



Aston University

SECURITY POLICY



Version	1.0
Executive Sponsor	Chief Operating Officer
Officer responsible for policies / procedures	Head of Security
Consultation process	
Date of Approval and Committee and/or Executive Officer	
Effective Date	
Reviewed	Annually

INTRODUCTION AND CONTEXT

This policy outlines the approaches to security across Aston University. Additional policies, processes and plans that offer further information where applicable, are indicated within this Policy.

Security is defined as the safeguarding of the University against physical or digital threats and/or risks to its people, property, assets, and estate. To boost our security arrangements' efficacy, practicality, and confidence, the university will create and put into practise security controls and processes.

For the University to run safely and effectively, security is a crucial component. Security measures are in place to support

- An open, safe, and welcoming campus
- The reduction of security incidents
- The minimization of risk
- The protection of people's personal safety
- The preservation of buildings and physical assets, such as vehicles and personal property
- The privacy of individuals' personal data

Clear, often reviewed procedures serve as the foundation for these security measures. They serve as a foundation for the formation of alliances with outside stakeholders in the continued application of this security policy.

Underpinning this Security Policy is an Operational delivery strategy focusing on core behaviours and values, this embedded Operational strategy can be found below.

Our Security Strategy in one slide

operating a safe, secure and thriving environment for all



Engage with the Campus Safety Team, get to know us and report anything you feel is suspicious.

Encourage others around you to follow the University Security Strategy and help to keep everyone safe.

Endeavour to have good personal security practices. Close doors behind you, always carry your ID card and don't hold secure doors open for people you don't know.

-  Familiarise yourself with the University Security Policy
-  Always carry your ID and access card
-  Don't hold secure doors open for people you don't know, or let them tailgate you.
-  Never give out your ID card or access pass to someone else
-  Report anything you feel is suspicious to the Campus Safety Team

Good teamwork is GREAT security

POLICY STATEMENT

The Campus Safety Team oversees the efficient administration and execution of the Security Policy and procedures, as well as the observance of all relevant legal requirements.

Everyone who attends, works at, learns at, lives on, or visits the university campus has a duty to keep them safe and secure. When standards of conduct fall short of what the University has established as acceptable, disciplinary or conduct processes may be used to address the situation. We shall work in close cooperation with the police to facilitate any criminal investigations in cases where behaviour on our campus may amount to criminal activity.

The University hopes to safeguard the personal safety and security of all employees, students, contractors, tenants, visitors, and members of the public at the university by enforcing this policy to the extent that it is practically possible.

PURPOSE

This policy's objective is to refer to the measures the university has put in place to protect the personal safety and security of all employees, students, contractors, tenants, clients, visitors, and other members of the public, to the extent that is practically practical.

It takes account of the requirements of relevant legislation and standards, including:

- Counterterrorism and Security Act
- Data Protection Act
- UK General Data Protection Regulation
- Disability Discrimination Act
- Health and Safety at Work Act
- Equality Act
- Human Rights Act
- Private Security Industry Act
- Regulation of Investigatory Powers Act
- Surveillance Camera Code of Practice pursuant to S29 of the Protection of Freedom Act
- BS 7958 CCTV Management and Operations Code of Practice
- BS 7499 Static Site Guarding and Mobile patrol Service Code of Practice
- BS 7858 Security Screening of individuals employed in a Security Environment Code of Practice

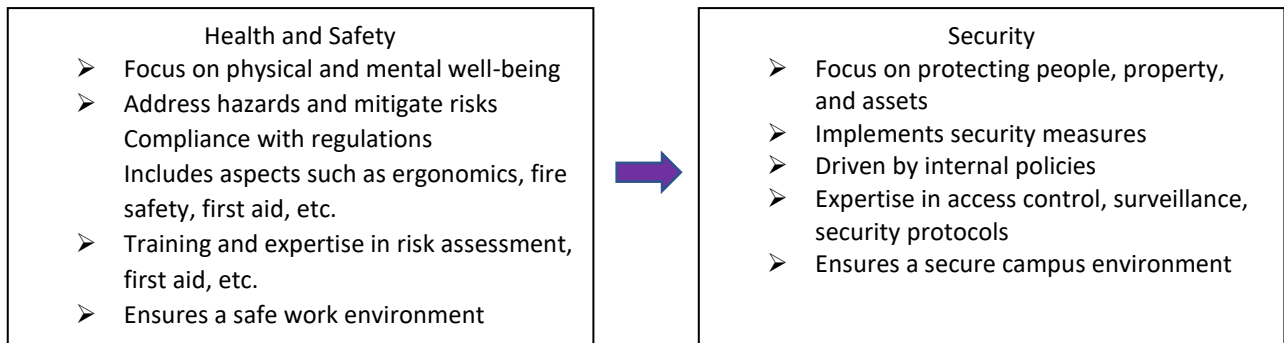
SCOPE

This policy's coverage area includes: the personal security and safety of university employees, students, contractors, and tenants; customers, guests, and public. Aside from the physical security and safety of the University's campus, buildings, and other assets, information and data security also refer to cyber security and the protection of personal data.

