Security Policy Birkbeck College, University of London

Policy Statement

Birkbeck College, University of London seeks to ensure, as far as is reasonably practicable, the security and safety of all students, staff, visitors and contractors, whilst within or situated on University premises. The Attendant Team and Contract Security Night Team are responsible for the effective operation and enforcement of the Security Policy and Procedures. Responsibility for security and personal safety rests with all persons who study, work or visit the University. All students, members of staff, visitors and contractors are expected to assist the Attendant and Night Security Team to ensure the success of the Policy. Security and personal safety is everyone’s responsibility and cannot be left solely as a matter for the Attendant or Night Security Team and Police. Birkbeck, reserves the right to prosecute and/or take appropriate disciplinary action against any person who acts negligently, dishonestly, or commits a crime against the College.

Responsibilities

Responsibility for security rests with all students, staff (including contractors and agency staff) and with visitors to the University. In particular, everyone should report all activity, suspected or real, of a criminal nature, unacceptable behaviour, or any suspicious activity immediately to the Attendant or Night Security Team. Within this overall responsibility some particular elements are defined as follows:

a. **Senior Management Team**: the senior management of the University should ensure that support and resources are available to staff for the implementation of the Security Policy. Necessary measures to improve security in essential areas should receive priority consideration. Where appropriate, specific training to achieve acceptable standards of operation should be supported and properly resourced.

b. **Facilities Manager**: overall development and planning of security strategy, policies and procedures

c. **Estates & Facilities Support Services Officer (SSO)**: Day to day responsibility for security is delegated via the Facilities Manager. All matters concerning security should be directed to the SSO in the first instance.

d. **Attendant Supervisors**: delivery of an effective security service; day to day organisation and supervision of the attendant staff

e. **Attendant Staff**: security duties to include patrolling of all areas, crime prevention, issuing of keys and staffing receptions

f. **Contract Security-Contract Manger / Night Security Supervisors**: delivery of an effective security service; day to day organisation and supervision of the night security staff

g. **Night Security Staff**: security duties to include patrolling of all areas, closing down and setting / un-setting alarms of all buildings, crime prevention, and staffing Malet Street reception

h. **Executive Deans, School Managers & Heads of Professional Services**: have a pivotal role in promoting security alongside safety, within their area. The actual
responsibilities will vary according to the location of the school or department and the nature of the activity. It is recognised that Deans and Heads of Department will wish to delegate responsibility for the routine involved in these tasks to nominated individuals within their department but overall responsibility for security matters will remain with the Dean and Head of Department.

i. **All Staff**: including those with a contract of work, including research staff, visiting lecturers, PG students and anyone employed as tutor, supervisor or lecturer on an ad hoc basis must ensure they are familiar with and follow the procedures in the College Security Policy. They must also co-operate with requests from the Attendant and Night Security Team, especially with emergency or evacuation instructions and in relation to all security procedures e.g. showing ID cards on request.

j. **All Students**: have a responsibility to look after College facilities properly and to give due consideration to security issues. They must follow security procedures designed to protect College property, in particular regulations governing access to computer rooms or areas with other public use equipment. Students must co-operate with requests from the Attendant and Night Security Team, especially with emergency or evacuation instructions and in relation to security procedures e.g. showing ID cards on request.

k. **All Visitors**: including conference delegates and event attendees have a responsibility to look after the College facilities whilst on site 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 Attendant Team or from their host department, particularly in emergency situations.

l. **Common Areas**: security risks in common or public areas of buildings are the responsibility of the College as a whole but will be the devolved responsibility of the Estates & Facilities department. However Heads of Department are asked to draw particular risks or issues to the attention of the Attendant Team, so that effective solutions can be proposed in conjunction with all interested parties.
SECTION 1 – SECURITY AND CRIME PREVENTION

Proactive crime prevention and security awareness will help to ensure a safe, secure environment, enabling work and study to continue with the minimum amount of disruption. Staff and students should make every effort to counter the threat of crime. Executive Dean’s, School Manager’s and Head’s of Professional Support Departments should periodically revisit the procedures / arrangements within their areas of responsibility.

For further guidance see appendix 1

Section 2 – ACCESS CONTROL

Within the section staff and students can gain further information on College Identity cards, Birkbeck’s Midnight Rule Policy and policies and procedures relating to the issuing of keys.

