



## Security Controls

### **Exeter House Site:**

- Exeter House complex is fully enclosed by perimeter walls, gates and fences.
- The wall/fence running along the back of the site, backs on to an alleyway running between 2 roads. This area was deemed to be a weak spot so anti-climb paint has been applied and warning signs displayed.
- There are 2 vehicle gates at the front of site on the Iffley Road. The gates are about 5ft in height.
- There is another larger vehicle gate down the side road of Magdalen Road. The gate is about 12ft in height.
- The vehicle gates can only be opened by a personal key press. Only staff will have been issued with a device.
- There is a single pedestrian gate at the front of site on the Iffley Road. The gate is about 5ft in height and can only be opened with a swipe card. The swipe card would only ever be issued to students and staff, and perhaps on occasion's contractors.
- There is a Hostels Supervisor (Porter) based at the site from the hours of 7:30am – 5pm. The Supervisor patrols the site throughout the day. The supervisor's Office is situated at the front of the site in the Pavilion with a window looking out onto the main entry gates on the Iffley Road.
- There is an intercom system on an outside wall at the front of site on the Iffley road. It is linked to the Pavilion Lodge Office. Any person wishing to gain access can speak to the Supervisor.
- The site is equipped with a CCTV system. The cameras cover all areas of the site. There is a monitoring screen in the Supervisor's office and in the basement of K Block. A stream is also sent back to the Exeter College site which can be viewed on the Deputy Bursars computer. All CCTV equipment is maintained and serviced on a regular basis by a Contractor.
- All buildings on site required a swipe card for access. The swipe card would only ever be issued to students and staff, and perhaps on occasion's contractors. If a swipe card is lost or stolen it will be reported to Exeter College Lodge and the card number will be deactivated from the system and can no longer be used.
- All Contractors have to report to the Hostels Supervisor upon arrival (as stated in the Control of Contractors letter issued) and are required to sign in and out and whilst on site wear an identification badge.
- University Security can be contacted at any time.
- It is stated in the College handbooks that it is the responsibility of Students and Employees to ensure that windows are shut and secured, internal and external doors are locked, all

computers and electrical items are shut down and confidential files are locked away, as appropriate.