



Campus Security Policy

Version Number: 1.1

Effective from May 2019

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Document Control Information

Status and reason for development

New policy formalising existing guidance documents

Revision History

Date	Author	Summary of changes	Version	Authorised
Aug 2018	I. Griffin	New policy	V1.0	Director of Campus & Commercial Services

Policy Management and Responsibilities

Owner:

This Policy is issued by the Director of Campus & Commercial Services, who has the authority to issue and communicate policy on Campus Security measures. The Director has delegated day to day management and communication of the policy to the General Services Manager (Head of Security)

Authorised by: Director of Campus & Commercial Services

Date authorised: May 2019

Effective from: May 2019

Review due: 3 years by December 2021

Document location: Campus Services Web Site

Document dissemination and communications plan: Security team training, staff and student induction and web.

1.0 Purpose

The purpose of this document is to specify Campus policy for the management of campus security. It takes account of the following relevant legislation and standards, including:

- Safety, Health and Welfare Act 2005
- Data Protection Act 2018
- The Criminal Justice (Terrorist Offences) Act 2005
- Freedom of Information Act 2014

The Campus Security team work to apply the core values in their everyday interactions.

2.0 Scope

This policy applies to all members of the University including (but not limited to): Students, Staff, Visitors and Contractors. The policy specifies the role of the University Security team and its remit across the University estate i.e. campus public realm and buildings. The University Security team is also responsible for the security of University sites. The University estate encompasses:

- Campus public realm
- All University and St. Patrick's College Maynooth (SPCM) managed car parks
- All University and SPCM managed buildings

The security of personal property remains an individual's own responsibility (whether student, staff, visitor or contractor).

3.0 Policy Statements

- 3.1 The University and SPCM is committed to ensuring, as far as is reasonable and practicable, the security and safety of all students, staff, visitors and contractors whilst using and accessing the University estate.
- 3.2 The Campus Security Team is tasked with providing a safe and secure environment for all campus users. The Campus Security Team provides security advice and guidance on a regular basis.
- 3.3 Students, Staff and Contractors must all fulfil a role in promoting and maintaining a secure environment through using and displaying their ID cards and reporting suspicious activity to Security. Students, Staff and Contractors should take all reasonable measures to ensure their own personal safety and security. They are also responsible for their own personal property and should never leave valuables (such as phones, money or IT equipment) unattended.
- 3.4 Department and Unit Heads have a key role in promoting security within their own area to enhance the safety of their people, information and assets.
- 3.5 The SPCM and University's view is that the campus should be an open and welcoming environment with selected areas unavailable or more secure, where and when the need arises. Security measures are implemented in accordance with good practice, available resources and most importantly in proportion to the assessed risk and threats to the University, its people, assets and information. These threats may include vandalism, theft, intentional and accidental damage, natural disaster, violent incidents, terrorism and other non-traditional threats.
- 3.6 Members of the Security team will receive training and certification appropriate to their role, including regular refresher training.

3.7 The Security team work in liaison with relevant College departments/units to implement a comprehensive approach to reduce unauthorised access to secure areas of the University estate, and where necessary to take additional security measures to protect high value assets, high risk facilities and confidential information. The Security team implements a combination of physical, technical and procedural security measures and includes:

- 24 hour, year-round security team who carry out regular patrol and attend incidents and alarm activations, and including first aid response,
- Locking and unlocking of buildings, supporting access to buildings out of hours,
- Controlling access to car parks, buildings and limited-access rooms by means of ID card,
- CCTV monitoring across campus from the Security Operations Room, in accordance with the Data Protection Act 2018 and the University Data Protection Policy,
- Maintaining a central log of incident and overnight reports, as well as overseeing 'out of hours' emergency maintenance call-outs,
- Liaison with Gardai, Ambulance and Fire Services, as well as responsibility for emergency evacuation instructions,
- Reporting point for security concerns,
- Provision of physical security risk assessment and advice,
- Co-ordination of University-wide emergency planning, including major incident response and business continuity management.

Specific policy on some of the above areas is included within the Related Documentation Section below.

4.0 Policy Enforcement

Failure to comply with this Policy may lead to refusal or removal of access from campus buildings and / or car parks. It may also lead to action in accordance with the Student or Staff Disciplinary Policy or referral to the Gardai. For contractors, it may lead to referral and response by the relevant Campus Services Project Manager.

5.0 Related Documentation

Policies listed below can be accessed from the Campus Services Security Office:

- CCTV Policy
- ID Card Policy (My Card)
- Lost Property Policy
- First Aid Policy
- Car Parking Policy
- University Health & Safety Policy
- Out of Hours Procedure
- Emergency and Critical Event Response Plan
- Radiological Intervention Plan
- Contractor Guidance
- Campus Map

6.0 Campus Services Security Contact Details

John Hume Building (24 hours):

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7.0 Appendices