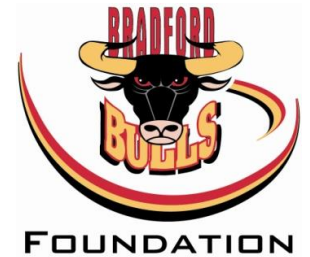


# Bradford The Bradford Bulls Foundation Security Policy

Date Created; 03 April 2018

Date Approved 04 April 2018

Date to Revise 04 April 2023



## Statement of Intent

The security and safekeeping and good maintenance of equipment and resources is essential in assisting Bradford Bulls Foundation to realise its objectives.

The insurance of the equipment and building is dependent upon the arrangements for security being followed by all workers and board members. This policy applies to all everyone

## Key holders

All workers who have the access code to the Bradford Bulls Foundation Office they are required when vacating the office to do the following procedure:

- All electrical items turned off, except the server and printer
- Computer is backed up
- All utensils are washed, clean and stored away appropriately
- Doors securely shut and locked
- All heaters are turned off

## The Office

The office is to be locked and **alarmed** always when no Company member is present.

## Equipment

All equipment must be signed out / in during use.

All equipment must be returned to its storage site after use.

Any equipment found missing, damaged or not working must be logged immediately. The log will be reviewed monthly at Company meetings and the necessary action taken to restore the facilities to working order, within the financial constraints of the Company.

Equipment storage cupboards are only to be accessed by workers. No participant or participant can remove equipment without a worker present.

## General Alertness

All workers are asked to be vigilant within the building and during outreach sessions and minimise possible risks to the damage, misuse or theft of equipment.

Any occurrence or risk should be reported to the Foundation Manager.