



AFBI SITE SECURITY POLICY

POLICY STATEMENT OF THE AGRI-FOOD AND BIOSCIENCES INSTITUTE (AFBI)

**AGRI-FOOD & BIOSCIENCES INSTITUTE
(AFBI)**

SITE SECURITY POLICY

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1.0 PURPOSE

- 1.01 This document defines the Site Security Policy for the Agri-Food & Biosciences Institute (AFBI). Adherence to this policy is essential to ensure the security of the AFBI Estate.
- 1.02 This policy has been developed and based on the "Security Policy No. 5: Physical Security" of Her Majesty's Government (HMG) Security Policy Framework (May 2011) which outlines the mandatory security requirements and management arrangements to which all Departments and Agencies (defined as including all bodies directly responsible to them) must adhere.
- 1.03 The objective of this policy is to ensure provision of legally compliant, proportionate and necessary security on AFBI's sites in line with the HMG Security Policy Framework as outlined above.
- 1.04 Site security measures are required to protect the AFBI Estate from undesirable external and internal actions in order to provide a safe environment for all personnel who use the AFBI sites, to safe-guard the assets within the Estate and to protect the commercial interests of the Institute.

2.0 SCOPE

- 2.01 The policy shall apply to all aspects of physical site security, including buildings, structures and land within the defined list of sites given in Appendix 10.01 and the control of access to and from these sites.
- 2.02 The AFBI Research Vessel (Corystes) has its own Ship Security Plan (SSP) and shall comply with the detail of that documentation. The purpose of the SSP is to ensure that an appropriate level of security is maintained on the vessel at all times and that the statutory requirements of the International Ships and Ports Security Code (ISPS) Code are complied with. The Managing Director SERCO Marine Services shall ensure that the Master, Ship Security Officer and SERCO Marine Services Security Officer are given all necessary support to fulfil their security duties and responsibilities. Non-compliances with the SSP and any incidents on the Research Vessel shall be reported to AFBI under the auspices of the Ship's Management Group.
- 2.03 All procedures and guidance documents related to site security shall be used in conjunction with this policy as referenced in Appendix 10.02.

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- 2.04 Related AFBI forums shall be consulted as required to provide direction, advice, confirmations and audits on site security as appropriate for the nature of their respective security responsibility and subsequent management of the physical site security risk on all AFBI sites including the RV Corystes (Appendix 10.03).
- 2.05 A separate AFBI Information Security Policy exists which deals with the AFBI IT network, including the hardware system and application software, communication components, physical environment and information assets which together form a business domain.
- 2.06 This policy does not include references to the security of specific materials on AFBI sites where their misuse may constitute a hazard to the Health and Safety of any AFBI personnel or the public.

3.0 DEFINITIONS

- 3.01 **Access Control Systems:** Cards or other control devices used to gain access through access control points.
- 3.02 **Authorised Agencies:** Any statutory, regulatory, Government Department, Agency, Service, organisation or individual expert who is knowledgeable in the protection of any building, structure or land.
- 3.03 **Contractors:** All personnel not employed by AFBI who carry out work on the assets owned by AFBI and are either permanently or temporarily based on an AFBI site.
- 3.04 **Designated Staff:** AFBI staff with delegated security responsibilities for a particular site area or building.
- 3.05 **Incidents:** Actual, attempted or suspected breaches of security by external attackers and actions by personnel that leads to a risk of access by unauthorised persons to AFBI sites or likely to lead to any breach of security or an incident deemed to cause a risk to the health and safety of all personnel on AFBI sites or damage wilful or otherwise to the AFBI Estate or its assets.

