



SECURITY POLICY

IBS COLLEGE OF TVET

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Prepared by: Student Services	Reviewed by:	Approved by:	
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1. Introduction

Security over the College and staff residence is one of the principal tasks of the Administration Department. Guidance on the timing and monitoring process are documented in this policy.

2. Purpose

To provide guidance on the security protocols within the college and staff residence.

3. Objectives

- 3.1. Clarity on duty shifts of security guards.
- 3.2. Set out the monitoring process of the security supervisor.
- 3.3. Set out the vehicle inspection protocols for incoming and outbound vehicles.
- 3.4. Clarity on the role of security on hygiene and incident cases.

4. Related Legislation, Regulation and Standards

- 4.1. Industrial Safety; Health and Welfare (Amendment) Act 2016.
- 4.2. Occupational Health and Safety Act 1991.

5. Scope

This policy covers the security process implemented in the IBS College.

6. Definitions

Safety the condition of being protected from or unlikely to cause danger, risk or injury.

Security the provision of protection and surveillance on IBS College employees and properties to instill a state of being free from danger or threat.

7. Roles and Responsibilities

Manager Human Resource responsible for the development, training and implementation and upkeep of the policies pertaining to Health, Safety and Security functions.

Manager Quality Assurance responsible for ensuring that this Policy Manual is reviewed at end of each year by incorporating any precedent decisions made being incorporated into policy clause.

IBS College Board	responsible for developing policy objectives and vision of the IBS College.
Nursing Officer	acting as a caregiver to the students, staff and their family, including any visitor that has any physical injuries/accidents and sudden onset of illness that occur on sit, i.e., on campus or field trip events. And, the IBS College Nurse is responsible for training the designated first aider on basic first aid procedures.
Student Services Department	responsible for ensuring that relatives are well informed on health and safety status of the students.
Employees	responsible for taking an active role in health and safety awareness by engaging in training and development provided by the Human Resource Department.
Students	responsible for taking an active role in learning by recognizing that they are responsible for their health and safety on and off the campus in order to achieve academic excellence.

8. Content

8.1. Guideline

- (a) Rules and regulations must be observed at all times. Safety must always be a top priority on all campuses and at work environment.
- (b) Normal checks to all vehicle coming in to the campus and the registering of vehicle and driver details ensuring that the motor vehicle occupants understand Campus rules and regulations.
- (c) Strictly no chewing of buai/betel nut and smoking anywhere within campus.
- (d) Strictly no street vending or selling of items in front of any IBS Property and Campus.
- (e) Keep gates closed and padlocked at all times- locks and keys are provided for this purpose.
- (f) All guards on duty to ensure that the necessary checks are done outside of the campus gates and parameters ensuring safety of any motor vehicle leaving or entering company premises.
- (g) Placing of Night Guards at Static Locations throughout the Campus Grounds to ensure for safety of property and residents (lecturers, managers, guests).
- (h) Nightly rotation for static guards to be supervised by the Security Supervisor on each IBS Campuses.
- (i) There are two shifts – night/day shifts working at an average of 10 hours per day.

8.2. Security Procedures

- (a) Morning and Afternoon Shift
 - (i) All guards to assemble before shift change for both morning and afternoon
 - (ii) Security Supervisor check and confirm guards present
 - (iii) Security Supervisor to inspect attire of guards coming on shift
 - (iv) Security Supervisor to dismiss outgoing shift guards and deploy guards to locations for incoming shift


- (b) Location Monitoring
 - (i) Security Supervisor to monitor every location on regular intervals for both day/night shifts
 - (ii) Security Supervisor to swap locations of guards after every two-hours
 - (iii) Absences should be recorded and explanation sought
 - (iv) Guards should report to Security Supervisor if the radio battery is signaling need for recharge
 - (v) Security Supervisor to take in flat battery for recharge and replace with charged battery

- (c) Vehicle Checks on Entry and Exit
 - (i) Guards to keep vehicles entering or exiting the campus to wait until they are being checked
 - (ii) Guards to confirm reason for coming into the College and carry out eye surveillance on passengers on board and do mental check on items in the vehicle.
 - (iii) Guard to advise campus rules, like no chewing of betel nut and speed limit
 - (iv) Guards to record plate number and allow entry
 - (v) Vehicles driving out should also be given a quick mental check to identify if everything is okay before allowing the vehicle out.
 - (vi) Any vehicles with alcohol or a drunk driver should not be allowed into the campus

- (d) Betel Nut Chewing and Smoking/Drinking
 - (i) Security guards are to be on the lookout for anyone chewing betel nut or smoking/Drinking inside the campus.
 - (ii) If someone is caught chewing betel nut or smoking within the campus grounds the Security Supervisor is to be notified immediately.
 - (iii) Security Supervisor to charge person chewing betel nut or smoking a spot fine of K50.00 and told to clean any spittle.
 - (iv) If same person is caught the second time, he or she should be referred Campus coordinator he or she can be banned from entering the campus.

- (e) Accident/Incident Reporting

- (i) Every minor or major accident/incident shall be reported using the Incident Report and raise an entry in Log Book.
- (ii) Pictures should be taken of the accident/incident and attached to the report.
- (iii) The guard present at the scene of the accident/incident should write the report and have Security Supervisor sign before forwarding to the Campus Coordinator.
- (iv) Head of College and Campus Coordinator to act on recommendation for further deliberations.

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