

<p>Directorate of Environment and Housing</p> <p>Building Services</p> <p>Operational Protocol – Building Cleaning & Security</p> <p>Security Services</p>	 <p>VALE of GLAMORGAN</p> <p>BRO MORGANNWG</p>
<p>Access and Egress – Corporate Premises</p>	<p>BS-OP1000-A&ECP</p>

There is a requirement to ensure robust measures are in place to control access/egress of users to all Authority owned premises/buildings. Although there will be standardised measures applicable to all sites, each premises/buildings have differing layouts and varying service requirements that will impact how access/egress can be adequately controlled. Therefore, each premises/building(s) will require site specific measures to be considered and implemented.

The following measures are applicable to all corporate premises:

- Employees **must** direct all visitors to the main reception areas in order to access Council buildings.
- Employees working in reception areas **must** call an appropriate officer to accompany all visitors entering the building (except visitors attending for open public meetings in Committee rooms where they should be directed to the appropriate Committee room and be accompanied if possible).
- Visitors **must** not be left to enter the non-public areas of the building from the reception area except with a Council officer, after their identity has been appropriately verified and sign in procedures have been followed.
- All employees are required to wear their Council issued ID badge **at all times** whilst on Council premises, unless it has been identified in their Departments Health and Safety Risk Assessment that they may not need to do so.
- Employees **must** not let anyone tailgate in behind them at entrances to Council buildings, apart from reception areas. If visitors/third parties do not have a swipe entry card they must not be given access and be directed to reception areas.
- Other than in manned reception areas **all** employees are required to ensure that doors are securely closed behind them when entering or exiting Council buildings or entering internal areas of the building which are not open to the public. If employees see door/s left open or left propped open, they **must** close them.
- If expecting deliveries, employees **must** ensure that they put in place appropriate arrangements for the prompt collection of items from delivery areas.
- On receiving / collecting deliveries employees **must** ensure that doors are only propped open for the Minimum amount of time and remove any props and secure the door/s each time they leave the area. The importance of closing doors also has fire prevention benefits
- **All** employees are required; if they see individuals on the premises who are unaccompanied, not wearing name badges, who are not known to them as a member of Council staff to, ask why that person is in this area without a Council issued ID badge.

Staff (with access permissions)

These staff members will **not** be required to sign in/out of the building and are able to gain access on their own accord. However, should staff not be familiar with the premises and its layout, they may approach reception and staff can advise accordingly. It may be pertinent if staff is attending meetings, to telephone the relevant meeting organiser and inform them.

Staff (without access permissions)

These staff members will **not** be required to sign in/out of the building but will be unable to gain access on their own accord. These staff members are to be questioned on the purpose of their visit and the relevant department contacted to ensure they are escorted to the required destination. That department is also responsible for ensuring that the staff member is escorted back to the main reception upon completion of their visit.

NB: Consideration should be given to those staff that may require regular access to the main corporate buildings and their permissions amended accordingly.

Staff (without an identification badge)

These staff members **will** be required to sign in/out of the premises. These staff members are to be questioned on the purpose of their visit and the relevant departmental line manager contacted to ensure they are escorted to the required destination. These staff members will be issued with a Visitor badge (yellow lanyard) which is required to be returned to main reception upon completion of their visit. The relevant departmental line manager is also responsible for ensuring that the staff member is escorted back to the main reception upon completion of their visit.

Visitors

All visitors (requiring entry other than to main reception) **will** be required to sign in/out of the premises. Visitors are to be questioned on the purpose of their visit and the relevant department contacted to ensure they are escorted to the required destination. All visitors will be issued with a Visitor badge (yellow lanyard) which is required to be returned to main reception upon completion of their visit. The relevant department is also responsible for ensuring that the visitor is escorted back to the main reception upon completion of their visit.

NB: Please note that Visitor passes will not have access permissions.

Contractors

All contractors **will** be required to sign in/out of the premises. Contractors are to be met at reception by the commissioning Council Officer, or a designated proxy Officer, and inducted on the site and the relevant procedures i.e., Fire Evacuation Guidance. All contractors will be issued with a Contractor badge (orange lanyard) which will need to be signed out by the commissioning Council Officer, or a designated proxy Officer, and signed back in upon completion of the contracted work. A Contractor badge (orange lanyard) will need to be issued to each staff member of the contractor workforce. The Contractor badges (orange lanyard) will be securely stored at reception.

The commissioning Council Officer, or designated proxy Officer, should notify reception of the full details on any contracted work at the premises (a template is to be drafted for this purpose), prior to commencement.

NB: Please note that the Contractor passes will have full access permissions for the respective premises.