For further guidance see appendix 2

Section 3 – 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 make all possible effort to ensure that University equipment is protected from the possibility of theft.

For further guidance see appendix 3

Section 4 – SECURITY AND THE INDIVIDUAL

It is the responsibility of all staff and students to be aware of and familiar with, all procedures that ensure a safe and secure environment for personnel, equipment and documentation in their possession

For further guidance see appendix 4

SECTION 5 VEHICLE PARKING

Section 5 comprises of information relating to car parking for staff and students, the storage of bicycles, disabled parking and assistance relating to wheelchair uses for.

For further guidance see appendix 5

SECTION 6 USE OF CLOSED CIRCUIT TELEVISION (CCTV)
The use of Closed Circuit Television (CCTV) is recognised as a useful tool in the fight against crime, both prevention and detection. The College uses a CCTV system around the campus covering many of the entrances, main public access areas.

Information can be sought on the College’s objectives and policy and procedure relating to CCTV.

For further guidance see appendix 6

SECTION 7 – RISK ANALYSIS

Appendix 7 includes information on analysing the risk, how to eliminate the risk, visibility and surveillance and rule setting.

For further guidance see appendix 7

Appendix 1

1.1.2 Procedure: Crime Prevention and Security Awareness

- All suspicious activity should be immediately reported to the Attendant Team
- Personal valuables should be locked away, placed out of sight or kept on the person. Personal property should never be left unattended
- Offices must be locked upon leaving, with windows closed and locked
- Laptops should not be left unattended and must be locked out of sight when not in use, particularly overnight. In open areas, laptops should be either secured to the desk with a steel enclosure or security cable or locked away when not in use in a secure cabinet
- Windows and curtains or blinds should be closed at dusk and lights should be turned off when leaving.
- All incidents of crime on College premises, real and suspected, must be reported to the Attendant or Night Security Team and an Incident form completed. http://www.bbk.ac.uk/so/forms/accident
- The Attendant and Night Security Team will patrol all buildings, to aide in the identification of security risks, monitor public safety and act as a deterrent against crime.

1.2.1 Incident Reporting

It is the responsibility of all staff and students of the College to report all activity, suspected or real, of a criminal nature, suspicious and/or unacceptable behaviour. Incident reporting is crucial to the identification of patterns of criminal activity. It permits investigation and recommendations to be made to prevent a reoccurrence. Comprehensive reporting of incidents provides an accurate picture of the level of crime throughout the University and
thus ensures that adequate resources are provided to combat that crime. Success in the University's fight against crime is greatly enhanced by fast, efficient and detailed reporting.

1.2.2 Procedure: Reporting of Security Incidents

- All incidents of a security nature should be reported in the first instance to the Attendant Team at the reception within your building. If you are in a building where there are no staff on reception, report to the main reception at Malet Street ext. 6031
- All available information should be included – time, location, persons involved, items missing etc
- An Incident Report form is available from all staffed reception desks or on http://www.bbk.ac.uk/ef/ourservices/security.shtml. The form should be completed as soon as possible after an incident by the person reporting the incident
- The local Police should be informed in all cases of reported crimes of assault, indecency, fraud, theft (including car or cycle theft) and burglary. In cases of doubt, advice on Police involvement may be sought from the Support Services Officer, Attendant Supervisors and the Night Security Team. All Police involvement on College property is to be notified to the Attendant Team to enable effective College management of any subsequent actions on College premises.
- If an individual wishes to report criminal activity but remain anonymous, they can do so by using the “Crimestoppers” line on 0800 555 111.
- All serious crime or major incidents must be managed in accordance with the University’s Emergency Management Plans which are published separately. In the first instance, any serious crime or incident must be immediately reported by dialling ext. 555

1.3 Crime Investigation

All crimes that occur on College premises will be investigated appropriately to prevent re-occurrence and aid crime prevention. The Support Services Officer and other personnel as appropriate will be responsible for carrying out internal investigations of security related incidents, producing written reports for circulation where necessary and providing follow up crime prevention advice.

Staff or students alleged to be involved in any crime within the Estate or crime affecting the College community, may be suspended and/or banned from entering the College premises pending investigation and/or disciplinary action.

