Physical Security Policy

Approved by Council on 16 March 2015

This policy and its supporting security standards set out how the University aims to protect its people and its assets (including its buildings, estates, property, information) against physical threats such as crime (theft and criminal damage) and terrorism through the implementation of physical security controls. Physical security requires appropriate 'layering' of physical and technical measures and involves a balance between prevention, detection and response.

Oxford University Estates Services are responsible for the management, repair and maintenance of the University estate. This comprises some 650,000m^2 of built area and includes a wide range of building types from complex, highly serviced research buildings to iconic listed buildings. To enable the University to protect its people and its assets and deliver effective and consistent physical security, Estates Services have produced a 'Design Against Crime' philosophy document which provides a number of principles to support the design of buildings and their environments to deter criminal activity and anti-social behaviour by creating developments where opportunities to commit crime are designed out. Security Services (part of Estates Services) are responsible for all aspects of University security and provide advice and guidance on designing out opportunity for crime and physical security.

Based on the principles of the 'Design Against Crime' philosophy document and as a minimum requirement the University will ensure that:

- appropriate and proportionate physical security measures are incorporated in both the design and layout for new and refurbishment Capital Projects;

- all existing University buildings and property have appropriate and proportionate physical security controls in place including:

    - exterior (e.g. secured perimeter and grounds, fences and barriers, lighting, intruder detection systems and CCTV)

    - environmental (landscaping and environmental design)

    - entrance (e.g. security rated doors, windows and gates, appropriate access control systems, reception areas)

    - administrative (use of ID badges, visitor passes and procedures for issuing and withdrawing these)

    - property (e.g. monitoring and detection systems, asset inventories and property marking);

- all University buildings and property are subject to an annual physical security audit, in collaboration with Oxford University Security Services;

- all departments and units develop and maintain a local Department Security Plan, identifying local risks and detailing mitigating security arrangements;

- where required, University buildings have generic and site specific Emergency Plans appropriate to local threats and vulnerabilities which are subject to regular testing and review;

- all staff, students and visitors are aware of local security arrangements and emergency procedures;

- all staff and students are aware of local procedures for reporting crime, security incidents or suspicious activity within the department.

Responsibilities

The implementation of this policy relies on effective governance arrangements and organisational structures in respect of physical security issues.

The University's Security Subcommittee (SSC) is responsible for strategic oversight of physical security threats and ensuring that the University has mechanisms in place to implement the physical security measures necessary to mitigate those threats.

Oxford University Security Services (OUSS) is responsible for developing, implementing and maintaining the University's physical security policy and supporting security standards. OUSS is committed to:

- developing regular Strategic Assessments that set out the physical security threats across the University together with a supporting threat control plan that defines the activities that will be carried out to mitigate those threats;

- reviewing all reported crimes or security incidents across the University so that trends and risks can be analysed, to inform the development of preventative measures or the revision of security policies and procedures;

- investigating security incidents or breaches in a fair, objective and professional manner to ensure that those responsible for such incidents are held to account for their actions and that the causes of such incidents or breaches are fed into prevention work to minimise any reoccurrence;

- actively providing advice, guidance and support to departments in the preparation and maintenance of local physical security plans and in undertaking annual physical security audits to ensure that local security arrangements remain appropriate, effective and proportionate;

- providing physical and personal security training and briefings to staff, students and visitors as required; and

- maintaining and developing partnerships with other security providers, contributing to local crime reduction and community safety initiatives.

Heads of Divisions are responsible for the oversight of physical security arrangements for departments within their division in order to ensure that they are functioning in accordance with the University's policies.

Heads of departments and institutions, and faculty board chairs, are responsible for the effective implementation of this physical security policy, supporting policies and security standards at a local level. They are responsible for identifying the department's physical assets, understanding its vulnerabilities to physical threats and assigning an appropriate level of physical security to mitigate the risks identified, in consultation with and with guidance and support from OUSS.

All staff and students are personally responsible for familiarising themselves with, and complying with, local security arrangements, local emergency procedures and local procedures for reporting crime, security incidents or suspicious activity within the department. In particular, staff and students must:

- be aware of potential tailgaters when entering and leaving University premises;

- take care of personal possessions and ensure they are kept securely;

- lock sensitive material away and lock PC screens when away from desks;

- report faulty doors/access systems in accordance with local procedures;

- keep offices as clear as possible so that buildings can be evacuated quickly and, in the event of a security alert, it is easier to spot suspect items.

Further guidance

The University's Security Subcommittee (SSC) has approved a series of physical security standards to provide staff and students with clear procedural requirements and guidance on specific physical security controls. These standards are available on the OUSS website. OUSS has also developed a suite of templates, including a template Department Security Plan, which can be tailored to suit an individual department's particular circumstances.

Oxford University Security Services - http://www.admin.ox.ac.uk/ouss/

Emergency (24 hours)   (0)1865 (2) 89999

General Enquiries (24 hours) & non-emergency incident reporting   (0)1865 (2) 72944

E-Mail: security.control@admin.ox.ac.uk

The following are all available on the OUSS website:

'Design Against Crime' Philosophy Document

Crime Reduction Advice

Crime Prevention Design Advice