SECURITY **Oct. 2025**

To all Halls Users:

- Be vigilant when in the halls. Remember if exterior doors are unlocked anyone can enter the buildings.
- **ENSURE SOMEONE IN YOUR ORGANISATION TAKES RESPONSIBILITY FOR SUPERVISING THE DOOR UNTIL EVERYONE HAS ARRIVED; THEN LOCK IT.**
- **Organise it so that late arrivals can contact those inside by mobile phone**. This number can be displayed on the whiteboard on the Foyer windowsill.
- No-one should to be allowed to enter the complex unless you know them or are sure of their intended business on the premises.
- If the person, who is not known to you or whose intended business is unclear, wishes to go to another hall/room, you must accompany them there.
- Ensure that when someone leaves - the doors are locked again unless someone is supervising the door. NB If someone leaves by the Foyer doors those doors need to be locked afterwards.
- **BEFORE LEAVING, ENSURE SOMEONE IN YOUR ORGANISATION TAKES RESPONSIBILITY FOR CHECKING WHETHER OR NOT YOUR GROUP IS THE LAST TO LEAVE THE COMPLEX.** If you are not the last group to leave please check that those remaining on the premises know that you are leaving.

  If you are the last group to leave please check
  - that the toilets and cloakrooms have been vacated
  - that all windows and security shutters have been closed
  - that all internal fire doors are closed over
  - **THAT ALL EXTERIOR DOORS ARE SECURELY LOCKED.**