

**Chesterford Research Park**



**Security Policy**  
October 2009

**Issued by: Karl Smith**

**Approved by: Katherine Maguire**

# **Security Policy**

---

## **Park Security Policy**

To provide unobtrusive Security Services focused on perimeter security and the monitoring and control of electronic surveillance equipment from a Central Control Facility which is operational 24/7.

To respond to alarms and incidents in an effective way ensuring the accurate completion of Incident Reporting documentation and effective communications.

To provide building lock-down and opening services in line with Tenants requirements, ensuring that an authorised instruction is held and reviewed at least annually.

To administer and operate access control arrangements for Tenant Staff, Visitors, Contractors and Deliveries.

### **Park Assurance**

- All security staff will be SIA Licensed and will possess sound customer service skills.
- All new security staff will undergo a full induction programme.
- Continued education and training of staff in security awareness and compliance with the security systems and procedures.
- To ensure, as far as is reasonably practical, a level of security which prevents access to unauthorised persons and/or vehicles.
- To ensure that only authorised activities are conducted on The Park.
- The provision of security focused systems and procedures that support tenant business.
- Undertake regular reviews of operating procedures to ensure effectiveness, recommending updates/changes as required.

### **Park Tenant Requirements**

- To provide completed Vehicle Recognition Forms for all new staff and contractors requiring regular access to the Park.
- To notify Security of any Leavers OR persons who should not be allowed access to the Park.
- To review building opening and lock down requirements with the Security Manager on a regular basis, ensuring that the most current information is communicated.
- To provide advance notice of visitors, contractors and deliveries.
- To provide details of out of hours working involving Tenant Company Staff and/or Contractors. Authorised personnel arriving on site between 20:00 – 07:00 should sign the register in the Security Control Room. Personnel remaining on site after 20:00 should contact the Security Control Room with an estimated time of departure.
- Building access arrangements for cleaning contractors should be agreed with the Security Manager in advance.
- To provide advance notification if vehicles are to be left at the Park overnight.
- To report any thefts, criminal damage or unusual/suspicious activities.
- To ensure any young persons visiting the Park (under 18) are accompanied at all times.

## Security Policy

### **Security Resources:**

The Security Manager is supported by four teams of two persons who provide manned security services 24 hours per day, seven days per week. At all times there is a minimum of two dedicated security professionals on site. During peak times, 0700 – 1400 additional Security cover is provided at the Gatehouse to monitor and control visitor and delivery activities. During each 24 hour period regular patrols are conducted of the Park perimeter and tenant buildings (dependent on individual company needs).

The Control Room is manned 24/7 to ensure a swift response to any alarms or calls for assistance and the initiation of Emergency Procedures should the need arise. The Control Room is the central hub for security systems such as the Perimeter Alarm, Closed Circuit TV, Automatic Number Plate Recognition and Building Management Systems.

### **Perimeter Alarm:**

- Our Perimeter Alarm System encompasses the developed areas of the Park and combines both sunken cable detection and over-ground microwave detection systems. The full perimeter is divided into zones thus enabling a speedier response to pre-determined locations. This system is also linked in with our CCTV which automatically pans, tilts and zooms in on the breached area on activation.

### **Access Control:**

- All Park tenants/staff that own a vehicle are required to fill out a form giving details of their vehicle and minimal personal details. This information will be held on the Automatic Number Plate Recognition system, which provides automatic entry to registered users. All visitors and deliveries will report to The Gatehouse. If advance notice has not been provided, authorisation from the host company will be sought prior to access being granted.

### **CCTV**

- Continuous Park surveillance is conducted via a network of security cameras, this is backed up during the darker hours with infra red lighting. All cameras are linked in to a digital recording system that stores all footage for a period of two calendar months unless an incident occurs.

### **Additional Security Procedures:**

- Photography or filming is strictly monitored in communal areas. For any photography or filming to be carried on The Park in communal areas, permission must be sought by the Park Manager.
- Parking on grass verges or on the roadside is strictly forbidden. All vehicles must be parked in designated parking spaces.

**Note:** For security reasons certain items of information are omitted from this policy. If you would like any clarification on items from this policy please contact either the Park Manager or Security Manager.

Approved by: Katherine Maguire – Park Manager

Produced by: Karl Smith – Security and Park Services Manager