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- 3.06 **Local Assignment Notes:** Instructions and guidance agreed between the Premises Officer and Security Staff where relevant providing direction on the security requirements for the site.
- 3.07 **Non-Compliances:** Any actions carried out by personnel that are a breach of the rules, instructions or guidance on site security.
- 3.08 **Personnel:** All staff, contractors, visitors or any other person who attends an AFBI site.
- 3.09 **Premises Officer:** A staff member responsible for ensuring that a wide range of support services are provided for their premises including policies and procedures relating to the safety and security of their site.
- 3.10 **Security Pass:** All personnel who enter an AFBI site shall be issued with a security pass commensurate to their level of security clearance.
- 3.11 **Staff Security Pass:** A card used to display a true photographic likeness of the staff member, the AFBI staff members name, the name of the site where the AFBI staff member is permanently based, and a security identification number.
- 3.12 **Security Staff:** At AFBI Stormont and Newforge sites these are externally contracted staff with 'local assignment notes' for the individual sites and under the supervision of the local Premises Officer. For all other sites, these are designated AFBI staff with security monitoring and control duties.
- 3.13 **Site(s):** As listed in the Appendix 10.01 and includes all land, buildings and structures.
- 3.14 **Site Security:** Is limited within this policy to the physical security of all land, buildings and structures and includes access issues relating to the Estate by personnel.
- 3.15 **Staff:** All personnel employed by AFBI appropriately vetted to gain access to the AFBI Estate.
- 3.16 **Visitors:** Visitors are all personnel who visit an AFBI site and are not permanently based on that site or not deemed to be contracted to carry out works on the AFBI Estate. Visitors shall include AFBI Board members, auditors, consultants, any member of an authorised agency, sales representatives,

service engineers and the like, visiting scientists and students including school work placements.

4.0 SITE SECURITY ARRANGEMENTS

4.01 Risk Assessment

A risk management approach shall be adopted on all site security related issues.

- Risk assessments are expected to identify legal, proportionate and necessary security measures to protect AFBI sites from unauthorised access to land and buildings and breaches of security.
- An external audit of site security shall be carried out every 3 years the scope of which will be agreed by the AFBI Security Officer and AFBI Senior Management.

4.02 Physical Site Security

- All physical site security precautions shall be legal, proportionate and necessary. All recommendations for physical site security requirements shall come from internal and external sources as appropriate for the requirements of any part of the site and buildings. Designated members of staff within AFBI shall be responsible for the provision of site security information for their respective area or building on an AFBI site.
- A 'layered' approach to physical site security shall be adopted to ensure that identifiable elements of prevention, detection and response are incorporated.
- All risks shall be assessed when planning, designing, and modifying any facility on the AFBI Estate.
- Appropriate site security standards shall be applied where protectively marked material or sensitive assets are held on the AFBI Estate.
- Where sites have a fenced perimeter, this shall provide the first line of defence against an external attacker trying to gain access.
- Appropriate physical security measures shall be applied to buildings/rooms as the second line of defence against an external attacker trying to gain access to the building, its installations, information and staff.

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- Physical access control measures shall be considered and put in place to prevent or restrict access into any building by any unauthorised persons.
- All sites shall operate a system of issuing security passes to all personnel needing access to the site for any reason. The layout of the site and the construction of the buildings shall influence the control measures for access to the site, therefore local procedures will apply for each site.
- Contracted security staff shall be located on the AFBI Stormont and Newforge sites to carry out security control duties in compliance with local assignment notes and any additional guidance. For all other sites, designated AFBI staff shall carry out security monitoring and control duties.
- Security passes shall be used as a means of identifying personnel when entering sites and buildings and differentiating between staff, visitors and contractors once on-site.
- Compliance with the wearing of security passes by personnel is mandatory.
- Temporary security passes shall be issued to all visitors and contractors on a daily basis.
- A 'Permit to Work' system is in place at all AFBI sites and shall be used to control access by contractors and any visitor carrying out work on-site.
- Local security control procedures shall be employed which are legal, necessary and appropriate for each AFBI site.
- Where Closed Circuit Television (CCTV) systems are deployed, this shall be done in accordance with the Data Protection Act 1998.

4.03 Staff

- All staff appointed to AFBI shall be vetted. Vetting of staff is carried out through AFBI Human Resources Branch as a separate action from this policy. The level of security clearance for all staff will be determined by AFBI Senior Management and will be at least "Basic Disclosure" level as set out through the Government security name clearance system.

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- Instructions to staff regarding their personal safety and their own personal security responsibilities shall be issued by AFBI HR, Premises Officers and Designated Staff.
- Induction awareness on the use of security passes, access control cards and other devices shall be provided to staff by Premises Officers or Designated Staff.