Appendix 2

2.1.1 College Identity Cards

All staff and students are issued with a Birkbeck, University of London ID cards. Which is used for identity, staff and student registration, Library membership, and access control. ID cards are valid for the duration of the individual’s course or contract. These cards should be regarded in security terms as the same as a key and remain the property of Birkbeck.
Cardholders must safeguard their card and report any loss to the Attendant Team on 6031 who will pass the information to the relevant department; all staff should also report the loss to the Estates and Facilities Department and all students to the Registry Department as soon as possible so that their card access can be cancelled. Birkbeck cards are not transferable and holders must not loan their card to other persons for means of access or for any other purpose. Disciplinary action may be taken for the misuse of College cards. All cards must be displayed whilst the holder is on College premises.

2.1.2 Contractors

Contractors will be issued with a visitor’s pass on entry and should wear these passes during their visit, all cards to be returned on leaving. Contractors who will be on site for more than a week will generally be issued with a Birkbeck Contractor card to allow them access to the building they are working in. The maintenance department hold a limited number of contractor access cards for building access.

2.1.3 Identification

All staff and students are required to show their ID card to the attendant, night security team or authorised staff on request. Failure to do so may result in an immediate request to leave Birkbeck premises if a person’s identity cannot be confirmed.

2.1.4 Obtaining an ID card

New and replacement cards for students can be arranged via My Birkbeck [http://www.bbk.ac.uk/mybirkbeck/services/you/cards](http://www.bbk.ac.uk/mybirkbeck/services/you/cards)

2.1.5 New and replacement cards for staff can be arranged via Estates and Facilities [http://www.bbk.ac.uk/ef/information/accesscards.shtml](http://www.bbk.ac.uk/ef/information/accesscards.shtml)

2.1.6 Midnight Rule

Please be aware that the College operates a "Midnight Rule". All buildings must be vacated by midnight.

Staff should not attempt to enter buildings after midnight, as intruder alarms are set and false activations occur. False activations waste the Security officers' and Police officers' time and are costly to the College as engineers must be called to reset the alarms. Contact Security officers at Malet Street reception (0207 631 6031) if urgent access to buildings is required after midnight.

2.1.7 Control of Locks, Keys and Access Control Cards

The Estates & Facilities Department controls the issue of all new locks, keys, access control systems and cards. The College operates a suited key system, which allows various levels of access. No lock or key should be installed on College’s premises without the authority of the Operational Estates Manager. Any door, which requires a combination or digital lock fitted, must also 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 should keep a record of all keys issued locally and ensure staff return keys
when they move offices or leave the University’s employment. It is the responsibility of all individuals who are issued keys or cards to ensure their safe keeping at all times and report any loss immediately to the attendant supervisor on duty.

Where additional access control on the College system is required, departments should discuss their needs with the Director of Planning & Estates so that usage analysis and installation costs can be assessed. Installation and maintenance costs of access control fitted for departmental use need to be met by the user department. Estates and Facilities will provide support and details of annual maintenance costs in advance.

2.1.8 Procedure: Request for Locks & Keys

Schools and Departments are responsible for the issue, receipt and accountability of all individual user operator keys within their own areas of responsibility. The Attendant Supervisors do not hold spare copies, only masters and operator keys for support staff.

All applications for new cores or keys should be made using the online works request form http://www.bbk.ac.uk/ef/helpdesk/form.shtml

- **Contractors:** keys can, in certain circumstances, be issued to contract staff by the Maintenance Support officer from B11 main building. Contractor’s access to University buildings will be strictly controlled by the Maintenance Support Officer according to agreed access control procedures.

- **General:**
  - all losses of keys must be reported immediately
  - persons leaving the University or transferring to another School or Department are to return their key direct to their departmental administrator or to the attendant supervisor. They should not pass it directly to colleagues in their department other than the departmental administrator.
  - 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
  - replacement keys will only be issued after an investigation of the loss. The cost of replacement will be charged to the School, Department or individual concerned

All requests for master or sub-master keys are to be made via the helpdesk works request form and must be approved by the Operational Estates Manager. Sub Master keys can only be requested by Heads of Department.

http://www.bbk.ac.uk/ef/helpdesk/form.shtml

Any loss of master or sub-master keys will be subject of an inquiry, with all resultant costs for replacement of locks and keys borne by the School or Department concerned. Loss of keys may also lead to disciplinary measures should negligence be proved.
Appendix 3

