



# The GTA Site Security Policy

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carers, and visitors) who access the GTA.

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## **Introduction**

Our policy for security and workplace safety at the Doncaster, Rotherham, and District Motor Trades GTA Ltd (GTA) is primarily to provide a safe and secure environment in which our learners can study, our staff can work, and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the company and the personal possessions of everyone in our community.

## **Responsibilities**

The Chief Executive has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety and lone working and monitoring and reviewing these arrangements regularly.

The Chief Executive has overall responsibility for the physical security of the buildings or locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and carrying out regular checks of the site. The Chief Executive ensures that at least one member of the team is on duty or on call 24 hours a day, 7 days a week and 365 days a year, including public holidays.

## **Site and Access Information**

### ***Staff***

All staff members have a key fob to gain access through the security barrier (Doncaster only), if the key fob is lost, they must buzz to speak to our receptionist to gain entry.

### ***Learners***

Learners must buzz to speak to our receptionist to enter our premises this way we can check who is attempting to gain access.

### ***Visitors and contractors***

All visitors are required to buzz to gain entry so we can release the barrier to access. They are then directed to the reception where visitor badges will be issued, and they will be asked to sign in.

### ***Reception***

Our reception is manned between 8.00 am and 5.00 pm during the weekday. The receptionist informs visitors if there are any planned fire alarms and how they will need to vacate the building in case of emergencies. If the fire alarm goes off for any reason, the staff have standing instructions to the safety point located at the front or rear of our building depending on the location at the time of the alarm sounding.