**Office Security Policy**

Agreed by Board on 18.2.20

Date for next check: Feb 2022

The Board needs to make sure people work in a safe place.

We need to make sure that people cannot get into our workplaces if they:

* might steal
* might hurt someone
* might look for confidential information

Everyone needs to follow this policy.

Everyone needs to help keep their workplaces safe.

**Office key holders**

We will:

* decide who has keys to the office.
* decide who will open and close the office each day.
* have a back-up key holder in case the usual key holders are ill or there is an emergency.

**Office opening hours**

Normal working hours are XXXXXXXXX

People should go into the office through the main entrance doors

Everyone must sign in and out of the office.

No one should allow anyone they do not know into the office without checking their identity and reason for visiting

If you are the only person working in the office, you must follow the Lone Working Policy.

The last person leaving the office must:

* + make sure that all filing cabinets that hold confidential information are locked.
  + put the keys somewhere safe
  + lock all internal doors and windows
  + set the alarm and check it is set

We may use the disciplinary procedure if you do not do this.

**Keeping equipment and possessions safe**

You must put equipment away when you are not using it.

You are responsible for equipment if you take it out of the office.

You are responsible for your own possessions.

Cash records and petty cash must be kept in a locked cupboard within the office.

You must report any thefts or losses immediately to the manager.

If you are unsure of anything, you must check with your line manager