

Workplace Security – Cascade Briefing for all Staff

Security is everybody's responsibility.

Efforts have been made over the past year to raise awareness and encourage all employees to think and act in a security-conscious manner to help prevent security breaches.

While some improvements have been made, a recent audit of building security arrangements has shown that we have a long way to go. During the audit 8 out of 10 council buildings were easily infiltrated. Common themes were a lack of awareness of basic security measures and fundamental lapses in vigilance. Given recent and past incidents in the UK and further afield, it needs little imagination to envisage the consequence of a security failure, therefore, it is essential that all staff remain vigilant.

Please use this cascade briefing with your staff. It aims to help staff get the security basics right, in and around the workplace. Staff should treat the 8 points below as direct management instructions – failure to comply may result in disciplinary action. Once you have completed the cascade please complete the record of delivery, scan and email to the address below.

Cascade

A security breach might result in confidential data being leaked; or worse physical harm to a member of staff, customer or client. It's important that we all think and act in a security-conscious manner so that we can help prevent incidents from happening.

To help us to stay safe and secure, we are asking all staff to:

- 1) Wear your ID pass at all times when in a Council building, making sure it is visible. Challenge anyone you see within a Council building who is not wearing a pass. Do not let anyone tailgate you into a building. Do not tailgate colleagues.
- 2) Your visitors are your responsibility at all times. Let reception know if you are expecting any visitors; provide all visitors with passes and escort guests while they are in the building at all times. When leaving the building; ensure they are signed in and out.
- 3) Lock computers when away from your desk and keep mobile devices secure.
- 4) Hold sensitive or private conversations in a meeting room where you cannot be overheard by others.
- 5) Lock away any sensitive material in your locker at the end of the day.
- 6) Shred any sensitive documents or dispose of them appropriately.
- 7) When using vehicles at work keep the keys safe at all times: remove the keys from the ignition system and secure the vehicle if leaving it unattended Always keep keys in a safe place.
- 8) Make yourself aware of and comply with workplace security policies and measures. This includes only using designated entrances and exits and not propping doors open.

More information about workplace security can be found on CONNECT under 'Safety and Your Security'. Please look out for the workplace security posters which aim to raise awareness of the eight key issues.



Record of Delivery	Workplace Security	
Date of Talk:		
Service Area/Location		
Presenter		
Attendees		
Name (Please print)	Employee Number	Signature
Name & Signature of Person Giving Talk		

Please send completed sheet(s) to: security@clacks.gov.uk