



Security Controls

Cohen Quad

- The main entrance door to Cohen Quad is open from 8.00am – 5.00pm, Monday to Friday.
- Whilst locked, the entrance is only accessible with a swipe card. The swipe card is only issued to College members and staff. If someone is unable to access the building, they can ring the bell which is located outside the door on the left hand side. If the swipe card is lost or stolen, it should be reported to either the Front Desk staff or the Porters' Lodge on Turl Street so that the card can be deactivated from the system and can no longer be used.
- The Worcester Street entrance door can be accessed via the swipe card and is used by students/staff who have bicycles and also by suppliers delivering to Cohen Quad. Those who do not have a swipe card, can ring the bell and the Front Desk staff can open the gates.
- Once inside, there is a second door in the service lane to gain entry into the building which is open from 8.00am – 5.00pm, Monday to Friday.
- Access to bedrooms and meeting rooms is with swipe cards. Access to meeting rooms can be added to the swipe card at the Front Desk.
- Keys for other areas are kept in a secure cabinet in the Front Desk back office. Any person requiring a key (staff or contractor) has to sign for it upon collection and return.
- During the day from 6.45am – 5.00pm, the Front Desk will have two staff on duty and thereafter, there will be one staff on duty.
- The Front Desk staff monitor all persons entering Cohen Quad via the main entrance on Walton Street and the Worcester Place entrance is monitored via the CCTV.
- The night shift staff conducts patrols of the building at regular intervals.
- All contractors have to report to the Front Desk 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.
- Cohen Quad is equipped with CCTV systems which cover all areas of the building. There are various monitoring screens located at the Front Desk.
- All equipment is maintained regularly by a Contractor.
- 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.