

# ACCESS CONTROL POLICY AND PROCEDURES

|                    |                  |                       |            |
|--------------------|------------------|-----------------------|------------|
| Policy number      | 20/01            | Version               | 0          |
| Drafted by         | Marcella Kreiser | Approved by Board on  | 17/02/2020 |
| Responsible person |                  | Scheduled review date | May 2020   |

## INTRODUCTION

Claremorris Community Radio understands the need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. Convenience must sometimes be compromised in order to maintain security. Each keyholder must share in the responsibility of assuring the security of all members and property.

## PURPOSE

Claremorris Community Radio uses a combination of mechanical and electronic access controls to the station.

- Lock and Key (Mechanical)  
The multi-point lock system is required to comply with property insurance regulation.
- Fob Access (Electronic)  
Fobs allow for a quick and easy emergency exit, while ensuring a safe and secure working environment, especially when working alone or outside office hours.
- Intruder Alarm (Electronic)  
An intruder alarm additionally safeguards our assets, equipment and information while the facility is not in use.
- CCTV (Electronic)  
CCTV monitoring is installed for the purposes of crime prevention and public safety.

This document defines the policies that govern key and electronic access control and provides clear guidelines of practice for the station's key holders.

## POLICY

Claremorris Community Radio shall maintain a locking system for the protection of its members, facilities, property, and information. All keys, fobs and alarm codes are the sole property of Claremorris Community Radio and will be issued to members and employees based on their need for access. The station reserves the right to change locks, keys, fobs and alarm codes as needed.

The station's magnetic lock is in operation twenty-four hours a day to ensure a safe and secure working environment. The mechanical access control and alarm system will be locked and armed whenever possible, depending on use and scheduling.

Only current members and employees can become keyholders. The station reserves the right to deny key requests if it feels the overall station security or safety of its employees or members would be compromised. No one may copy, lend or share their key, fob or alarm code with any other individual, including staff or other members.

All keys and fobs must be returned to Claremorris Community Radio upon termination of employment or cessation of membership.

## TERMS

**Key:** In this document the term key covers all mechanical keys, fobs and alarm codes for convenience.

**Keyholder:** The individual entrusted with bearing the key, fob and given the security code in order to independently open and/or close the Claremorris Community Radio

**Requester:** The individual who would like to become a keyholder

## ISSUANCE OF KEYS

1. Current members and employees of Claremorris Community Radio will be issued keys based upon their need for access.
2. Keys can be verbally requested from the manager.
3. The manager evaluates the request primarily considering the overall station security. He/she will also consider the following questions:
  - a) Can the access needs of the requesting party be accommodated, and security better served, in an alternative way?
  - b) Do the reasons supporting the request adequately justify the security loss caused by the issuing of a key?
4. Keys may be issued only with the written authorisation of the manager once it has been determined that outside of office hours access is necessary
5. The requester must
  - a) familiarise themselves with the station access policy and procedures available in the station
  - b) read & sign the station access agreement form.
  - c) Collect the key in person
6. Extra keys will not be issued.

## LOST OR STOLEN KEYS

1. All lost or stolen keys must be reported to the manager as soon as possible.
2. Requests to replace lost or stolen keys must conform to the requirements listed under "Issuance of Keys".
3. The request to replace lost or stolen keys shall be accompanied by a written explanation describing the facts surrounding the loss, particularly the location of the loss, what identifying marks were on the keys, and whether the security code is compromised. Based on the factors involved, the Board of Directors will make a decision to replace the keys or have the lock re-keyed.
4. Any individual whose keys are lost or stolen may be subject to a charge to cover the full cost of replacement.
5. Subsequent losses by the same individual may result in removal of keyholder privilege.

## RETURN OF KEYS

1. A keyholder must return all keys issued to him/her at the same time
2. Keys only can be returned to the designated officer
3. Keyholder and officer must sign the surrender agreement
4. Members must return their keys in the following circumstances
  - a) When ceasing membership, keyholders must return keys before leaving.
  - b) When access is no-longer required, keyholders must return keys within 2 weeks
  - c) When taking a break of longer than 1 month, keyholders must return keys on or before departure
5. At the end of their employment, all employees must return all their issued keys on or before their exit.
6. Replacement costs for re-keying, and keys not returned will be charged to the keyholder.

## LOANING OF KEYS

1. Keyholders shall not transfer issued keys, fobs, or security codes.
2. Individuals violating the policy on the loaning of keys may be subject to disciplinary action by the board.

## IN CASE OF A FIRE

Outside office hours it is the responsibility of the (most senior) keyholder present to ensure an orderly evacuation.

1. Take sign-in sheet
2. Disable the magnetic lock by pressing the green emergency box located to the left of the exit door above the managers table.
3. Exit the building and walk to the fire assembly point located in front of ETB Gate
4. Call 999 / 112
5. Perform a roll-call based on the sign in sheet

## HEALTH & SAFETY - OUTSIDE OFFICE HOURS

To ensure a safe working environment **the electronic lock must be engaged at all times outside office hours.** Access can be granted by pressing the buzzer to the left the exit over the manager's table.