3.2 Procedure: Security of Equipment:

All computer/AV equipment should be secured dependent on its use:

- Public or open access facilities: IT and AV equipment must be secured using a purpose made PC desk with security bolt, steel enclosure or other approved security device. Access control to the area should be considered. Where in excess of £30k of equipment is in use, CCTV should be installed to monitor the area. Open office areas for student / public access: individual PC’s or laptops is the responsibility of the owner.
- AV equipment should be secured to an agreed security specification dependant on its functionality. AV staff and/or Media Services Manager will provide advice.
- All valuable portable IT equipment such as laptops and PDA’s, must be locked away out of sight when not in use and especially overnight.
- A security risk analysis may be conducted by the Facilities Manager (in conjunction with the College Insurers) at any time, with any resultant report or recommendations to improve security made to the College Secretary.
- Computers should always be password protected and switched off when not in use to protect them from authorised access to information. For further advice on security of information and acceptable IT use, see Birkbeck’s Information Services regulations
  [http://www.bbk.ac.uk/its/regulations](http://www.bbk.ac.uk/its/regulations)

3.3 Security Hardware

All requests for installation of locks, CCTV, intruder alarm or access control will be subject to a risk analysis. Such equipment is not to be purchased, installed or removed without prior consultation with the Facilities Manager who will advise on approved installers and security response. Where CCTV is installed, the requirements of the Data Protection Act http://www.bbk.ac.uk/hr/policies_services/policies_az/data_protection_code and the College’s CCTV Policy must be followed.

Temporary security measures must always be considered where there may be temporary additional risks such as building works, the erection of scaffolds or the removal of existing security equipment. Advice from the Facilities Manager must be sought during the planning of these works.

The installation and maintenance costs of intruder alarms, access control or other security systems in public/communal areas will be met by Estates & Facilities. The installation and maintenance costs of intruder alarms, CCTV, access control or other systems installed in Schools or Departmental areas must be met by the School or Department. A guide to the annual maintenance and call-out repair costs can be provided in advance of installation if required.
3.4 Insurance Cover

The replacement cost of College property stolen through burglary may be claimed from the College’s Insurers but only where forced entry to the premises is proven. Property left unlocked drawers, or within an insecure/unlocked or un-alarmed area may not be covered. The insurance policy also has a built in excess of £10,000 (subject to change). Departments are therefore advised to ensure that all valuable items are physically protected as described above. Loss of damage to personal property is not covered by the University insurance policy.

3.5 Mail Receipts and Deliveries: All mail and goods delivered to the General Office will be sorted, dispatched and distributed from this location to all buildings throughout the Estate.

Internal mail will only be delivered to and collected from recognised mail points. Schools and Departments must have a secure delivery and collection point, which is visible to College staff at all times. If it is impossible to arrange constant supervision of the collection/delivery point, then it must not be accessible to unauthorised personnel. Mail deliveries and collections from Schools and Departments within the College must never be left unattended whilst en route through the College. Recorded and Registered Mail and goods must be signed for and a record of its delivery kept in the appropriate log held in the General Office.

3.6 Headed Paper, Stationery and Logo

Pre-printed headed paper and other stationery displaying the College logo, staff names, telephone numbers etc, must be treated carefully to avoid fraudulent use. Headed paper, order forms, compliment slips etc should be locked away when not in use. Old or unwanted headed paper must be disposed of correctly by shredding or using the College’s confidential waste disposal system.

Any person found using College stationery or the College logo for personal business or other purposes may be subject to disciplinary action and/or if relevant, legal action.

