

St Paul's Boxing Academy CIO

ACCESS CONTROL AND KEYHOLDER POLICY

Introduction

As an authorised key and/or fob holder you are expected to uphold the values and policies of St Paul's and to ensure the safety of the gym users.

Electronic key fobs are an important part of St Paul's access control system that allows us to track, manage and limit access. The responsibilities of both key and fob holders are set out below.

Administration

The Management Working Group is responsible for issuing keys and fobs and monitoring key and fob holder information. A register is kept of numbered keys and fobs issued.

The Management Working Group will carry out a periodic audit of keys and fobs, including those not in circulation, to ensure all are accounted for and take necessary action if required.

1. Responsibilities of Keyholders

- When opening up the gym the key holder must check the building, deactivate the security system, turn on lights.
- When leaving the premises check there is no-one in the building and reverse the above procedure.
- Keys cannot be lent to other people and can only be used by the key holder.
- The key holder must ensure they keep the keys with them at all times whilst in the gym. Key holders must keep keys in a safe and secure place when they are not in on the premises.
- The keys should not have any identifying tag indicating what they are for.
- If a key holder ceases to be active, the keys must be returned to the Management Working Group as soon as possible. Keys must not be transferred to other key holders.

Lost Keys

- If key holders are unable to lock up because the keys are lost, they should secure the building as much as possible and contact the Head Coach immediately.
- If the keys are lost and the key holder cannot get into the building, as well as informing the Head Coach as soon as possible, they should contact the police in case they have been handed in.

2. Responsibilities of fob holders

- All fobs provided by the Management Working Group are the responsibility of the fob holder. Copies of fobs must not be made under any circumstances.
- The fob holder must ensure they keep the fob with them at all times whilst in the gym. Fobs must be kept in a safe and secure place when not on the premises.
- The fob should not have any identifying tag indicating what it is for.
- If a fob holder ceases to be active, the fob must be returned to the Management Working Group via the Head Coach as soon as possible. Fobs must not be transferred to anyone else.

Lost key fobs

- If a fob is lost or stolen you should inform the Head Coach immediately.

Keyholder agreement

I have read and understand the keyholder responsibilities.

Name (please print):	Position:
Date keys issued:	Date keys returned:
Signature:	Telephone contact:

Reviewed: November 2022

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