left the organisation.
2. There is an automated door entry for the outside door which will be maintained in working order. Staff and volunteers must not prop this open or put the door on the latch, unless it is being used for temporary access and is supervised. Any person wishing to gain entry to the premises must be validated by asking them to identify themselves and state their purpose for visiting. Only after a satisfactory response, can they be let in.

3. On entering the office, all fire doors must be unlocked, but left shut, Daylight staff must open the grilles in the activities room and unlock the patio door fire door.
4. There are two stairways to the upstairs office suite, one of which has a keypad door which will be kept locked by a keypad code. Staff and volunteers must not write this code down where it can be seen by others or give it to any unauthorised person. Staff and volunteers must not prop this open or put the door on the latch. This code will be a different code to the general codes and will only be given to authorised personnel.
5. All visitors to the SoLO Office including regular staff and volunteers will be required to sign in on a sign in sheet in the first reception area. They will also be required to sign out when they leave.
6. Members of the public visiting SoLO Life Opportunities will always be seen at reception downstairs or accompanied to the meeting room upstairs, and will not be left in a situation where they can enter the offices unobserved.
7. If a staff member is not immediately available to see the member of the public, they will be asked to take a seat downstairs in the waiting room.
8. SoLO Life Opportunities equipment etc. will be kept in locked cupboards where possible.
9. Personal possessions are the responsibility of the individual and if a staff member, volunteer or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place. SoLO cannot take responsibility for personal possessions that go missing unless there is proof of forceable entry.
10. Cash records and petty cash will be kept in a safe within the finance office, in compliance with our financial controls policy. The finance office will always be locked when no-one is in, including breaks.
11. Any thefts or losses should be reported immediately to the CEO or a Board Member and to the Police if appropriate.
12. Visitors will be reminded not to let anyone else into the building without the prior permission of staff.
13. On leaving the office, all filing cabinets must be locked and keys stored in key cabinet. All internal doors should be secured, windows checked and upon departure of main building, the alarm must be set. Failure to do so could result in disciplinary procedures. Daylight staff must ensure that patio fire door and main fire door in activities room is locked and the grilles are put in place and locked.
14. If leaving the office after hours, staff are requested that they telephone home to notify that they are leaving and that they comply with SoLO's personal safety policy to keep themselves safe.
15. In accordance with the personal safety/lone working policies, recommended procedure is that there should normally be two people locking up and exiting the building.

Fire Station

Entry to the fire Station is, initially, gained with the use of two keys. Only authorised personnel have the right to keep keys and these are:

- Chair of SoLO
- CEO
- Senior Managers
- Activity Project Leaders

Other entry, once building is open is through an automated entry system which can be activated either from the activity base or the office. There is a third entry that can be activated by the Carers.

All Fire exits are on latches and do not need to be opened with a key apart from the main base fire exit which must be opened as soon as the activity room is in use. At the end of the session, this must be locked.

Equipment is kept in a locked cupboard. Keys are accessed by activity staff.

Anyone buzzing for entry must be asked to identify themselves and met at the door by the authorised personnel.

There is a sign in book in the Carers Corridor for visitors to the office and the activities team will sign in any visitors to their projects.

The entry to the activity room is with a keypad and the entry code is only available to authorised personnel. This door must only be put on the latch when there are no people with a learning disability using the room and where the risk has been assessed (e.g. at a trustee board meeting or a general meeting where access is needed and supervised).

The entry to the SoLO Office is via a key and only authorised personnel who have main keys are allowed to keep keys. The Carers staff have one key for use when they book the room, this key is kept in a locked cabinet.

Any valuable items taken onto the Fire Station site are the responsibility of the owner and SoLO can take no responsibility for them. There are locked cupboards for personal items to be stored.

Due to the dual use of this site (ie. Carers and SoLO staff) all SoLO staff are to be extra vigilant regarding personnel on the site and must challenge if they witness someone in the building that they have concerns about.

Additional Information

It is advisable for personal possessions to be kept in a locked filing cabinet.

Linked with:

Personal Safety Policy