4.04 Contractors

- All contractors under DFP Properties Division Measured Term Contract (MTC) shall be vetted and have security clearance carried out and as such will be permitted controlled access by the local Premises Officer to all AFBI sites with minimal supervision to carry out their work.
- All contractors under a servicing contract shall be vetted and have security name clearance carried out and as such will be permitted controlled access by the local Premises Officer to all AFBI sites with minimal supervision to carry out their work.
- In any instance where a contractor is not vetted they shall be escorted on-site at all times by the staff member facilitating the contractor's work.

4.05 Visitors

- All visitors shall report to the reception area of each AFBI site and with the exception of AFBI Board Members, be escorted to their destination by a member of AFBI staff.
- At the AFBI Newforge and Stormont sites the first point of contact for visitors shall be the security staff.

5.0 MONITORING

- 5.01 Daily incident sheets shall be produced by all externally contracted security staff. All daily incidents reported shall be acted upon as soon as the incident occurs.

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- 5.02 AFBI Staff employed by AFBI as a security guard shall produce daily incident sheets.
- 5.03 Monthly security audit sheets shall be prepared by the Premises Officer for each site and contain information on any incidents and subsequent actions carried out by security staff, Premises Officers and the site's Senior Management. All monthly audit sheets shall be retained at each site until disposal permission is confirmed by the Site Security Co-ordinator.
- 5.04 The Site Security Co-ordinator shall receive confirmation at least annually from all Premises Officers that the compliance checks take place and that incident logs are being kept on all sites.
- 5.05 For AFBI Stormont and Newforge sites the Premises Officers shall carry out sample checks on compliance of the security guards with site security requirements, with particular emphasis on 'local assignment notes'. All checks carried out shall be recorded in the relevant Monthly Security Audit Sheets.
- 5.06 The Security Co-ordinator shall provide a report on site security to the AFBI Health and Safety Advisory Group on the status of incident logs and compliance records for the security of AFBI sites.

6.0 REPORTING AND HANDLING INCIDENTS

- 6.01 All AFBI staff must report any site security related incident immediately it occurs to the site Premises Officer or Deputy in the first instance or to the site Security Staff, where present, if the Premises Officer is not available (Appendix 10.04). If none of the latter is available staff must report the incident through their line management for onward reporting to AFBI Estate Unit.
- 6.02 Any site security incident must be reported to relevant line management, the AFBI Senior Management Team, AFBI Security Officer and the AFBI Site Security Co-ordinator (Appendix 10.04) and the DARD Assistant Departmental Security Officer (ADSO). The PSNI Counter-Terrorism Security Adviser shall be informed of site security incidents pertaining to bioterrorism or Schedule 5 agents defined under the Anti-terrorism, Crime and Security Act 2001.
- 6.03 Procedures shall be established for reporting incidents that compromise site security. See Appendix 10.02 for the details of all relevant documents.

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- 6.04 All reported site security incidents will be investigated. Senior Management shall agree the scope of the investigation, and the role of any investigating personnel.
- 6.05 Following any site security incident adequate evidence may be gathered to support any subsequent legal action.
- 6.06 A mechanism shall be put in place to allow for independent and anonymous reporting of site security incidents. The AFBI Whistleblowing Policy can be used as a mechanism to report non-compliances and incidents relating to any compromise of site security.
- 6.07 When required and appropriate, restrictions on access of personnel to AFBI sites shall be applied to all or designated AFBI sites or part of an AFBI site.
- 6.08 A review of all reporting and handling of incidents shall be carried out annually.
- 6.09 The relevant AFBI Security Contact details for each site are listed in Appendix 10.04.

