



UNIVERSITY of the
WESTERN CAPE

UNIVERSITY OF THE WESTERN CAPE (UWC)

POLICY:

SAFETY AND SECURITY POLICY

DATE OF LAST APPROVAL: C2010/2

Approval at Council C2010/2

**UNIVERSITY OF THE WESTERN CAPE
SAFETY AND SECURITY POLICY (DRAFT)**

PURPOSE

The University endeavours to promote the highest possible level of Safety & Security in all of its activities.

The University further recognises the need to provide an atmosphere that encourages the unimpeded search for knowledge and its free expression.

True academic freedom, however must be sought in a work, study and living environment free from violence, threats of violence, harassment, intimidation and other disruptive behaviour.

The personal safety & security of each student, faculty and staff member is both an individual and community concern. While the University strives to provide a campus free of undue risks to persons and property, it is each person's responsibility to pay attention to his or her surroundings to avoid potentially risky/unsafe situations, and to exercise his or her own best judgement to maintain personal safety and well being.

In addition each member of the community must call attention to conditions or situations which threaten the safety and security of others by contacting appropriate campus and/or community authorities.

MISSION STATEMENT

To establish and maintain a secure environment for all persons at the University and to protect the property of the University, its staff, students, visitors and service providers from personal injury, theft and damage in accordance with all relevant legal and other statutory provisions.

POLICY PROVISIONS

The University is committed to providing and maintaining a high standard of health, safety and security and well being for all people within the University community. This commitment will be achieved through :

Strong leadership where responsibilities for health, safety and security are clearly defined throughout all levels of the University

The integration of health, safety and security planning monitoring and reporting into University management structures

Effective consultation and communication of health, safety and security issues through the involvement of all the members of the university community

Systems that ensure the identification and control of workplace hazards and compliance with regulatory requirements

Adequate and ongoing resources to ensure the design, construction and maintenance of buildings and the purchase and maintenance of materials and equipment, comply with legal requirements and take into consideration the safety, security, health and well being of the university community

The provision of information instruction, training and supervision that will allow all staff and students to perform their work in as safe a manner as possible

The provision of advice and information which aims to protect the personal safety of staff and students and the safety of the WCU and personal property

Support for those whose health has been affected at the university

Adequate systems and resources to manage potential emergency situations and testing and review of such systems on a regular basis

The allocation of resources to develop and support the University's health, safety and security management systems.

All persons who have a responsibility for the management of others are accountable for the health, safety and security standards of the work environment and for the health, safety and security of all staff, students' service providers and visitors under their control.

However, health, safety and security are shared responsibilities and all members of the University community must co-operate to ensure a high standard of health, safety and security is maintained for all people within the University.

EFFECT

Security Policies and Operating Procedures are designed to guide Security Officers in the performance of their duties, and to ensure that their actions further overall security objectives. If the purpose of the Policies and Standard Operating Procedures are to be realised all Officers must conduct themselves in accordance with these provisions, Officers therefore, shall read and be acquainted with the contents therein.

SCOPE

The Security Policy is determined and developed by the Manager: CPS and applies to all sites, buildings, Faculties, Residences, and other organisational Units, and all persons on any University site and any University property contained therein.

The physical security on University sites and property is carried out by Campus Protection Services. This concept is supported and assisted by various security systems such as : Lock and Keying Systems, Electronic Security Alarm systems, Closed Circuit Television Systems, Fire and Smoke Detection Systems, Electronic/Biometric Access Control Systems, Radio, Telephonic Communication Systems, Traffic Management Systems and Electronic Security/Maintenance Management Reporting Systems

Security Systems are Developed, Administered and Managed by the Manager: CPS

The central Security Monitoring Station or Control Room is the focal point for all the Security Operations.

Campus Protection Services works in partnership with all the Faculties, Residences, and other Organizational Units on security strategies and the operation of security systems under the direction of the Manager: CPS

An integral part of Security Response and Management of Emergency situations is the University Crisis management Plan and Security Emergency Procedures

Definitions

Safety and Security of Personal property

Personal safety and security of property other than university property is the responsibility of the individual

General Safety of Personnel

Those responsible for personnel in the workplace, teaching arena and the public in general are to create a protected and safe environment for those places under their care in accordance with University Policies and the provisions of the Occupational Health and Safety Act

Security of University Property

Those appointed to head of Faculties, Residences and other Organizational Units are responsible for adopting appropriate measures for the security of property assigned to them

General Security

The Manager: CPS is responsible for the efficient operation of Campus Protection Services and is to implement strategies relating to :

1, Personal Safety and Risk Assessment

The Manager: CPS must be involved with those organizations interested in personal safety issues. Monitor the day- to- day habits of the campus community and effectively deploy the Security Sections resources to minimise all Security risks.

