

New Plymouth Contract Bridge Club	
Title                                      Security Policy	
Policy	<p><b>Objective</b></p> <p>To ensure the club rooms are secure when empty and that staff are safe within the rooms</p> <p><b>Access</b></p> <p>Only authorised personnell have access to the club rooms. These people must be aware of their responsibilities towards securing (windows and doors), alarming the building, as well as turning off lights</p> <p>A record is kept of those holding keys. Keys are available to:</p> <ul style="list-style-type: none"> <li>• club members, preferred providers and regular lessees</li> <li>• temporary lessees of club rooms are either given a key for the day, or are let into the rooms by an a club officer</li> </ul> <p>Any damage or other issues must be either noted in the Incident Book (members) or reported to a Committee member</p>
Responsibility	Building Committee
Date:	June 2021