

# ACCESS TO BUILDING

## Policy Statement

Trustees recognise their responsibility to provide for hirers and users (which for the purposes of this policy includes, volunteers, trustees, contractors and visitors to the Community Rooms) a safe environment where they and their possessions will be offered a reasonable degree of protection.

To ensure that the environment is kept safe, everyone who accesses the building must be aware of how they can contribute towards ensuring that it is a safe place to be.

The principle objective is to ensure that unwanted people who would seek to cause harm to individuals or steal property are stopped from entering the building.

**Normal Hiring Hours (Monday – Friday 0800hrs to 0000hrs, Saturday 0900hrs to 2300hrs, Sundays and Bank Holidays 0900hrs to 2200hrs)**

The principle access to the Building for visitors is through the main entrance doors into the lobby.

Authorised visitors only (such as Contractors) should be allowed to access the building from any rear service access or emergency doors.

The public areas are:

- Lobby
- Committee Room
- Kitchen
- Disabled Toilet
- Ladies & Gents Toilets
- Community Room

Members of the public visiting The Harborough Magna Village Hall have access to the public areas.

Hirers and volunteers should not allow anyone who whom they are unfamiliar, access through any security locked doors without first checking their identity or purpose.

All security doors should be kept secure so that access is only via the authorised access arrangements. No doors should be left propped open this applies to emergency exit doors.

Hirers and volunteers (where applicable) are responsible for the safe access and supervision of disabled persons. Hirers must be made aware of their responsibilities when entering into a contract with OSCR for the hire of the Harborough Magna Village Hall.

The gate at the entrance to the building should be secured in the open position while the village hall is in use. It should be shut and locked when hirers or volunteers have left the building.

All security doors should be kept secure while the building is in use so that access is only via the authorised access arrangements. This also applies to emergency exit doors.

Procedure for accessing the Building for Key Holders:

1. Key Holders must have had training in activating and deactivating the alarm.
2. Key Holders must have had training in the Automatic Door security and release settings.
3. Trustees reserve the right to limit access of Hirers, in accordance with lease requirements.

No equipment such as laptops and projectors for example should be left unattended in any of the rooms.

Personal possessions are the responsibility of the individual and if a hirer, volunteer or visitor brings an item of value into the building, they must ensure that it is appropriately stored in a safe place. OSCR is not responsible for personal possessions that go missing unless there is proof of forcible entry.

No cash will be kept on the premises.

Any thefts or losses must be reported immediately, or at the first opportunity to the Trustees and to the Police, if appropriate.

Hirers have the responsibility not to allowed anyone into the building without their prior permission.

Hirers must not use the building for any purposes other than that stated in their Hirers Agreement / Contact.

On leaving the building, all internal doors should be locked, windows checked and locked, the alarm must be set.

## Document History

Prepared by:

Date approved by Trustees: \_\_\_\_\_

| Revision | Date     | Comments      | Review Date | Signed |
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| R1       | 17/05/20 | Trustee Edits | 17/05/21    |        |
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