2. Security of Property other than University Property

Campus Protection Services is responsible for the proper management of lost and found property as well as stolen property recovered and must provide a safe storage area for all property coming into its possession.

3. University Property other than Building Complexes

Campus Protection Services is responsible for monitoring the use and safe keeping of such property and to encourage good security habits by bringing to notice all breaches of security to the property authority

4. Buildings Security

Campus Protection Services has the responsibility for maintaining building security procedures, security habits of the campus community and to bring to the notice of the proper authority any unsound security practices. Campus Protection Services must provide an external building check at least once a day after normal day activity and provide a security advisory service by means of Security Audits.

5. Securing of a Building

The primary means of securing a building is through the use of restricted lock and key Systems. Electronic/Biometric access systems have been adopted as another important primary means of controlling access and egress to buildings and other areas of the University to reduce the reliance and risk of using expensive restricted keys.

6. Intruder and Surveillance Systems

Intruder alarm and surveillance systems are a very effective method of securing perimeter boundaries, access gates, buildings and all other possible risk areas. In this regard risk and security assessments must be carried out.

7. Events Management

All events on the University site are required to comply with the Security Procedures for Events. The Manager: CPS in conjunction with the event organiser and all other relevant parties will do a risk assessment of the proposed event and plan the safety and security as per the risk established for the event.

8. Incidents

All security incidents breaching the University security are to be initially investigated and Recorded by Campus Protection Services and depending on the severity thereof then be forwarded to the SAPS.

9. Safety Audits

Safety and security audits are to be conducted on all the property of the University. At least annually to ensure the physical aspects of the University provide a low risk environment. Campus Protection Services will also undertake a safety audit of all the External areas of the University Campus annually.

References

- Occupational Health and Safety Act (Act no 85 of 1993)
- Disaster Management Act 2002 (Act no 57 of 2002)
- The Private Security Industry Regulation Act (Act no 56 of 2001)
- National Key Points Act (Act no 92 of 1980)
- Control of Access to Public Premises and Vehicle Act (Act no53 of 1985)
- Basic Conditions of Employment Act (Act no 75 of 1997)
- Higher Education Act, 1997 (Act 101 of 1997)
- Safety at Sports and Recreational Events Act, 2009 (ACT NO OF 2009)
- Promulgation of National Policy on the Management of Drug Abuse by Learners in Public and Independent Schools and Further Education and Training Institutions, Notice 3427 of 2002, Department of Education
- Domestic Violence Act, Act No. 116,1998
- National Instruction 7/1999 on Domestic Violence Act of 1998 (Act No. 116,1998)
- Firearms Control Act, Act No 60, 2000
- Liquor Bill, 2003
- By-Law Relating to Streets, Public Places and the Prevention of Nuisances, City of Cape Town, Promulgated 28 September 2007
- 2010 FIFA WORLD CUP By-Law, City of Cape Town, Promulgated 16 January 2009
- Environmental Health By-Law, City of Cape Town, Promulgated 30 June 2003

Responsibilities

The Manager: CPS has the overall responsibility of ensuring the formulation, implementation and maintenance of the Security Policies and Procedures. He must also maintain an accurate statistical data on all the relevant incidents that pertain to security.

Heads of Faculties and other operational Units are responsible for the internal Security administration of their areas. The Manager: CPS must assist them when advice is required.

Security Policy and Procedures

All the Security Policies and Procedures as well as the Standard Operating Procedures pertaining to security must be bound in a loose leave Security Manual to facilitate the regular updating of the existing Policies.

The Security Procedures and Standard Operating Procedures is restricted information.

Authorized signatories

Full name _____ Signature _____

Designation _____ Date _____

Full name _____ Signature _____

Designation _____ Date _____

Full name _____ Signature _____

Designation _____ Date _____