**University of Bolton**

**Key Policy for Bolton Central 2017**

**Introduction**

This policy relates specifically to BEST keys. The University uses a BEST key system to manage a range of keys that permit access to University property; these are buildings containing property of high value and requiring effective management in order to prevent theft, unauthorised access or damage. At times staff are in a privileged position whereby they have keys to areas of a sensitive or secure nature that require a higher level of control. It is vital therefore to set some guidelines for the management of these keys in order to reduce risk to the University, staff and students. It is also important that members of the Facilities department are seen to be managing keys responsibly and set an example of good practice for others to follow. It is acknowledged that staff have, over time, gained their own sets of keys, which aid them in their operational efficiency. However, the security of University buildings and property must remain a high priority for all University staff. The likelihood of a breach of security is increased with the number of keys in circulation unless robust control measures are in place and fully complied with.

**Reducing Circulation**

The maintenance of lock suiting of blocks/areas/floors within buildings should continue to reduce the number of keys in circulation.

To assist in the improvement of building security there are a number of actions that members of staff should take to reduce the potential for unlawful/unauthorised access to University buildings. School/Department staff are to ensure that their areas of responsibility are regularly checked for keys that:

* Are no longer required
* Their use cannot be identified
* Belong to departing members of staff

Any such keys should be returned to the Facilities department for re-issue or destruction.

**The Issuing of Keys**

* New members of staff will be issued with keys from their predecessor.
* If the new member of staff is not replacing a departing member of staff then a request for a new key must be made to the Facilities office with an expenditure code.
* The cost of the key will be charged to the department.

**Key Control and inventory**

It is the responsibility for each School/Department to update their own key inventory.

Bolton Central and NCME will operate suites for classrooms e.g 4A-1, 2, 3 and office keys will be individual and each one different for security purposes.

**Lost, Missing or Stolen Keys**

* It is not acceptable for members of staff to be complacent with keys in their possession. Key holders are responsible for security of the building.
* Any stolen, lost or missing keys must be reported to Security immediately, an assessment based on the circumstances will then be made as to the appropriate immediate action.
* It will be the responsibility of the Department Head or a nominated member of staff to instigate an investigation into the circumstances surrounding the loss and provide a report to their Department Head and the Facilities Manager.
* In some cases a lost/stolen key may result in the changing of several locks and the issue of new keys. The department will stand the cost of the replacements.

**Contractors**

* Under certain circumstances keys can be issued to contractors.
* These must be issued by the Estates department signed for by the contractor stating time taken and contact details.
* The contractor must return the keys daily and sign the key back in.
* Under no circumstances should the contractor take the key(s) off site.
* Failure to comply with this policy may result in the contractor being removed from the University’s list of approved suppliers.

**Grand Master Keys**

* The decision to issue a Grand Master (GM) key lies solely with the Director of Facilities
* Each GM key holder is responsible for the safe keeping of the GM and must not lend the key to anyone else.
* In emergencies and with the permission of the Director of Facilities, Security can issue a GM key.

**General**

* Never label your key with the building and/or room which it opens
* Never leave your key(s) where they could be lost of stolen
* Report lost keys immediately