



1.1 Contractors

Contractors must be booked in at Security, or in exceptional circumstances at another location, and always carry their designated pass visibly. Before entering site, the contractor/s will receive a security induction which will be organised by the Support services team,

1.2 Visitors

All Visitors are required to enter the building via the Icknield street reception entrance

The sign in app software allows the BAO to pre- register individuals or groups of visitors, it is the responsibility of the BAO employee organising visits, events, training, to send all pre- registration details to the Support services team prior to any visit.

All data collected within the Sign in app software is captured for 12 months, after 12 months the data is deleted.

Once visitors have signed in the BAO employee will ask visitors to remove any loose jewellery from bags, handbags and coats should they be attending a site tour, the BAO employee will issue the visitors with a locker key where they can store their items should they wish to , it is always the responsibility of the Visitor to ensure safekeeping of the locker key.

It is the responsibility of the BAO employee organising the tour to ensure that adequate and appropriate PPE is in place for the visitors when entering hazardous areas.

It is the responsibility of the BAO employee hosting the tour to ensure visitors are searched before returning to the reception to leave the building, (see section 4.3 Metal Detector Security Screening/Lost and Found Items)

All visitors are captured on CCTV and all data is stored for a period of 31 days

Failure to comply with the BAO security procedure may lead to the removal of visitors from our premises.

4.13 Photography

No photography/video filming of security equipment, access and exit routes, building schematics or commercially sensitive material is permitted and it is the responsibility of the BAO employee to enforce this.