Appendix 4

4.1.1 Procedure: Office Security

General Awareness:

- Birkbeck ID cards should be carried by staff at all times on College premises
- Students and staff should be made aware of the 555 emergency telephone line (24 hour) for gaining assistance and reporting incidents
- Any suspicious behaviour should be reported immediately by telephone on ext 555
- Staff working out of hours should be made aware of Birkbeck’s “Midnight Rule” further information can be found [http://www.bbk.ac.uk/ef/ourservices/security.shtml](http://www.bbk.ac.uk/ef/ourservices/security.shtml)

4.1.2 At the end of the working day, staff should ensure that:
• Valuables and confidential documents (laptops, exam scripts, research data, personnel files etc) are locked away and the following locked with secured key cabinets:
• 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 classified documentation is locked out of sight
• All non-essential electrical appliances are switched off / unplugged
• Office doors and all 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 PC’s or monitors are switched off or password protected when not in use to prevent unauthorised access to information

4.2 Personal Security and Security

Whilst it is the responsibility of the Attendant and Night Security Team to provide a safe and secure environment, so far as is reasonably practicable, it is the responsibility of all students and staff on College premises to take all reasonable measures to ensure their own personal safety and security. Further information on personal security can be found at: [http://www.bbk.ac.uk/ef/ourservices/security.shtml](http://www.bbk.ac.uk/ef/ourservices/security.shtml)

4.2.1 Moving between College Buildings

Students and staff should make themselves aware of their surroundings and of other people when walking between buildings. Try to avoid poorly lit or isolated areas and where possible, walk with other colleagues. Report any deficiencies in lighting in College buildings or throughout the precinct to the Estates and Facilities Helpdesk ext 2001 or [http://www.bbk.ac.uk/ef/helpdesk/index.shtml](http://www.bbk.ac.uk/ef/helpdesk/index.shtml) so that remedial action can be taken.

4.2.2 Suspicious behaviour

If suspicious or criminal activity is noticed, notify, or get a colleague to notify, the Reception Desk or call extension 555. Then if you feel able, question the individual(s) in a friendly positive manner. The Attendant or Night Security Team will direct response to the area as a matter of urgency, and if appropriate, ensure the Police are contacted.

4.2.3 Unacceptable Behaviour

If faced dealing with conflict, try to remain calm, avoid raising your voice, arguing or using aggressive body language. Call for assistance from colleagues and/or the Attendant or Night Security Team.

Birkbeck will not tolerate any form of verbal abuse, harassment, threatening, intimidating or other unacceptable behaviour, or any type of assault from or against staff, students or visitors. This type of behaviour should be reported immediately by completing an Incident Report Form which is available from Reception Desks or can be found [http://www.bbk.ac.uk/so/forms/accident/printable](http://www.bbk.ac.uk/so/forms/accident/printable)
Birkbeck reserves the right to request persons to leave the premises if required and, if necessary, will ask Police to assist in the removal of such persons. The College will invoke disciplinary procedures against staff or students as necessary.

Where an individual’s behaviour is perceived to be a potential threat to any other individual or to the good order of the College community, appropriate staff may be notified of the persons name and department in order to prevent or restrict that person’s access to the College. They may also be subject to disciplinary action.

For further information Birkbeck has published a Dignity at Work and Study Policy

http://www.bbk.ac.uk/hr/policies_services/Dignity_at_work_and_study

4.3 Drugs and Illegal Substances

Any suspicions of handling or use of controlled or illegal substances should be reported to the Support Services Officer, the Attendant Supervisors or the Night Security Supervisor, in the first instance, so that appropriate investigation and consultation with College authorities may take place. Schools or Departments which hold substances that might constitute a security or safety risk should contact the College Health & Safety Officer for advice on best practice.

4.4 Weapons

Weapons are not allowed throughout the College premises. This includes imitation firearms and knives which may be for decorative or ceremonial purposes. Any person found carrying an illegal weapon will be reported to the police and may be arrested. Disciplinary action may also be taken against anyone found carrying a weapon on College premises.

4.5 Property – Lost or Found

4.5.1 Found Property

If anyone finds identifiable property such as a wallet or handbag they should if possible, notify the owner as soon as they are able and arrange for the item to be delivered/collected. If the owner is not contactable, follow the procedure below:

Unidentified found property should be handed into the Attendant or Night Security Team in the building it was found, or to the Attendant Supervisor’s office Malet Street Room G27

When property is handed in, the date/time, finder’s name, department and contact details are recorded.

4.5.2 Claiming Property

When a loser claims property, full details will be required i.e. a full description of the item and for certain items, proof of ownership may be requested. When the attendant supervisor is satisfied of the owner’s claim, the property will be handed over on signature. Where any doubt to ownership exists, the Facilities Manager or the local Police will be asked to arbitrate.

