

# Security Policy

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The purpose of this policy is to outline the organisations commitment to providing a safe and secure environment and, as far as is reasonably practicable, eliminate or minimise the security risks to its employees, visitors, members of the public and contractors.

## **Closed Circuit Television (CCTV)**

A CCTV system is in operation in and around the premises at head office, with suitable signage in place. Recorded images will be held for 30 days, unless requested by the relevant authorities. Responsibility of the CCTV operation lies with the Managing Director.

## **Intruder Alarms and Access Control Systems**

These systems are in operation at head office. Access to the main entrance is controlled by an electronic door release mechanism to ensure that visitors have identified themselves before entering the premises. A visitor's signing in and out book is also maintained by the administration team to ensure that visitor's movements are recorded in the event of an emergency such as fire.

## **Emergency Situations**

There are systems in place to ensure that all critical IT information is backed up every 24 hours. More details are described in the company's Business Continuity Plan.

Procedures are in place to ensure the safety of the occupants in the event of a fire, including relevant training and induction, fire alarm systems and fire fighting equipment. These procedures are detailed within the company health and safety policy.

The key holders will be notified by the security company in the event of the intruder alarm being triggered. The designated key holder is then responsible for co-ordinating the appropriate action, which may involve calling the emergency services.

Further procedures with regards to the safety and security of Hannafin Contractors Limited's employees, visitors, members of the public and contractors can be found in the company health and safety policy.

Anyone who is witness to a potential security breach or unlawful behaviour can report their concerns directly to the Managing Director on 01562 827 895.

## **Peripatetic Sites**

Hannafin Contractors do not act as a Client or Principal Contractor and do not take responsibility for arranging and maintaining site security. However, we will endeavour to make sure that all plant, equipment and materials under our control whilst on site will be

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stored securely as possible, including the removal of keys when plant is not in use and any materials or small equipment not being used will be locked away in company vehicles or designated storage units

All site operatives are responsible for the security of the plant, materials and equipment under their control, and to report any situations where security may have been or may potentially be breached.

It is the responsibility of the Site Managers and Foremen to ensure this is being carried out effectively.

Name:	Peter Hannafin B.Eng
Position:	Managing Director
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