



MFE2	MASS Facilities and Equipment	Premises Management and Security Policy and Procedures
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<b>What this policy aims to do</b>	Ensure the safety of workers and service users as well as the security of property and equipment owned by MASS and/or service users
<b>Who this policy applies to</b>	Every employee, volunteer and contractor working for MASS
<b>Who is responsible for carrying out this policy</b>	All MASS workers have a duty of care to ensure that they work in a manner that is not harmful to their own health and safety and the health and safety of others
<b>What words used in this policy mean</b>	' <i>Condition Report</i> ' means a record of inspection showing the condition of the property at the beginning of a tenancy  ' <i>Lease</i> ' means a legal document which confers a right on one person (called a tenant) to possess property belonging to another person
<b>Legislation this policy is based on</b>	
<b>Other relevant policies</b>	MFE1 Emergency Management HS12 Client Incident Reporting MS12 Workplace Health and Safety

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1.0	26/8/2016	Peter Lane			
1.1	31/5/2018	D Stephenson			Update format

DRAFT



## Premises Management and Security Policy

MASS will manage all properties in a safe and healthy manner and will comply with lease agreements and funding body requirements.

Only the Board can authorise the purchase of any property on behalf of MASS.

The Director is also responsible for any leases on properties to be used by MASS, staff or service users but may delegate authority to other managers.

Repairs and maintenance on leased or owned premises need to be appropriately authorised and submitted in writing through a responsible manager.

MASS will ensure that all properties owned or leased by it for services and activities have reasonable levels of security to protect the personal safety of workers and service users as well as protecting equipment and personal belongings.

The fitting of locks to internal doors must be approved by the Director or responsible manager. The Director or responsible manager must ensure that the fitting of such locks does not unnecessarily or unlawfully restrict the movements of service users or pose risks to them or staff members in the event of an emergency.

Security equipment and security arrangements at each property will be appropriate to the security needs based on risk assessment. Security equipment such as locks and alarms must be monitored and maintained to ensure they are in good working order at all times.

## Premises Management and Security Procedures

### Property Management

- ☑ Only the Board can authorise the purchase of any residential or commercial property
- ☑ The Director is responsible for any leases on properties to be used by MASS, employees or service users but may delegate authority to other managers
- ☑ Repairs and maintenance on leased or owned premises need to be appropriately authorised and submitted in writing through a responsible manager.

### Fitting locks to doors

- ☑ The fitting of locks to internal doors must be approved by the Director. The Director must ensure that the fitting of such locks does not unnecessarily or unlawfully restrict the movements of service users or pose risks to them or staff members in the event of an emergency. Acceptable use of locks on internal doors may include the following:
  - To enable service users to secure their personal property
  - To enable service users to enjoy privacy in their own space
  - To restrict access to equipment owned by MASS
  - To protect service users from hazards such as dangerous chemicals or equipment.
- ☑ External locks should be for establishing and maintaining the security of the premises. This includes securing the grounds and any out-buildings where appropriate
- ☑ External locks must not be fitted for the purpose of confining or restricting adult service users in their ability to leave the premises
- ☑ Staff must ensure that adult service users are instructed in how to operate all external locking systems used on the premises that relate to the person's right to access
- ☑ Use of internal or external locks may be sanctioned as part of a behaviour management plan or program that has been properly authorized and consented to by a guardian who has the appropriate legal authority. (All behaviour management plans involving the use of restrictive practices must also be authorised by the APO and approved by the Office of the Senior Practitioner).

### Keys

- ☑ The Director or responsible manager must ensure that a key register is established and maintained covering each service outlet
- ☑ Any keys which have been issued to staff members or service users must be accurately recorded in the key register
- ☑ A full set of duplicate keys for all service outlets including keys for internal as well as external locks will be retained by MASS at another location
- ☑ No staff member or service user will duplicate keys which enable access to any of MASS service outlets, or cause any interference to or manipulation of locks.

## Security

- ☑ The Director or responsible manager must ensure that all adult service users are trained in security procedures especially in premises where there is only minimal support and/or they spend significant amounts of time alone. As a minimum, such training should include:
  - 'Stranger danger'
  - How to operate door locks or other locks
  - How to operate the security system if one is installed
  - How to secure the premises
  - What action is required in an emergency to seek assistance and notify authorities
- ☑ Staff members must ensure that the premises at which they work is properly secured when unattended during the day, and also properly secured at night, including:
  - Locking windows and doors
  - Storing equipment appropriately
  - Ensuring that all money is securely locked away
  - Ensuring that the alarm system is activated as required (if an alarm is installed)

## Vandalism and burglary

- ☑ If the security system or security equipment has been damaged or is suspected to be faulty, it should be reported immediately to the Director or responsible manager to ensure that any repairs or maintenance can be arranged as soon as possible
- ☑ If staff members or service users become aware of an attempted or actual break-in to a premises, they must report the matter to the Police immediately and inform the Director or responsible manager as soon as possible
- ☑ If a break-in has occurred neither staff members nor service users should enter the building until given approval by Police
- ☑ In the event that a breach of security occurs while staff members and service users are present in the building, the perpetrator should not be confronted under any circumstances. If confronted by the perpetrator, staff members and/or service users should retreat from the perpetrator and call for assistance from Police
- ☑ In the event of a breach of security, staff members must ensure that the premises remain undisturbed until Police have had the opportunity to examine the building. This could mean that any part of the premises where a break-in has occurred must be secured so that neither staff members nor service users can enter the area until Police have completed an examination.