

# APPENDIX 1

Finding	Solar Campus	Westminster House	Hamilton Building	Wallasey Complex	Cheshire Lines	Conway, Municipal and Treasury	Bebington Complex	Liscard Complex	Castle Chambers
Documented security policy not in existence detailing local procedures.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Complex Manager not formally trained.	✓								
Complex Manager not designated.									✓
Formal risk assessments not performed regularly.		✓					✓		
Health and Safety Fire policy not updated and fire risk assessments not performed regularly.						✓	✓	✓	
Bomb incident plan not available.		✓					✓		
Burglar alarm tests not evidenced.			✓			✓			
CCTV not in operation.	✓				✓		✓		
Vulnerable doors and windows not protected by shutters or grilles.					✓		✓	✓	
Door entry codes not changed regularly.	✓					✓			
No documented list of key holders.			✓		✓	✓			
Not aware if complex secure in the event of power failure.			✓		✓				
Standard forms not used for issue of access cards.	✓	✓	✓		✓		✓		✓
ID Cards not issued to all staff.					✓	✓			✓
Stock records of access cards not maintained.	✓	✓	✓	✓					
Stock Key fobs and ID cards not stored securely.				✓					
Return of access cards not included as standard item at exit interviews.				✓					
Badges not issued to visitors.	✓						✓		✓
Deliveries not always signed for.					✓				
Guidance not issued re use of assets off site.		✓			✓	✓			
Security incident report book not maintained.	✓	✓			✓	✓			✓
Crime prevention not advertised and promoted within the complex.	✓			✓	✓	✓	✓		
No system for liaison with police.					✓			✓	✓
No signing in procedure for Visitors.							✓		✓
Doors being held open with a snip device.						✓			
Not aware if the fire alarm is connected to a relevant organisation.			✓						
Exterior doors not connected to the burglar alarm system.		✓							
Complex Managers unaware of security issues, and disseminating them to staff.	✓			✓				✓	
No Lone Working Policy providing guidance for staff working alone.									✓
No Inventory is kept or regularly updated.							✓		
Attendance at Complex Managers Meetings.	✓	✓							
Burglar Alarms not installed.					✓				
Training on going with Legislative Compliance Officer, Confirmation Received from Mike Clarke all other items completed	✓								
Confirmation received 10/4/08 all actions will be completed by 31/5/08		✓							
Confirmation email received 19/2/08 Simon Cuerden all items completed			✓						
Confirmation email received 7/2/08 Peter Goodman all items completed				✓					
Confirmation email received 28/2/08 Rob Dolphin all items completed					✓				
Emergency Arrangements currently being reviewed by Legislative Compliance Officer as part of a scheduled program across all Finance. Confirmation email received 29/2/08 from John Caruthers all other items completed 1/4/08.						✓			
Confirmation via post received 29/2/08 Graham Knowles all items completed 1/4/08							✓		
Emergency Arrangements currently being reviewed by Legislative Compliance Officer as part of a scheduled program across Technical Services. All other items complete.								✓	
Confirmation received 12/11/08 all actions have been completed.									✓

✓ = Fully implemented no further action required  
Blank Space = Nothing to report on that action.