



Security and Risk Management Policy

Background

Middlesex University has a

E&FMS Security Department

Security Management Structure and Responsib

E&FMS Security Department

Heads of Departments/Schools

Promoting security within their areas. Ensuring staff have access to the Security and Risk Management Policy, ensuring staff and students understand and exercise their security responsibilities,

E&FMS Security Department

Staff t

Incident Reporting and Investigations

It is the responsibility of all staff and students of the University to report all activity, suspected or real that appears to be of a criminal nature. Incident reporting i

further information on the management of the system or on matters such as Data Protection issues please contact either the university security manager or the university Data Protection Officer

Access Control (Staff and Students Identification Cards)

The University has introduced an access control system for its Hendon campus. Students and staff have a responsibility to ensure that they do not allow a person to enter without using a card. If a staff or student is aware that this is happening they should immediately contact security who will deal wi

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Only registered disabled users as defined under the Disabilities Discrimination Act are allowed to

Definition of an Event

Generally, an event is something that involves a change of use of buildings, premises or the m

Appendix (1)

Self Assessment Form

Questions	Yes	No	Action Taken/Required	Date
Do you have equipment inventories in place and is this documentation held in a safe place				
Have past action points carried out Are there new fire/crime r				

Do you have theft prevention measures for portable equipment such as cameras, laptops, audio-visual equipment such as secure cabinets, safes, secure storerooms (alarmed)				
Are keys held by the department/school recorded, if lost has this been reported to security. When were keys last checked				
If staff deal with cash have they been provided with guidance in regard to handling cash				
If cash is taken from one area to another have you asked advice from security in regard to safe routes, escorts, what to do if scenarios				
Does your department/school use a safe, have you received or asked for advice on safe management/cash handling				
If a safe is used how often is it emptied, are you aware of the safe amount of cash to be stored, how often is the amount checked each day				

Are your staff aware of the incident management plan, how do you test this system