**You are not required to grant access to anyone with whom you feel uncomfortable on when on your own. Do not grant access to any unknown or unanticipated person or persons. If you feel endangered call 999/112.**

Keyholders are expected to collaborate with scheduled guests and co-presenters to arrange access and ensure that all their guests and co-presenters sign in and are aware of the buzzer and emergency box for exit.

## **ACCESSING BUILDINGS OUTSIDE OFFICE HOURS**

1. Entering the building outside office hours
  - a) Open mechanical lock.
  - b) Place fob on reader located to the right of the entrance.
  - c) As soon as you open the door you will have 30 seconds to disable the alarm.
  - d) Turn on light - if necessary and enter code into the alarm situated over the manager's table.
  - e) Check that the magnetic lock has engaged. It may be necessary to remove an obstructing object (e.g. carpet).
  - f) Sign in.
2. Locking up procedures
  - a) Ensure that you are the last person on the premises and as you do so ensure lights in studios, toilet and kitchen area are turned off.
  - b) Sign out.
  - c) Enter code alarm code, turn off main light and exit station within 30sec.
  - d) Lock the mechanical lock.
3. If the facility is used by more than one person outside office hours
  - a) The keyholder is the one responsible for performing the lock up procedure.

## **SECURITY ALARM CODE**

1. The codes on the security alarm shall only be changed by DC Security.
2. Codes shall be changed regularly.
3. Only the manager or chairperson can submit a request for a change of code to DC Security.
4. A code change is necessary if any of the following conditions arise:
  1. The current code is lost or compromised.
  2. An employee or member who knows a code, leaves her/his employment or ceases membership.
  3. One year has passed since the last code change.
5. The officer will maintain a record of code change dates.
6. Codes will be communicated from the Officer to the code recipient.
7. All questions concerning lost, forgotten or compromised codes must be referred to the manager.

## **RECORDS MANAGEMENT**

1. Claremorris Community Radio shall maintain a database containing records of all keys and codes issued for the facilities as well as code changes until such time as lock system is changed.

## **MAINTENANCE OF LOCKING SYSTEMS**

Maintenance and installation of access control systems is the responsibility of the Board. Requests for repair or replacement of locks should be made to the manager.

## **REVIEW**

This policy will be subject to annual review.

## **EMERGENCY CONTACTS (ACCESS AND EMERGENCIES)**

Fire: Call 999/112

Accident & Emergency: Call 999/112

Suspected Fire: Call emergency contact

Lost or stolen keys: Call manager (outside office hours texts only)

Access needed for live programmes, forgotten or damaged keys: Use emergency contact.

Access needed for pre-recorded programmes, forgotten or damaged keys: Please text manager and reschedule.

Emergency contacts:

- Pat Keane 086 378 1968
- Peter McCallig 086 805 6944
- John Farragher 085 750 6104
- Dolores Keavney 087 665 5445

Manager 087 959 1471

## **RESPONSIBILITIES**

It is the responsibility of the Board to:

- Decide on the mechanical and electronic access controls suitable for securing the station and in compliance with insurance, health and safety and related regulations.
- Appoint a security company Claremorris Community Radio is collaborating with to ensure secure access.
- Provide clear guidelines of practice for access control and keyholders.
- Nominate the Officer responsible for ensuring that proper procedures are adhered to.
- Assess severe security breaches and determine their consequences.

It is the responsibility of the Manager to:

- Assess the need for access.
- Authorise keyholders, ensuring that individuals are appropriate for the key holder role and that any risks are managed.
- Review the needs of each keyholder annually.
- Recall keys from individuals no longer eligible.

It is the responsibility of the Officer to:

- Maintain a keyholder record.
- Store all keys, including spare keys, securely.
- Distribute and collect keys.
- Ensure that the procedures in this policy are adhered to at all times.

It is the responsibility of the key holder to:

- Familiarise with and adhere to the procedures outlined in this policy.
- Maintain responsibility for the keys issued to them.
- Report loss or theft of keys to the manager within 24 hours.
- Return all keys to the officer when they are no longer needed.

## **AUTHORISATION**

**Appendix 1**

**Keyholder Log Book**

| Name | Key-number | Date received | Signature | Officer | Date surrendered | Signature | Officer |
|------|------------|---------------|-----------|---------|------------------|-----------|---------|
|      |            |               |           |         |                  |           |         |
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## Station access agreement

Issued to: \_\_\_\_\_ Date Issued: \_\_\_\_\_

I \_\_\_\_\_ am aware of and understand the station's access policy and procedures and I agree to take on the responsibilities associated with a keyholder's role.

I acknowledge receipt of one fob with serial number \_\_\_\_\_ one key with serial number \_\_\_\_ and access code.

I understand that this fob, key and code combination is for my use only and will not be transferred to, or allowed to be used by any other person.

I understand that use of this fob will result in my access to the building being monitored.

I understand that I am liable for the replacement cost if the key and/or fob is lost or damaged. I will notify the Manager within 24 hours of losing this key or fob or code, or any damage to them which renders them inoperable. I will not mark or deface the key or fob in any way.

This key and fob are the property of the Claremorris Community Radio, and will be returned on or before resignation, termination or at the request of the Manager.

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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Date Surrendered: \_\_\_\_\_ Reason: \_\_\_\_\_