SHEFFIELD HALLAM UNIVERSITY SECURITY POLICY

"To be proactive in developing a safe and secure environment in which the University can pursue its activities and interests and protect individuals, premises and physical assets against risk and loss."

This policy provides a framework within which security-related activity, equipment procurement and procedures can be developed to meet the changing needs of the organisation. Adequate investment will be required to ensure that appropriate security measures can be introduced and maintained as required.

The University resides within two main teaching campuses with satellite locations. Security best practice has to take into account factors including: a twenty-four hour, seven days a week operational environment; permitted site access for the public; a conference trade; a combination of old and new buildings of differing designs which require various security measures; diverse research activity; and a multi-cultural society, where some members of the community may not be aware of security norms, including signage.

A fundamental principle underlying this policy is that the campuses will remain as open as possible with security measures introduced and managed as appropriate. Staff, students and visitors on campus will be mindful of their personal responsibility for undertaking their activities in a secure and safe manner so that they do not compromise their own safety or that of others. Working on these principles security reviews will be undertaken periodically in order that appropriate security responses both in terms of physical and monitoring systems will be agreed together with the users of an area to appropriately reflect the principles set out within this policy. An impact assessment on the training and development needs of all security personnel will be undertaken to inform appraisals and team development plans as a result of such reviews.

Security measures will be introduced to support:

- The personal safety of individuals;
- Premises and the environment;
- Physical assets, including personal property and vehicles;
- Departmental academic and research programmes and materials;
- Developing partnerships with external stakeholders with whom the University can work to help implement the security policy

There are three main security strategies which will be used to deploy the above security policy, which are:

- **Proactive prevention.** Proactive deterrence to minimise crime and incidents and their effects on the University, staff and students
- **Well managed response.** A responsive, effective, efficient service to deal with the University's operational security needs
- **Caring for stakeholders.** Student and staff welfare and protection to promote a safe and secure work and study environment

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