**Building Security and Visitors Management and Control Policy**

In regard of managing the risks associated with Building Security and Visitors Aberdeenshire Council will:

* Identify and assess sources of risk
* Prepare a system for preventing, reducing or controlling the risk
* Implement, manage and monitor precautions
* Maintain suitable and sufficient records of the precautions implemented. This will be carried out for each Aberdeenshire Council premises within the Council’s control.
* Appoint a person to be responsible for the management and maintenance of the control system.

The Responsible Premises Officer (RPO) for each building has the day-to-day responsibility for the implementation of these procedures to ensure, as far as is reasonably practicable, the safety of employees, service users and visitors to council premises. All Managers has a statutory duty to ensure that compliance is active, continuous and effectively policed. The Manager must be able to demonstrate it has:

* Identified all the relevant risk factors
* Put in place appropriate corrective or preventive actions and
* Is monitoring the effective implementation of the required actions

**Building Security**

Aberdeenshire Council buildings are equipped with varying levels of security dependent on the location and identified risk from its activities.

Premises will have varying access arrangements such as Security Access Control, Reception Service, Intercom or Closed Premises.

Employees who work with an intercom security system should take reasonable measures to identify the person/s before allowing them entry.

These should include (but are not limited to):

* confirming the name of the person
* checking ID badges before permitting entry. All council employees wear ID badges as do all Aberdeenshire Council approved Contractors.

**Security of belongings**

Employees should be discouraged from leaving valuable items lying around in areas where they are in clear view, in particular from outside of the building.

Where any employee has concerns regarding building security, they should discuss the issue with their line manager. Employees can also seek advice from the Facilities Team and/or the Health, Safety and Wellbeing Team.

**Visitors**

All visitors must report to reception, front desk or any other identified location within the buildings and sign in. Each reception area should have a ‘sign-in’ book specifically for this purpose. They should then be given a Visitor’s badge to identify that they are an authorised visitor.

The person they have arranged to meet, or their representative, should come to the sign in point to meet them. Employees are responsible for the supervision of their visitors and ensuring their safety in an emergency evacuation.

**Useful contact information**

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| Health, Safety and Wellbeing Team | 01467 537515 |
| Facilities Team | Facilities@aberdeenshire.gov.uk |

For further information on building security within the council contact the Health, Safety and Wellbeing Team on 01467 537515.

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| **Revision Date** | **Previous Revision Date** | **Summary of Changes** |
| 27/05/2021 | - | Revision of document |