

POLICY AND PROCEDURE



**Solihull
Life
Opportunities**

38 Walnut Close
Chelmsley Wood
Birmingham
B37 7PU

Charity No. 1102297
England Company No.
5025939

Office Security

**Category: Service User/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.

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:

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.
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. 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. 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.
4. 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.

Policy Name: Office Security
Organisation: SoLO Life Opportunities
Last Reviewed: 15.4.2016
Next Review Date: April 2018

1

5. 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.
6. SoLO Life Opportunities equipment etc. will be kept in locked cupboards where possible.
7. 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.
8. Cash records and petty cash will be kept in a locked cabinet within the offices, in compliance with our financial controls policy.
9. Any thefts or losses should be reported immediately to the CEO or a Board Member and to the Police if appropriate.
10. Visitors will be reminded not to let anyone else into the building without the prior permission of staff.
11. 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.
12. 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.
13. 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.

Additional Information

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

Linked with:

Personal Safety Policy