Physical and technological security measures are used in combination to accomplish personal, data-related, and physical security. Where applicable, references have been made to policies or codes of conduct that are relevant to this policy.

It is important to note that the word "safety" is used throughout this policy. Health and safety and physical security are interrelated aspects within Aston University, working together to create a safe and secure campus environment. They share common objectives such as risk management and emergency response.

Health and safety primarily focuses on safeguarding the physical and mental well-being of individuals, addressing hazards and promoting safe working practices. Physical security, on the other hand, concentrates on protecting people, property, and assets from threats through measures such as surveillance, access control, and security policies. While health and safety compliance often involves governmental regulations, physical security is driven by internal policies and expertise. Together, they ensure a conducive environment that prioritizes the safety, security, and overall welfare of the university community.



POLICY ENFORCEMENT

Failure to abide by this policy may result in denial of entry to the University's campus, parking facilities, or revocation of digital access. It might also result in disciplinary action taken by the university or a referral to the police.

Failure to adhere to this policy may also have an impact on the University's legal compliance responsibilities in the UK.

RELATED DOCUMENTATION

- Campus Security Plan
- Security Risk Register
- Access Control and Key Management (TBC)
- Car Parking and Transport
- CCTV and Code of Practice
- Data Protection Policy
- Health and Safety Policy
- Information Security Policy
- Safeguarding arrangements
- Data Sharing Agreements with local Police force
- Data Privacy notices
- All materials that make up the Student Contract, including but not limited to the Code of Student Conduct and the Acceptable Use of IT Policy
- All materials that make up terms and conditions of employment

Access to all related documentation can be found via the following link:

<https://www.aston.ac.uk/about/principles-and-policies>

Individual contractual materials can be sourced via the HR department and / or student services.

RESPONSIBILITIES

All individuals who work at or visit the University are responsible for security and personal safety and should familiarise themselves with the University Operational Security strategy to understand their individual and collective requirements.

All employees, students, contractors, tenants, guests, and members of the public should help the university staff with their duties related to physical security.

In addition, certain University employees are responsible for additional duties, which are detailed below.

STAFF

All employees must make sure they are aware of and abide by the operational security strategy and university security policy, giving close attention to the parts that apply to their specific roles.

Additionally, they must comply with requests made by the Campus Safety Team, particularly during emergencies or evacuations and when it comes to security protocols. When on university property, employees are required to always carry their university ID cards.

STUDENTS

Students must make sure they are aware of and abide by the operational security strategy and university security policy. They are expected to take good care of the university's property, as well as their own belongings, and to take security concerns seriously. They are required to abide by security protocols created to safeguard university property, in particular rules governing access to computer labs.

Students must cooperate with the Campus Safety Teams requirements, especially regarding security protocols and emergency or evacuation orders. When on university property, students are required to always carry their university ID cards.

VISITORS

All visitors, including conference participants and event participants, have a duty to properly care for university premises and to take security concerns seriously.

They must adhere to security protocols intended to safeguard university property. Visitors are required to abide by directions from the Campus Safety Team or their host department, especially in an emergency.

SENIOR LEADERSHIP TEAM

The Senior Leadership Team has primary responsibility for making sure that the Security Policy is created, managed, sponsored and monitored, as well as that the required resources are available for its implementation.

HEAD OF SECURITY

The overall development and planning of security strategy, policies, and procedures, as well as the creation of suitable staffing, training, and resource plans for consideration and approval as part of the University's planning process.

The management and implementation of security policies and procedures, monitoring of these policies and procedures to ensure their continued effectiveness, provision of an efficient and effective security service to the university, management and training of security staff, investigation of serious crimes or private security breaches, offering expert and unbiased advice, emergency management, and coordination with law enforcement and local government bodies.

SECURITY OPERATIONS MANAGER

The day-to-day management and execution of the Security Policy and Procedures, the monitoring of these policies and procedures to ensure their continued effectiveness, the provision of an efficient and effective service to the University, the management and training of staff, the investigation of crimes, and the provision of advice on the implementation of security solutions, security hardware, CCTV, intruder alarm installations.

