

Security Plan Revision

July 2023

Introduction

This plan updates previous security plans.

Background

Security at the museum is provided by systems and procedures provided by the Council through the City Hall Estate Facilities Management. They manage and control the City Hall:

- Fire alarm system
- Burglar alarm system
- CCTV system
- Provide 24-hour manned security officers
- Manage and maintain the fire extinguishers.
- Manage & Update the City Hall evacuation plan.
- The police also have offices and a base in City Hall via the Centenary Square entrance.

The museum operates through a licence and service level agreement with the Council and manages it's own internal security complying with the licence obligations through:

- Museum gallery, offices and storerooms secured by locks.
- A PAC key secure entry system on certain doors including building entry.
- Exhibits on display are displayed in locked display cabinets.
- Cash (for the shop) is locked away when the museum is closed.
- Operating procedures comprising:
 - Opening and closing procedures
 - Notifying City Hall Key Office when opening & closing
 - Use of two way radios to maintain contact with all volunteers across the museum
 - Managing visitors
 - Lone worker policy

The museum director has regular contact with the City Hall Facilities Management Team where any security issues are discussed. City Hall is a public building and as such complies with Government guidance on counter terrorism threat level actions. The museum complies with Council policy in relation to this guidance.

The museum received advise from Bradford Council and West Yorkshire Police on the museums Security. In addition, keyholder and opening and closing protocols and procedures are in place.

The latest Revision / Update

Following a meeting with Weekend Managers (23.07.23) the operating procedures have now been revised as follows.

Use of the rear yard.

Since 2014 Visitors have entered the museum through the rear yard in Norfolk Gardens the 19th century entrance to the former police station. A weakness has been identified that creates an opportunity for an uninvited intruder to slip in when the rear doors are insecure. To prevent this, for the foreseeable it has been agreed to stop using this entry point and simply take visitors into the museum using the front door in Centenary Square. Visitors will still commence their guided tour in the rear yard having made their way through the museum.

The benefit of this revision is that more guides will be available to manage visitors in and out of the one entry exit door.

Managing the front door.

The main entrance in Centenary Square leads into the foyer. The door to the museum is in this foyer. A security weakness has been identified in our operating procedures. At busy times when all volunteers are undertaking guided tours and only one volunteer is staffing the reception desk there is potential for a hostile visitor to enter from Centenary Square and into the museum gallery unchallenged.

To remedy this Operating Procedures have been amended and updated as follows.

- A reminder to use the rope barriers at the main entrance to help restrict access.
- When only one volunteer is working in the gallery the museum consideration should be given to locking the inner door. This will limit access to the foyer only.
- This inner door has windows enabling a front desk volunteer to see out into the foyer.
- Volunteers are reminded to use the walkie talkies to alert others that only one person is currently working in the gallery.

Scheduled Update.

This security plan will be updated in July 2024 or before should the need arise.