4.5.3 Property Left in Lecture Theatres or Classrooms
No items of property or teaching material are to be left unattended in teaching rooms. Teaching rooms are cleaned daily and any item of property will be treated as lost property and dealt with as above. Where the value is questionable (leftover hand-outs or teaching material) and/or the condition of the item is poor, the material will be removed as waste.

4.5.4 Lost Property

If you are trying to trace something you have lost whilst on Birkbeck’s premises, first ask at the building(s) you were in. If you cannot find it there, ask at the main reception at Malet Street. If you think you have lost something in the street, it is advisable to report it to or check with the nearest Police station: www.met.police.uk/about/boroughs there is also an on-line lost property search available www.virtualbumblebee.co.uk

4.5.5 Disposal of Property

Items of found property handed in will be retained for a reasonable period of time dependent on the type of property. Attempts will be made to trace the owner if the item contains any personal details (ID card, driving licences etc). If the owner cannot be traced and no one claims the item, it will be destroyed or donated to a local charity shop.

4.5.6 University Liability

Birkbeck is not liable for losses of or damage to personal property incurred by students, staff or visitors, including through criminal activity whilst on College premises.

4.5.7 Property Marking and Registration

All staff and students are advised to adequately mark personal property with their name and home postcode and to ensure that valuables are covered by personal insurance. Valuables such as bicycles, mobile phones, laptops can be registered on-line at www.immobilise.com which provides a system for tracing the owners of found or recovered property.

Appendix 5

5.1.1 Car Parking

Please note that the central precinct is within the congestion charge zone, further information can be found http://www.tfl.gov.uk/roadusers/congestioncharging

The car parks are managed by Facilities Management at the University of London Senate House

5.1.2 Staff Car Parking

Birkbeck staff are entitled to apply for a parking permit to park on the precinct. Please contact Christine Terrey c.terrey@bbk.ac.uk
5.1.3 **Student Car Parking**

There are no public car parking facilities within the Estate, for further information on NCP facilities please visit: [http://www.ncp.co.uk/find-a-car-park.htm](http://www.ncp.co.uk/find-a-car-park.htm)

5.1.4 **Motorbike Parking**

An area for motorbike parking is reserved inside the front entrance of the car park between Birkbeck Main Building and Senate House North Block. Enquiries should be made to Facilities Management at the University of London [http://lon.ac.uk/contact.htm](http://lon.ac.uk/contact.htm)

5.1.5 **Bicycle Storage**

Whilst Birkbeck positively encourages cycling to the College, for reasons of safety and to protect the fabric of the building, it does not allow bicycles, other than folded-up bicycles, into its buildings. A bicycle store is provided in the covered area between Birkbeck Main Building and the University of London Union. For further information, please contact Birkbeck Student Union [http://www.birkbeckunion.org/contact](http://www.birkbeckunion.org/contact) In addition, you will find bike hoops throughout the precinct.

5.1.6 **Disabled Parking**

Parking for disabled drivers is very limited, however if you have a Green Badge, you may be able to park without charge in the numerous resident’s parking bays and pay and display zones within the area.

5.1.7 **Green Badge**

Disabled drivers' badge holders may apply for a green badge from Camden Council, for further information visit Camden’s website [http://www.birkbeckunion.org/contact](http://www.birkbeckunion.org/contact) to obtain a green badge you need to:

- Collect an application form from the disability co-ordinator and complete the form
- Send the form to Camden Council along with two passport size photos and a letter of support from Birkbeck.
- Please contact the Disability Office if you need any help with your application.

5.1.8 **Assistance for wheelchair users**

Birkbeck Attendant Staff may be able to offer assistance to wheelchair users. Please call main reception 020 7631 6031, an attendant on duty will if possible assist you to/from your vehicle if parked near to one of our buildings. This will depend on staff availability and cannot be guaranteed.

5.1.9 **Liability**

Motorcycles, scooters and bicycles, vehicles parked or left on the University’s property at the owner’s risk. The College accepts no responsibility for theft or damage to vehicles on its premises.
Appendix 6

6.1.1 Reasons for Use

The use of Closed Circuit Television (CCTV) is recognised as a useful tool in the fight against crime, both prevention and detection. The College uses a CCTV system around the campus covering many of the entrances, main public access areas.

The Security Team based at Senate House, University of London manage the CCTV within the precinct and adjacent streets.