7.0 ROLES AND RESPONSIBILITIES

- 7.01 **AFBI Security Officer:** Has overall responsibility for all security matters across the AFBI Estate.
- 7.02 **AFBI Site Security Co-ordinator:** Is responsible for the management of this policy, and site security related information and documents.
- 7.03 **DARD Assistant Departmental Security Officer (ADSO):** Under the Service Level Agreement between AFBI and DARD Estate Branch the DARD ADSO will provide security services to AFBI in adherence to NICS security policies and practices, liaising with DARD Security Advisory Unit, Home Office, PSNI and NIO Protective Security Unit as necessary.
- 7.04 **AFBI Staff:** It is the responsibility of all AFBI staff to:
- abide by this policy for the protection of all personnel and all physical assets on the AFBI Estate.

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- report anything suspicious. This might include an unusual package or someone behaving suspiciously.
- ensure that any personnel they bring onto an AFBI site shall report to the reception area of each AFBI site for the recording of attendance and be escorted to their destination by a member of AFBI staff.
- sign for receipt of their security pass and access control cards and devices and return all such items upon leaving the Institute.

7.05 Estate Unit Staff: It is the role of the AFBI Estate Unit staff, upon direction from AFBI HR Branch, to issue permanent security passes to staff for their permanent site of occupation. The issue of all passes shall be recorded.

7.06 Designated Staff: The physical site security requirements for specific site areas and buildings shall be obtained by the designated member of staff for that site area or building. The designated member of staff shall initiate any regulatory site security requirements and action any requirements as requested by authorised agencies.

7.07 AFBI HR Branch: Shall:

- issue a note of authorisation to the local Premises Officer clearly stating to which permanent AFBI site of occupation the new staff member is permitted access. This authorisation shall give notice to the Estate Unit staff to organise photographic security passes to all new staff across AFBI.
- when appropriate, notify any restrictions on access of personnel on the AFBI Estate to the local Premises Officer and the AFBI Site Security Co-ordinator for action.

7.08 Premises Officers: Shall:

- control access by visitors and contractors, and give direction to staff, and security staff on site security matters.
- be responsible for the issue of temporary security passes and access control devices to staff, visitors and contractors and recording of all items issued.
- manage the Permit to Work system in place at all AFBI sites and shall ensure that contractors report to them, a reception area, or designated staff members.
- carry out checks on the compliance of Security staff with the local site security requirements as appropriate for the site.

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- implement site security instructions as issued by line management, AFBI Senior Management, the AFBI Security Officer or AFBI Site Security Co-ordinator.

7.09 **Line Management:** AFBI Line Management shall be responsible for the control of their staff and their access rights to work areas. Line management shall also be responsible for disciplinary action in respect of incidents and non-compliances.

7.10 **Security Staff:** Security Staff shall carry out security control duties in compliance with local assignment notes and any additional guidance as issued by the local Premises Officer, AFBI Senior Management, the AFBI Security Officer or AFBI Site Security Co-ordinator.

8.0 COMPLIANCE

8.01 All AFBI staff and the AFBI Board members shall be made aware of this policy.

8.02 All personnel shall, through the procedural and guidance documents related to this policy as listed in Appendix 10.02, conform to the requirements of this policy.

8.03 AFBI shall comply with all laws, statutory requirements and legislation that are relevant to site security and the management of the security of staff, contractors and visitors in order to protect the AFBI Estate and its assets.

8.04 Non-compliance by staff may be considered a disciplinary offence.

9.0 POLICY REVIEW

This policy shall be reviewed annually.

This policy, related procedures and guidance documents shall be amended as required to take into account the impact of changes to other related documents, procedures, and the like, that affect site security including lessons learned from the occurrence of incidents.

10.0 APPENDICES

10.01 AFBI SITE ADDRESSES

AFBI Newforge

18A, Newforge Lane
Malone Upper
Belfast
BT9 5PX

AFBI Stormont

16, Stoney Road
Ballymiscaw
Belfast,
BT4 3SD

AFBI Crossnacreevy

50, Houston Road
Crossnacreevy
Castlereagh
Belfast
BT6 9SH

AFBI Hillsborough

Large Park
Hillsborough
BT26 6DR

AFBI Loughgall

4, Manor House
Lisneaney
Armagh
BT61 8JB

AFBI Omagh

43 Beltany Road
Coneywarren
Omagh
BT78 5NF

AFBI Bushmills

Church Street
Bushmills
Antrim
BT57 8QJ

10.02 SECURITY RELATED DOCUMENTS

Related Documents

- HMG Security Policy Framework (Version 6.0, May 2011)
- RV Corystes Ship Draft Security Plan (31 May 2011)
- Service Level Agreement (between DARD Estate Branch & AFBI)
- HR Branch New Starts Form
- AFBI Information Security Policy
- AFBI Information Systems Visiting Worker Information Security Policy
- AFBI Health and Safety Policy
- AFBI Whistle-blowing Policy
- AFBI Business Continuity Management Policy