CAMPUS SAFETY MANAGEMENT TEAM

Supervise the work of the Campus Safety Officers as well as the execution of the all physical security-related aspects. They are operationally responsible for directing the immediate reaction to any safety or security problems on campus and for implementing a defence-in-depth strategy to advance both individual and material security on our campus.

CAMPUS SAFETY OFFICERS

Patrolling all campus areas, promoting crime prevention and access control, maintaining good order and a safe environment, supporting colleagues in housing and student support services, being available round-the-clock for initial reporting and proper service signposting, and assisting with all aspects of staff and student safety and welfare fall under this responsibility.

HEADS OF DEPARTMENT AND PROFESSIONAL SERVICES

Heads of Department and professional services play a critical role in fostering security and safety. Several general tasks can be recognised, albeit they will vary depending on the department's or section's location and the nature of the work. Although it is acknowledged that heads of departments and heads of professional services may want to assign responsibility for

regular activities to a designated person within their department, overall control over security issues will remain with the Head of Department or Head of Professional Services.

POLICY IMPLEMENTATION

To effectively maintain security and safety, providing physical security necessitates a balanced strategy. The University will assess its vulnerabilities using a security "threat and risk" analysis process, to make sure that adequate and proportionate security measures are in place. Before pertinent events within the University, the University will also do a security risk assessment and depending on the scale, nature, and potential risks of an event, risk assessments will be necessary.

All relevant stakeholder departments will continuously provide guidance as needed.

Aston University will use a multi-layered approach to security when putting this policy into practise, and will: reserve the right to;

- Restrict access to areas within its campus to students, staff, contractors, clients, visitors, and members of the public
- Take additional security measures to protect its high-value assets, high-risk facilities, and confidential document storage areas
- Provide additional security measures to ensure the protection of staff and equipment; these measures include:
 - The provision of digital locks on doors where necessary.
 - The requirement for all IT equipment to be marked with a unique identification code and
 - All servers to be installed in secure locations
 - Liaison with staff who work offsite to ensure appropriate measures are taken to minimise the risk to their personal safety and the security of any equipment being transported
- Provide a range of Personal Protection Security measures for those staff that work in highrisk situations; these measures may include:
- The introduction and operation of CCTV surveillance in or around the University as agreed in conjunction with the University's CCTV Policy and Code of Practice
- The provision of security patrols both internally and externally utilising both in house Campus Safety Teams and external Security partners
- Utilising personal safety technology (Safezone) as a personal alarm system at strategic and higher-risk locations
- Employment of Campus Safety or external security partner staff who are trained in compliance with BS 7499
- Employment of Campus Safety or external security partner staff who are trained and authorised to operate and monitor CCTV equipment
- Adopt standard specifications for the following items of security equipment:
 - Intruder Alarm Equipment
 - Access Control Systems including identity cards
 - CCTV surveillance and CCTV recording equipment
 - door furniture, locks and suiting

- digital locks
- security lighting

The University will define its layered approach as follows:

- The University's grounds will generally be open to pedestrians with some restrictions appropriate to the use and contents of areas on the University's premises
- The built environment of the University should have at least two means of security; In reality, this will entail using locks, either electronic or manual on doors and windows as well as an effective intruder alarm system while the building or area is vacant
- On-site Campus Safety staff and focused usage of monitored CCTV are among of the extra precautions that will be needed in some sections of the university's property to ensure their security.
- Access from open areas to secure parts within a building should be gradual and proportionate to the usage, contents, and sensitivity of the space to be protected
- Internally, structures should provide simple open access to public areas as appropriate
- Where there are numerous ways to secure movement from one area to another, Campus Safety should carry out a threat and risk assessment process through which building users and other interested parties may raise issues, concerns, threats, and challenges so that Campus Safety can put in place the required security measures

To protect university assets or to satisfy needs of external organisations, such as the Home Office, for the storage and secure administration of protected information, some portions of the university estate may need increased restriction and stronger access control.

The university also reserves the right to

- Request police assistance in the event of any criminal offence being committed on university premises, following appropriate procedural steps
- Require individuals on university premises to show verification of identity to confirm that they are entitled to have access
- Reserve the right to require individuals who cannot verify their identity and entitlement to be on the university's campus to leave the university and premises.
- Provide advice to staff, students contractors, and visitors on personal safety and the security of items and equipment
- Provide adequate lighting in and around university such as car parks and access routes.
- The University will exercise campus-wide security control and direction and will issue procedures which will be widely communicated. The Campus Safety team continues to work closely with the Police and security advisers to ensure the safety and wellbeing of the University.
- Keep procedures and practices under regular review in the light of local and national guidance.

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