

Brightons Parish Church
Church of Scotland Congregation

Charity No. SC 001385

Building Security

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1. Policy Statement

It is the policy of the charity trustees of Brightons Parish Church (The Employer) including all and any other trustees or financial boards connected with the management of the church, to ensure that buildings under their control are maintained secure and have defined opening-up and locking-up procedures in place.

The employer recognises the duty of care under health and safety law to all building occupants/users, including employees and volunteers.

2. Introduction

Brightons Parish Church has one combined building complex shown in Appendix 1 and comprising:

- Church Sanctuary – ground and upper floors
- Office and Vestry
- Small Hall
- Rankine Hall
- Heriot Hall
- Kitchen

There are two access doors – Church Sanctuary (front) entrance and Foyer (halls) entrance (see Appendix 1).

The Foyer entrance is the main point of access to the secured building and has a mortice and night-latch ('Yale') locks with the same security key.

Opening of the Sanctuary entrance can only be carried out from inside the building using the mortice lock and shoot-bolts.

In addition, there are a number of emergency exits operated by push bars/tabs (see Appendix 1):

- Small Hall window
- Rankine Hall emergency exit door
- Heriot Hall emergency exit door
- Kitchen emergency exit door

The Foyer main entrance also has push bar exit in case of emergency.

2.1 Foyer Main Entrance

The Foyer (Main) Entrance is a double, glazed panel door with mortice (double-throw) and night-latch type locks, both using the same security key.

Copying and issuance of keys is strictly controlled (see 2.2 below).

Once opened the Foyer Door is either:

- Supervised at all times if unlocked
- Left 'on the latch' if unattended

A door bell is provided to summon entry if the door is locked and unmanned.

2.2 Security Keys

Copies of Security Keys for the Foyer Door locks can only be obtained through the Property Convener.

The Property Convener maintains a register of all those who have been issued with security keys and ensures that anyone leaving the organisation or no longer authorised to access the building has their key(s) returned.

2.3 Sanctuary Entrance

The Sanctuary Door is unlocked, from the inside, using the mortice lock and shoot-bolts ahead of any services or events. Once unlocked it is supervised at all times.

While the Sanctuary is in use, the door is left unlocked to facilitate ease of access in the event of an emergency.

2.4 Building Opening Procedure

The person responsible for opening the building shall:

- (a) Access the building via the Foyer Door unlocking both the mortice lock (double throw) and night-latch lock.
- (b) Once the door is unlocked either ensure it is attended at all times or leave it 'on the latch' (night-latch).
- (c) Check if there are any other building occupants.
- (d) Carry out their business within the building allowing others to access as necessary.
- (e) Where the Sanctuary Door is required to be opened, ensure that there is at least one other responsible person in the building before unlocking the Sanctuary Door, ensuring it is supervised at all times while unlocked.
- (f) When unlocking the Sanctuary Door, unlock and open the front gates as required.

2.5 Building Lock-Up Procedure

The person responsible for building security shall:

- (a) Close and lock the front gates as required (one side of the gates is left open to allow pedestrian access through church grounds).
- (b) Close and lock the Sanctuary Door.
- (c) Ensure Sanctuary lights are switched off.
- (d) Check all emergency exits are closed, that there are no other building occupants and that all lights and electrical equipment (as required) are switched off.
- (e) Exit the building via the Foyer Door ensuring the night-latch is on and locking the mortice lock (ensuring the double-double throw).

APPENDIX 1 – Building Plan

