

# Security & Portering Services



## Security on the University Hospital of Wales (UHW) site / Heath Park Campus

In relation to the provision of security on the UHW site / Heath Park Campus affecting Cardiff University staff and students there is a shared responsibility between the University Security & Portering Services and the UHW Security. This document sets out to clarify those responsibilities.

### **UHW Security will -**

- Respond to all alarms/incidents on the UHW site / Heath Park Campus irrespective of the occupancy of the building where the alarm has been activated, or irrespective of who has reported the incident or requested assistance.
- Provide an escort to **ALL** members of staff/students during the hours of darkness, to their vehicle, into an empty building etc. provided it is within the boundaries of the site and security staff are not dealing with an emergency.
- Record details of thefts / losses which have occurred within Cardiff University buildings and which have been drawn to their attention, then pass such information to the University Security & Portering Services. \*Please see note below.
- Manage out-of-hours emergency access to Cardiff University buildings on the site.
- Provide information, procedure advice, permit issue etc. in relation to car parking on the UHW site / Heath Park Campus.
- Manage and provide information in relation to NHS ID cards.

### **Cardiff University Security & Portering Services will –**

- Liaise with users of Cardiff University occupied buildings in relation to the provision of crime prevention measures.
- Record details of thefts / losses which have occurred within Cardiff University buildings on the Heath Park Campus and liaise with UHW Security regarding those thefts / losses.
- Where thefts/losses have occurred, and when considered necessary, undertake a review of security/crime prevention measures.
- Extend to staff and students on the Heath Park Campus the same level of support / advice / liaison with the Police if there are concerns for personal safety, as that provided to staff and students on the Cathays Park Campus e.g. instances of harassment.
- Manage, issue and provide information on University ID cards.
- Liaise regularly with the UHW Security management.

**\*NOTE** - Thefts and losses due to crime in buildings occupied by Cardiff University should be reported to Cardiff University Security & Portering Services. However, any such crimes coming to the notice of the UHW Security will be recorded and the details passed to University Security & Portering Services.

### **To contact UHW Security:**

**Heath Park UHW telephone network**

**Emergency**

**Dial: 3333**

**Non-emergency**

**Dial: 2669**

**Out of Hours**

**Dial: 8043**

**Cardiff University telephone network please use the suffix 65.**

### **To contact the University Security & Portering Services Control Room, Cathays Park Campus:**

**Heath Park UHW telephone network**

**Dial: 01798 4444**

**University telephone network**

**Dial: 74444**

In addition there is a generic e-mail for non-urgent enquiries: [Securityservices@Cardiff.ac.uk](mailto:Securityservices@Cardiff.ac.uk). Alternatively, individual members of the management team can be contacted by referring to the internal directory.

*Document prepared and circulated by Tony Lewis, Deputy Head of Security & Portering Services*

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