



Shifnal Town Council

Security Policy and Lock Up Procedure

This Policy is for all Keyholders on behalf of Shifnal Town Council, to ensure that they are aware and familiar with the lock-up procedures of Shifnal Town Council in order to prevent thefts from buildings and to maintain a safe and secure working environment. The Policy also provides an overview of the responsibilities that Keyholders are expected to observe while at any property owned by Shifnal Town Council.

Keyholders must not enter a Council building unless there is due cause to do so. Failure to adhere to this stipulation will render any insurance cover held by Shifnal Town Council in connection with the building, null and void. Thus, resulting in any claim for damages to be recovered from the Keyholder.

Only signed up Volunteers with Shifnal Town Council can become Keyholders.

All Keyholders will be expected to observe the following general security principles:-

Alone in the building principle:-

If you are the only person inside the building, we ask that you keep all doors locked at all times. This safeguard is designed to protect your personal safety and that of the property.

If someone comes to the door and they are not expected, you should not let the person into the building until you have ascertained that they are a legitimate caller. You also have the right to ask them to call back at a mutually convenient time when you will be supported by another person.

Keyholders signing in process:-

Upon taking receipt of the key(s) of a Council building, the Volunteer must sign the 'Key Book' held at the Council Offices.

Keyholders must also sign the 'Signing In' Book at the Council building they have opened stating the date and time. When they are leaving the building, the Keyholder must also state the time they leave. This allows the Council to track who was in the building at any given time and should something happen to you or to the building, it provides a reference point from which to start investigations.

Keyholders that do not sign the attendance book will be given warnings about non-compliance of the Policy. If **three** warnings have been issued, the Council will ask that you return your keys and you will lose your Keyholder privilege.

Important Telephone Numbers Principle:-

Keyholders should be familiar with important telephone numbers and in particular, they should be familiar with how to contact the Shifnal Town Council Office representative and the Emergency Services. Any calls made on the telephone provided in the property are logged by Shifnal Town Council.

Lost Key Principle:-

The Council Office will only issue one set of keys to Keyholders. Should a Keyholder lose their keys, it will be that person's responsibility to replace the keys, at their own personal cost.

Keyholders who lose their keys should also notify the Council Office as soon as possible.

Returning Keys Principle:-

Should any Keyholder cease their volunteer activities, they will be required to return all keys that have been issued to them to Shifnal Town Council.

The following actions are in violation of the above Policy:-

- Lending the keys to another person, without authorisation from the Town Clerk.
- Unauthorised duplication of keys.
- Altering of keys, locks or mechanisms.
- Admitting unauthorised persons into a building.
- Being in the building without authorisation outside the booked hours for the particular group(s).

If any of the above occur, you will be asked to surrender your keys immediately.

Fair Warning Principle:-

If a Keyholder needs to leave and others are still in the building, the Keyholder must give fair warning to others. This will enable others to finish what they are doing without inconveniencing the Keyholder. Fifteen minutes is deemed to be a reasonable amount of warning.

Keyholders are required to run through the following checklist before leaving the building:-

- Check that no one else is in the building ie in toilets.
- Check that all windows are shut and locked, if required.
- Check that all lights are turned off inside and outside the building.
- Check that all non-critical appliances are turned off.
- Ensure that the heating system is set at 10°C during winter months.
- That the alarm is activated.
- Ensure that all doors are locked and secure.

KEYHOLDER ACCEPTANCE FOR SHIFNAL TOWN COUNCIL PREMISES

I,, as Keyholder for the

agree to be responsible for:-

1. Following the Keyholder Policy and all of Shifnal Town Council's Policies and Procedures.
2. Signing in and signing out in the book provided at the building.
3. Being the responsible person and appointed person in an emergency, this includes dealing with fire, accidents, accident reporting and behaviour which is beyond what the group can be expected to deal with.
4. The set of keys issued to the Keyholder and not allow them to be duplicated;
5. To return the keys at any time to Shifnal Town Council, when requested.
6. To be responsible for the cost of a new set of keys if they are lost.
7. To be responsible for setting the security alarm on exit of the premises.
8. Appropriate use of the premises for approved business.
9. Oversee the tidiness and cleanliness of the premises.
10. Fire safety and ensuring on locking up that paper/furniture/anything that might be flammable is removed from the building and that all electrical equipment is left in a safe state.
11. Leave the premises secure.

In order to carry out these responsibilities, I have received induction into:-

- Where the First Aid box is and how to record in the Accident Book.
- Where to record if equipment is broken or fault, and who to inform.
- Where to find useful telephone numbers.
- Where to find all the Shifnal Town Council Policies and Procedures.
- What issues/emergencies might arise for a Keyholder and how to deal with them.
- Opening up and locking up routine.
- Fire safety.
- Health and Safety.
- How to work the alarm.
- I also understand this implies willingness to attend any Health and Safety meetings in respect of my role.

Name:-

Address:-

.....
Telephone No:-.....
Email address:-
Next of Kin:- Relationship:-
Contact telephone number:-

Keys received:..... (signed) (date)

Witnessed by a representative of Shifnal Town Council:

Keys returned:..... (signed) (date)

Witnessed by a representative of Shifnal Town Council:

Office use only:-

A copy of this sheet must be provided to the Keyholder at the time of being issued with the keys and also upon return of keys to the Office.