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	Water and Wastewater Services	Issue Date: 24/04/2019 Expiry Date: 24/04/2022
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Purpose

To maintain day to day operational security at United Utilities treatment works and related sites and facilities.

Scope

From: N/A.

To: N/A.

Definition

Physical security measures are designed to deny unauthorised person(s) from physically accessing an asset, building, facility, recourse, or stored information and reduce the likelihood of theft and / or potential damage should such access occur. Measures can include:

- Control of authorised access
- Control of locks and keys
- Implementation of traffic control and parking regulations
- Prevention / reduction of criminal activity through employee awareness to lock desks, offices, filing cabinets, etc.
- A review of security procedures following a security breach or incident in order to prevent a repeat occurrence / opportunity.


Procedure

Health and Safety

Due care must be exercised when carrying out maintenance or inspection tasks on all UU assets and treatment facilities. All the relevant United Utilities guidance within the Blue Book, Generic Risk Assessments (GRA's) and any relevant Health & Safety Procedures must be applied and the required PPE worn at all times.

Before carrying out inspection or maintenance activities all personnel must have received appropriate training.

When lone working the approved method of monitoring loan workers shall be activated.

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Site Staff Responsibilities Security Measures

The Process Controller shall create a security inspection schedule referring to WP/S/001/29/03 Guidelines for the Production of the Security and Inspections Schedule and record the inspections required on form WP/F/001/29/03 Security Inspection Schedule.

The schedule shall be for all assets where security is provided and shall include security measures to ensure public safety.

The schedule shall be updated by the Process Controller in accordance with any asset changes or policy decisions relating to standards of security.

The Process Controller shall carry out the inspection as detailed on form WP/F/001/29/03 Security Inspection Schedule as directed by the scheduling system. Fence and security checks would be done weekly unless assessed by the local site team as being able to be done less frequent. If security risks are considered to be low an OCM form shall be completed to record that the frequency has been changed to monthly. In the event of a security breach, then the check frequency would be reviewed and changed to weekly if appropriate.

The Process Controller shall create a security testing schedule referring to WP/S/001/29/04 Guidelines for the Production of the Security Testing Schedule and record the test required on form WP/F/001/29/04 Security Testing Schedule.

The schedule shall be for all assets where security is provided and the security provisions are not fully operated as part of regular routine operations.

The schedule shall be updated by the Process Controller in accordance with asset changes or policy decisions relating to standards of security.

The Process Controller shall carry out the inspection as detailed on form WP/F/001/29/03 Security Inspection Schedule


The Process Controller shall test the security provisions as detailed on form WP/F/001/29/04 Security Testing Schedule as directed by the scheduling system.

Control of Authorised Entry

Sites shall put in place a robust system which will allow the monitoring and control of all visitors and contractors to ensure only authorised entry is permitted and exiting of the site is also recorded.

All installations shall have a system in place to monitor and determine:

- The validity of the visit
- The name of the visitor
- Vehicle details
- The purpose of the visit.
- The time of exit.

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The minimum requirement is the completion of form WP/F/001/31/07 (Water) WwP/F/001/31/07 (Wastewater) Site Entry Sheet and Accompanied Visitor Induction Form or Unaccompanied Visitor Induction Form delivered and recorded to all visitors.

Only arranged visits shall be permitted. Entry to all sites shall be requested and approved prior to the visit taking place.

- Access / perimeter gates shall be locked at all times.
- “Tail gating” shall be controlled.
- Where practicable all external doors shall be locked at all times.

Prevention of unauthorised access

Fences and gates shall be inspected as scheduled

Fence and gate inspections shall be recorded.

Details of all fence and gate defects shall be recorded using form WP/F/001/31/08 (Water) WwP/F/001/31/08 (Wastewater) Site Diary Log.

All fence and gate defects shall be reported for immediate repair using the approved company procedures.

All external doors shall be inspected as detailed on form WP/F/001/29/03 Security Inspection Schedule.

Gate and door codes shall be changed at the frequency detailed within UU document “Closed Gate Policy” available on the UU intranet site on the Security page.

Control of locks and keys

A key registers shall be maintained by completion of forms WP/F/001/31/20 Key Issue Permanent and WP/F/001/31/21 Key Issue Loan.


Form WP/F/001/31/20 Key Issue Permanent shall indicate those persons issued keys on a permanent basis.

Form WP/F/001/31/21 Key Issue Loan shall indicate to whom keys are issued to on a loan basis, the reason for the loan requirement and the length of the loan period.

Persons not returning keys at the indicated time shall be contacted with a request to return the keys as soon as practicable.

Security Incidents

All security related incidents including vandalism and trespass that have occurred or been attempted shall be treated as an incident and SOP WP/S/001/30/01 Incident Management shall be followed.

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All incidents of criminality must be reported to the police. – If the incident is 'live' and on-going this should be via the emergency phone number “999” or if non urgent via the “101” phone number.

The UU Security Manager should be informed of all criminal activity / security incidents.

A review of security incidents shall be undertaken and measures put in place to reduce / prevent reoccurrence / opportunity.

All incidents of 'suspicious' activity must be reported to the police. Further guidance is provided within UU document “Suspicious Behaviour Guidance Notes” available on the UU intranet site on the Security page.