

Key and Access Card Control Policy

1. Overview

The purpose of this policy is to provide security of staff, facilities and property by regulating the issue, allocation, control and return of all University keys. Risk is minimised by restricting the number and type of keys and Access Cards issued.

2. Policy

In order to provide security of staff, students and buildings' contents, it is the policy of the University that all University buildings are locked after normal working hours. Persons who have been issued with University keys or Access Cards accept responsibility and are authorised to use those keys/cards to gain access to those areas and facilities necessary for the performance of their normal/routine duties and responsibilities. The keeping of 'spare' and activated Access Cards and the duplication of keys other than through Asset Management Services is prohibited.

3. Issue of Keys and Access Cards

Keys and Access Cards are issued by Asset Management Services and will only be issued if approval is gained from the Head of a School or Section or his or her authorised officer.

4. Restrictions on Issue of Keys

4.1 Building Master Keys

The Building Fire Warden shall be the only person entitled to possess a building master key.

4.2 School or Section Master Keys

School or Section Master keys will only be issued to Executive Deans, Heads of Division, Heads of School and Heads of Section and their senior executive staff members. Master Keys must not be kept in offices.

4.3 Building Entrance Keys

Building entrance keys or Access Cards will be issued only to persons with a demonstrated need for after hours access to a building..

5. Control of Keys/Access Cards

5.1 Schools and Sections

Schools and Sections are responsible for controlling the allocation and retrieval of internal keys and shall maintain an accurate key register (pro-forma available from the Asset Management Services website) which will be submitted to Asset Management Services on an annual basis and when requested.

5.2 Access Cards to Laboratories

Schools are responsible for controlling the allocation and retrieval of Access Cards to Laboratories or other similar spaces, and shall maintain

and accurate Access Card Register. Schools must advise Asset Management Services to deactivate an Access Card when a student or staff member no longer requires or is no longer authorised to use the Access Card. The keeping of 'spare' activated cards is prohibited.

5.3 Asset Management Services

Asset Management Services are responsible for controlling the allocation and retrieval of all keys/access cards other than internal keys and will maintain an accurate key register.

6. Requests for Keys/Access Cards

6.1 Request form

A request for key(s) or Access Card(s) must be submitted to Asset Management Services on the Request for Key or Access Card form (available from the Asset Management Services website) and must be authorised by the relevant Head of School or Section.

6.2 Collection

All keys or Access Cards must be collected from Asset Management Services and signed for. Valid University identification will be required when the key or Access Card is released.

6.3 Access Cards to Laboratories

Schools may issue students with Access Cards to Laboratories, but must use the Request for Key or Access Card form in order for Asset Management Services to 'activate' the Access Card.

7. Return of Keys/Access Cards

7.1 Restricted Keys and Access Cards - Staff

When a staff member is no longer employed in a School/Section or changes location within the University, all master keys, building entrance keys and Access Cards issued to that staff member must be returned to Asset Management Services. Human Resources will notify Asset Management Services and will not authorise the final pay until all keys have been returned.

7.2 Internal keys - staff

When a staff member is no longer employed in a School/Section or changes location within the University, all internal keys issued to that staff member must be returned to the School/Section. Human Resources will not authorise the final pay until all keys have been returned.

7.3 Access Cards/keys –Students

When a student who has been issued with an Access Card/key no longer has use or authority to use the Building entrance keys/Access cards, these must be returned to Asset Management Services. The School shall notify Asset Management Services. All other keys must be returned to the School.

7.4 Access Cards to Laboratories

When a student or staff member who has been issued with an Access Card to a Laboratory no longer has use or authority to use the Laboratory the

School must advise Asset Management Services so that the Card can be de-activated.

8. Lost, Stolen or Broken Keys/Access Cards

8.1 Reporting

A lost or stolen key/Access Card shall be reported by telephone and in writing to the Operations and Maintenance Manager, Asset Management Services, as soon as the loss has been discovered.

8.2 Replacement

A request for a replacement key/Access Card must be submitted on the Request for Replacement of Key/Access Card form (available from the Asset Management Services Website). A broken key or damaged Access Card must be returned with the application form. A replacement for a lost key will not be issued until a written report of loss has been received.

8.3 Found keys

All found keys/Access Cards should be forwarded to Asset Management Services. If a replaced lost key/Access Card is later found, it must be returned to Asset Management Services.

9. Cost of Keys/Access Cards

9.1 Additional Keys/Access Cards

All costs for additional keys/Access Cards shall be borne by the relevant School or Section.

9.2 Replaced keys/locks

All costs resulting from the loss or non-return of a key/Access Card shall be borne by the key/Access Card holder or the School or Section responsible for the safe keeping of the key/Access Card. Such costs shall vary, depending on the extent of the University facilities affected by the loss or non-return.

Reference

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Related Policies/Documents: