

SECURITY RISK ASSESSMENT

Risk description:

Security of the Moot Hall and all Council assets. Security of Staff within Council premises.

Location:

The Moot Hall, Aldeburgh (council office)

CONTROL MEASURES – SECURITY

The Moot Hall

Security measures are within the parameters and limitations of a Grade 1 listed building.

Financial documents are secured in a fire retardant safe in the Town Clerk's Office. Safe keys are kept by the Town Clerk (RFO), Deputy Town Clerk, the Mayor and Deputy Mayor.

There are two entrances to the Moot Hall – main door and fire escape (ground floor) and fire escape (first floor).

The Main Door is fitted with two locks, one turn-key and one safety lock (mortice and tenon).

The upstairs fire escape door is fitted with internal turn-key (static) and an iron barrier and padlock.

Main door keys are held by the Town Clerk (RFO), Deputy Town Clerk, the Mayor, Deputy Mayor and Museum staff.

The Internal Fire Escape padlock key is held by the museum staff.

The internal door to the spare council office is fitted with a mortice lock. The key is held by the same key holders as for the main door.

A wall mounted key safe (accessed via code access) is in the Town Clerk's office for the secure holding of keys of all other council assets.

A Panic button is installed in the Town Clerk's office and is situated near to where the Town Clerk and Deputy Town Clerk sit. There is also a panic button installed in the spare council office within easy reach under the desk.

The Moot Hall houses the Aldeburgh Town Museum as well as the council office. During museum opening times the general public has access to the museum rooms (manned by museum staff).

Insurance cover for the Moot Hall premises, council employees, public liability and appropriate risk cover is in place. Regular reviews are held with our Insurers.

Other Premises

Keys for premises such as The Groundsman's Cottage, the Rugby Hut, storage areas are securely held in the key safe in the Town Clerk's office. The Town Clerk and the Deputy Town Clerk have access to the security code.

Records are retained for keys leaving and being returned to the Moot Hall.