Specific AFBI Security Documents

- Specific security documents (including amendments records) held by the AFBI Security Co-ordinator.
- Roles and Responsibilities Relating to Site Security SSPG 01 (latest version applies). Each AFBI site has its own version for relevant contact details and reporting arrangements.
- Site Security Procedures and Guidance SSPG02 (latest version applies).
- Estates Staff Instructions on Security Responsibilities at AFBI Newforge and Stormont.
- Local Assignment Notes for the Security Staff at AFBI Newforge and Stormont

Legislation Documents

- The Police and Criminal Evidence Act (1984)
- The Official Secrets Act (1989)
- The Civil Evidence Act (1995)
- The Data Protection Act (1998)
- The Freedom of Information Act (2000)
- The Human Rights Act (2000)
- The Regulation of Investigatory Powers Act (2000)
- The Environmental Information Regulations (2004)
- Anti-terrorism, Crime and Security Act 2001

10.03 RELATED AFBI FORUMS

Security discussions, advice, direction, confirmations and audits shall include reference from and to the following forums as appropriate for the nature of the security responsibility and management of the physical site security risk on all AFBI sites including the AFBI RV Corystes. The forums include:

- AFBI Board
- AFBI Senior Management Team
- AFBI H&S Advisory Group
- AFBI H&S Divisional Meetings
- AFBI Estates Unit
- AFBI Health and Safety Unit
- AFBI Sponsor Branch
- DARD Estate Branch
- AFBI Ship's Management Group
- SERCO Marine Services (Ship's Contract)
- DARD Assistant Departmental Security Officer (ADSO)
- Counter-Terrorism Security Adviser, PSNI Security Branch

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10.04 AFBI SECURITY INCIDENT CONTACT DETAILS

AFBI Security Officer	CEO	Dr Seamus Kennedy	028 90 255687
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AFBI Security Co-ordinator	Head of Estates Unit	David Hull	028 90 255001
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<u>AFBI Site Security Contacts</u>

<i>Site</i>	<i>Position</i>	<i>Name</i>	<i>Telephone No.</i>
Newforge	Heads of Site	Dr Mike Camlin Head of AFESD	028 90 255281 028 90 255293
	Premises Officer Deputy	Paul Rooney Estates Office	028 90 255623 028 90 255689
	Security Checkpoint	-	028 90 255234
Stormont	Head of Site	Dr David Bryson	028 90 525602
	Premises Officer Deputy	Maria Stewart John Morgan	028 90 525711 028 90 525776
	Security Checkpoint	-	028 90 525686
	Security Night-time Reception	-	028 90 525605
Crossnacreevy	Head of Station	Dr Trevor Gilliland	028 90 548024
	Premises Officer Deputy	Jim Johnston Trevor Gilliland	028 90 548049 028 90 548024
Hillsborough	Head of Site	Dr Alistair Carson	028 92 681570
	Premises Officer Deputy	Derek Cahoon Sandy Rankin	028 92 681513 028 92 681591
	Security Checkpoint	-	028 92 681595
Loughgall	Head of Station	Dr David Johnston	028 38 892380
	Premises Officer Deputy	Jackie Loughran Dr David Johnston	028 38 892375 028 38 892380
Omagh	Head of Site	Dr Frank Malone	028 90 525816
	Premises Officer Deputy	Dave King Sandra Spratt-Davison	028 82 243337 028 82 243337
Bushmills	Head of Site	Walter Crozier	028 90 255472
	Site Liaison Officer Deputy	Dr Richard Kennedy Ian Moffett	028 20 732544 028 20 731435