6.1.2 Objective

CCTV is installed inside and outside buildings, with the objective of assisting to provide a safe and secure environment for the benefit of those who work, study and visit the College. This objective will be met through the use of the system in order to:

- Reduce the fear of crime and offer public reassurance
- Assist in the prevention of crime and public disorder
- Facilitate the apprehension and prosecution of offenders in relation to crime and public disorder
- Monitor and deal with any public safety issues

6.1.3 CCTV Policy and Procedures

Due to the complex nature of the Data Protection Act and its application to CCTV usage, the access to CCTV on Birkbeck’s premises is restricted to authorised personnel only.

The policy on the deployment, use and access to data of CCTV equipment and systems is contained within the CCTV Policy [http://www.bbk.ac.uk/ef/ourservices/CCTV%20Policy.pdf](http://www.bbk.ac.uk/ef/ourservices/CCTV%20Policy.pdf)

In general, the Police should not require, nor be allowed access to the College CCTV systems except for emergencies or investigation of serious incidents. Request by Police to remove CCTV recordings must comply with the Data Protection Act [http://www.bbk.ac.uk/ef/ourservices/CCTV%20Policy.pdf](http://www.bbk.ac.uk/ef/ourservices/CCTV%20Policy.pdf)

Appendix 7

7.1 Before hardware is purchased or a security strategy is developed, 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 contents
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, once a risk analysis is prepared it should be evaluated in consultation with the Facilities Manager, to decide if the risks are acceptable, what level of protection is required and what priorities should be.

7.2 Ten Principles for Risk Analysis

When carrying out a risk analysis, “Reasonable”, “Realistic”, and “Risk Commensurate” should be considered. Where perhaps funding is limited and risks are considered low, often a simple solution can be just as effective as a more complex one – eg. Intruder alarm or window lock, which is a cheap and effective investment to prevent burglary. Consider the following when carrying out a risk analysis:

7.2.1 Target Removal

Permanent or temporary removal of the target (valuable item). Quite simply this means ensuring the target is not visible from outside or is removed from public view eg. expensive computing equipment should be housed on an upper floor rather than ground floor, or away from external windows.

7.2.2 Target Hardening

Make the target resistant to attack. Expensive IT equipment should be fitted within a steel enclosure or in a purpose made IT desk with security bolt. Where possible doors should be solid, within a strong frame and fitted with adequate locks. Window shutters, blinds or grilles should be considered for large areas.

7.2.3 Remove the Means To Commit The Crime

Quite simply this is good housekeeping. Ensure that anything an offender may find useful to assist them, such as keys, tools, ladders etc are locked away and not left easily accessible. All scaffolding should be enclosed at ground level to prevent climbing and an intruder alarm fitted at the first lift.

7.2.4 Reduce the Payoff and Loss

What value is the item if stolen and resold externally? Consider the value of the loss if something was stolen. Property marking expensive items with the University postcode and the department name reduces the potential for resale and increases the chance of the property being returned if found. Insurance cover is available but limited and the Policy excess may not cover the loss. Consider specific items insurance if critical.

7.2.5 Access Control

Where possible restrict access to a room, area, floor or building using access control. This can be part of the College’s electronic card access system, video/entry phone system, a digital combination lock, or traditional key lock. Contact the Estates and Facilities Department for advice.

7.2.6 Visibility and Surveillance
Three methods of surveillance should be considered:

1. **Natural** – the area is visible to other occupants or passers by
2. **Formal** – using technology and/or people to monitor the area and deter
3. **Informal** – encouraging employees to be vigilant

### 7.2.7 Environmental Design

Putting in a range of security measures at the design or planning stage of a building or refurbishment, to reduce the risk of crime. Perimeter controls or surveillance methods should be considered.

### 7.2.8 Rule Setting

Local procedures as well as College Policy should be used eg. efficient evening locking up procedures for rooms; local key issue and controls; a “communication tree” for passing on important security information; exit procedure for staff who leave (to hand in ID cards and keys and change access codes).

### 7.2.9 Increase the Chance of Being Caught

Any measure that slows down an offender or increases the chance of them being caught can be considered. The longer it takes to commit an offence the more vulnerable the offender feels. Some of the other principles cover this, but also consider publicising security detection (CCTV warning signs) and any successes when criminals are caught.