



## **PP-38 Lock Up Policy**

### **1.0 Purpose**

- 1.1 The purpose of this procedure is to define the system used to ensure AIST members of staff are familiar with lock up procedures and security as per aspects of 'Duty of Care' provisions of the Work Health and Safety Act

### **2.0 Responsibility**

- 2.1 The Principal is responsible for delegating responsibility for lock up at all MGS campuses
- 2.2 The Principal or delegate is responsible for the implementation of this policy/procedure and to ensure that staff members are aware of its application and that staff implement its requirements.
- 2.3 Staff members are to inform the Principal or delegate of their intention to be on location after usual hours of operation
- 2.4 Any staff member who has received permission to be the last person to leave a site needs to be familiar with lock up procedures and security measures, receive a copy of the Lock Up Checklist included with this policy and follow the requirements of this procedure

### **3.0 Requirements**

- 3.1 All members of staff with a delegated responsibility for Lock Up will be trained in these procedures
- 3.2 This policy aligns with the Duty of Care and safety provisions outlined in the AIST Work Health & Safety Policy
- 3.3 Persons with the delegated authority for the lock up of Macquarie Grammar School will need to ensure that all fire exit doors are locked if on the premises after hours in order to protect personal safety.
- 3.4 Any person (other than an AIST staff member who can show proof of ID) will be refused entry and requested to return during official opening hours.
- 3.5 Official "Open to the Public" hours are Monday to Friday 8:00am to 6:00pm
- 3.6 Outside official hours there is no requirement for phones to be answered or doors to be opened to visitors.

### **4.0 Lock Up Procedure**

The designated officer will:

- 4.1 complete a rounds check to ensure no one else is in the building
- 4.2 check that the front doors/fire doors are locked
- 4.3 check that the lift access to the floor is locked
- 4.4 check that all lights are off including in the bathrooms
- 4.5 check that the computers are off in the computer lab



## **5.0 Definitions**

5.1 Lock up: the process used to secure any AIST location and its facilities.

## **6.0 References**

6.1 PP-19 Work Health and Safety Policy

6.2 Lock Up Checklist

### **Lock up check list**

- No one else is in the building
- The front doors/fire doors are locked
- The lift access to the floor is locked
- All lights are off including the toilets
- Computers are off in the computer lab