	MANAGEMENT & SCIENCE UNIVERSITY (MSU)	
CREATED ON: 2020	MSU-CID-PLC.003	REVIEW ON: 2023
SECURITY AND SAFETY POLICY		

1. Purpose And Scope

- 1.1. The objective of this Policy is to outline the University's responsibilities in relation to the maintenance of a safe and secure physical environment for the University community, and the protection of University property.
- 1.2. This policy applies to all MSU staff, students, visitors and contractor.

2. Applicability


MSU staff, students, visitors and contractor.

2.1. Introduction

- 2.1.1. Physical and electronic security is essential in providing security, access, and protection to Management and Science University staff, students, equipment, buildings, and resources.
- 2.1.2. Universities are popular targets of theft from both internal and external threats. Access to University buildings is a privilege, not a right, and implies user responsibilities and accountability.
- 2.1.3. The University is committed to ensure a safe and secure environment for the University community and the physical assets of the institution. The University will undertake its activities in a manner whereby!
 - a) All members of the University community, including staff, students and other clients, visitors and contractors, are provided with a safe and secure environment in which to function;
 - b) Precautions are taken to keep assets safe from crime, attack or danger; and
 - c) There is a cohesive system of physical controls, which permit the University to continue its legitimate operations without disruption in the event of an emergency.

2.2. Entry Security

- 2.2.1. All staff and students are required to always display their MSU ID Card when in campus ground. Failure to do so may result in an immediate request to leave University premises, if a person's identity cannot be confirmed.
- 2.2.2. All lost of MSU ID Cards must be reported to the relevant issuer immediately

 msu management & science university	MANAGEMENT & SCIENCE UNIVERSITY (MSU)	
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SECURITY AND SAFETY POLICY		

to prevent misuse by unauthorized individuals.


- 2.2.3. Visitors shall be given only the level of access to MSU premises that is appropriate to the reason for their visit and must always be accompanied by their hosts.
- 2.2.4. Contractors who will be on site for more than a week will be issued with a University 'Contractor' card to allow them access to the building they are working in. Contractor identity cards must be displayed at all times whilst on University premises.
- 2.2.5. The staff responsible for the visitor/contractor must ensure that they collect the visitor's pass when signing out upon leaving the campus.

2.3. Control Of Locks, Keys And Access Control Gards

- 2.3.1. Keys may be issued to departments for local use and may be issued to individual staff.
- 2.3.2. Departmental administrators shall keep a record of all keys issued locally and ensure staffs return keys when they move offices or leave the University's employment. Record must kept at the department on individuals holding keys to the respective offices.
- 2.3.3. It is the responsibility of all individuals who are issued the once keys to ensure theirsafe keeping at all times and report any loss immediately to the Security Once.
- 2.3.4. No lock or key should be installed on University's premises without the authority of theUniversity.
- 2.3.5. Access to secure areas will be accessible only to those with the proper permissions or authorized roles.

2.4. CCTV Surveillance

- 6.4.1 University uses CCTV systems around the campus covering many of the vulnerable areas and public access points.
- 6.4.2. The CCTV system and all its recordings are owned by MSU and the system ismonitored by the University Security Office.

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SECURITY AND SAFETY POLICY		

6.4.3. The recording medium will be overwritten and any copies destroyed after 31 days unless required as evidence in Police or internal disciplinary or civil proceedings.

6.4.4. Access to the CCTV monitoring and recording systems is strictly controlled and is limited to duty Security Officer.

2.5. Crime Prevention

2.5.1. Proactive crime prevention and security awareness will help to ensure a safe, secure environment, enabling work and study to continue with the minimum amount of disruption.

2.5.2. All persons on campus or in the halls of residence must report any incident of crime and suspicious activity (even if not of a criminal nature) or items to the Security Officer immediately

2.5.3. Students and staff must be aware of their surroundings and of other people when walking between buildings. Avoid poorly lit or isolated areas and where possible, walk with other members of staff or students.

2.5.4. The Security Officer shall treat any reports seriously and respond accordingly.

2.6. Hazard


2.6.1. All staff must integrate the management of hazards associated with the areas and activities under their control within their day-to-day responsibilities.

2.6.2. Members of the University community are responsible for spotting hazards and reporting them before someone is harmed.

2.6.3. Students are urged to inform their lecturer, mentor or any University staff if a potential security and safety problem is encountered or seen.

2.7. Fire Precautions

2.7.1. All work or study areas must be kept as clear as possible, and passageways, corridors and stairs must be kept free of any obstructions that might lead to accidents.

	MANAGEMENT & SCIENCE UNIVERSITY (MSU)	
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SECURITY AND SAFETY POLICY		

2.7.2. Fire devices such as, fire extinguishers, sprinklers, fire hoses must be always in good working condition. Regular maintenance for these devices is a must.

2.7.3. All escape routes and fire exits must be kept clear and free of combustible materials.

6.74. Responsible personnel must have adequate training in handling fire devices such as fire extinguishers, fire hoses to apply initial remedy in case of starting fire break outs.

6.7.5. Elevators must not be used during fire break outs.

2.8. Inspections And Audits


2.8.1. Security and Safety committee has authority to:

- a) Conduct inspections and audits to ensure safe practices and compliance with various environmental safety and health related laws, policies, procedures and regulations;
- b) Access all buildings and facilities on campus to inspect, sample, or monitor conditions;
- c) Require appropriate corrective actions; and
- d) Plan strategies including the development of new safety programs.

2.9. Responsibilities

2.9.1. Security and Safety Committee are responsible for:

- a) Developing, instituting and maintaining safety programs, policies and procedures to ensure compliance with occupational safety and health standards in conformity with both University policy and statutory requirements,
- b) Reviewing and providing assistance to departments and areas to ensure that effective safety programs and safety committees are maintained;
- c) Considering suggestions from the work force and recommending implementations where warranted;
- d) Ensuring inspections of University facilities are conducted at appropriate intervals to identify potential hazards and determining that procedures,

	MANAGEMENT & SCIENCE UNIVERSITY (MSU)	
CREATED ON: 2020	MSU-CID-PLC.003	REVIEW ON: 2023
SECURITY AND SAFETY POLICY		

equipment and facilities meet accepted occupational health and safety standards;

- e) Ensuring all crime, incidents and near misses are investigated.
- f) Advice on implementation of security solutions, security hardware, CCTV, intruder alarm installations etc.
- g) Training or arranging for training in safe work environments and procedures and the use of protective equipment

2.9.2. Staff are responsible for:

- a) Ensure they are familiar with and follow the procedures as in the University Security & Safety Policy, paying particular attention to those issues which are relevant to their activities.
- b) Co-operate with requests from the Security Officer, especially in emergency or evacuation situations and in relation to security procedures.
- c) Staff are required at all times when on University property to carry their University ID Cards.

2.9.3. Students are responsible for:

- a) Follow security procedures designed to protect University property, in particular regulations governing access to computer rooms, labs or areas with other public use equipment.
- a) Co-operate with requests from the Security Officer, especially in emergency or evacuation situations and in relation to security procedures.

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