

Key safe security code protocol and access procedure

Introduction

The following document is written to provide a suitable protocol for the security of SWCC whilst providing access to both regular and occasional users of the building.

A key safe housing an external door key has been installed in order to reduce the number of keys in distribution. The effective use of this key safe makes access to the building simple whilst at the same time allowing an adequate level of control over the use of the building.

Regular users of the building will be notified whenever the key code has been changed, occasional users will be given the current key code whenever they have agreed to a booking and to the relevant terms and conditions of hire/use. A list of regular users (with their contact details) will be maintained by the community centre administrator.

Regular Users of the building

Regular users include members of community groups and parish groups.

These individuals will be aware of the key safe code and will be notified whenever the code is changed.

Occasional Users

Occasional users are those individuals who use the building on an ad hoc basis. They will include members of the local community occasionally hiring the building and members of the parish who would use the premises on a one off basis.

Operation of Key safe

- Pull down weather shield cover
- Enter code
- Open key safe by pressing down on knob with arrow
- When finished in SWCC, please ensure all doors are locked
- Hang key back in safe
- Close door and scramble the numbers again
- Push weather shield up again

Changing of the Code

The code will be changed whenever there is a suspicion that the access code has been made available too widely or to an undesirable element.

Whenever the key safe has been recoded, all regular users will be notified by email. Responsibility for changing the code rests with the SWCC administrators.

All regular users must undertake to treat the access code with the utmost confidentiality in order to protect the security of the premises and the safety of those who use it.