NAB Security Access Control

1.1.1 Identity Cards

The NAB differs from many other buildings on campus as access is controlled via access control barriers on the ground floor entrances. All staff and students are issued with an LSE ID Card by the Library. This card acts as an identity card, a library member card, and a student registration card and an access control card (for the NAB and other buildings). The card can be programmed to give grant or deny access based on location and time. While the card with a base level of access is issued by the library, changes, amendments, and extensions to levels of access are authorised by School Security. These cards should be regarded in security terms as the equivalent of a key. Cardholders must safeguard their card and report any loss to the library (the issuing authority), who should in turn immediately inform the Security team. Any lost card should be immediately cancelled. ID cards are not transferable, and holders must not loan their card to other persons for means of access or for any other reason. Disciplinary action may be taken if a crime or breach of security results from misuse of a School ID card.

1.1.2 Visitors

Visitors will be issued with a 'visitor's pass' at point of entry to the NAB. These passes contain emergency and health and safety information. Visitors should wear these passes throughout their visit to the school. The visitor should return the pass on the conclusion of his visit. The intention to host a visitor is passed to the reception staff at the NAB by a representative of the inviting department, division, or organisation. Details of visitors to the NAB should be sent to lse.nab.reception@lse.ac.uk. The e-mail should contain the following details:

- Date and time the visitor will arrive and depart the NAB
- Name and department/division of host member of staff with contact telephone number
- Special needs of persons attending i.e., disabled access 	Full name of visitor

If a visitor presents themselves at reception who has not been registered, reception staff will contact the inviting Department or staff member and request that they meet the visitor at the reception area and authorise the issue of a visitors pass. Queries about visitors should be addressed to the NAB reception on LSE extension 6444 (if calling from an external phone 020 7106 6444)

1.1.3 Contractors

Contractors will be issued with a School 'Contractor' pass. This card will provide them will access to the building or facility that they are working on (in this case the NAB). Arrangements for these cards are identical to visitors' cards. The card itself denotes a 'contractor' status on campus this assists Security and other staff members in identifying that contractor are engaging in legitimate activity and are present only in areas appropriate to the work that they have been commissioned to conduct.

1.1.4 Display of Passes

All cards must be displayed while on the school premises.

1.1.5 Production of Passes

All staff students, contractors and visitors are required to show their card (ID, visitor, or contractor) to Security staff on request. Should any person fail to show their identity card may result in permission to remain on School premises being immediately withdrawn. Security staff are instructed that if an individual fails to show an LSE card and if their status cannot be verified by any other means, they are to request that the individual immediately remove themselves from LSE property.

1.2.1 Functions and Meetings

Departments and divisions must inform the NAB reception of functions or meetings involving multiple non university speakers, visitors, delegates, or other attendees. If an event is anticipated to run outside normal School working hours (i.e., 8:00am - 6:30pm) the Security Section will require 3 days' notice. Where access is required outside school hours electronic passes may have to be issued to visitors. Additional time is required to organise their issue and programming. The following information should be provided to the NAB Reception by the organising entity (department, division, institute, service etc.)

- Date and timing of the meeting/event
- Location (to include room numbers)

- Name and department/division of host member of staff with contact telephone number
- Number of persons attending
- Special needs of persons attending i.e. disabled access
- Names for issue of visitor's passes

This procedure does not apply to large-scale public events arranged through LSE Conferences and Events. A separate procedure covers the management of security risk and control of access with regard to this type of event.

1.2.2 **Weekend Meetings**

The use of the school premises at weekends is restricted. Departments, divisions or individual staff wishing to teach, run tutorials or organise an event should co-ordinate this activity through LSE Conferences and Events, or book a room through the LSE room booking service.

Details of all weekend events, functions and meetings must be notified to the Security Section at least 7 days in advance. In exceptional circumstances a 3-day period of notice may be sufficient but should not be considered routine. All weekend activity should be either co-ordinated with LSE conferences and events – or – booked through the LSE room booking system. The following information is to be provided to the Security Section and NAB reception (Lse.Nab.Reception @lse.ac.uk) in all cases:

- Date and Time of the meeting/function/event
- Location (to include room numbers)
- Name and department/Division of host member of staff with contact telephone number
- Number of persons attending
- Special needs of persons attending i.e. disabled access
- Names for issue of visitor's passes

Where additional security staff are required to patrol or staff buildings for weekend or out of hours events, the organising entity (department, division, institute, individual etc.) will be required to fund the overtime costs. A quotation of costs will be provided in advance by the School Security Section.

1.2.3 **Major Meetings and Functions**

A major meeting or function is defined as a meeting or event involving over 30 participants the majority of whom are not members of the school. This does not include major public events organised through LSE Conferences and Events for which there are separate procedures. The organising entity has the following responsibilities when organising a major meeting or function:

- Adequate reception must be provided by the organising entity to meet and administrate participants. Participants should be escorted by a member of the school while on the school premises.
- If participants are to be given unescorted access to any are of the school (i.e., the meeting or function will be lasting several hours, and participants may be moving between venues) premises they must be issued with ID badges by the organising entity. ID badges should be issued at the point of entry to the school premises. These badges should be worn in a visible place by all participants throughout the event or function until they leave School premises.
- The organising entity should contact School Security for advice in respect of security best practice
- The organising entity must ensure that meeting participants are aware of the School Security and Health and Safety rules.

1.2.4 **Public Events in the NAB**

Public events are defined as an event where over 50 members of the general public may attend and where the event is organised through LSE conferences and Events. The school's policy on public events is contained in Annex D, Administrative notes to the School Code of Practice on Free Speech. The following access control and security considerations should be observed:

- The organising entity must ensure that they complete the public events security questionnaire and forward this to LSE Conferences and Events (available at the LSE Conferences and events Website)

- In some cases, a full security risk assessment may be recommended by Conferences and Events. The organising entity is responsible for ensuring that this is completed. They must liaise with School security in the commission of this risk assessment to ensure security best practice.
- In certain cases, the provision of enhanced security may be recommended as a result of the risk assessment. The organising entity is responsible for funding the cost of to this enhanced security provision

1.3.1 **NAB Opening Times**

Monday to Friday the NAB open for teaching and related activity from 8:30 am until 10:00 pm.

Weekends – Unless opening is specifically arranged for an event, function, or meeting (see 1.2.2 of this document). On Saturdays, Sundays, and public holidays the NAB is closed for general use.

1.3.2 **Procedure: Out of Hours Access**

Staff who require access to work in their offices outside normal working hours need permission from the head of their department. Staff should provide a copy of written authorisation from the head of Department to a member of the Security Management team in the old building room 1.02. The Security staff will then encode the staff members ID card to reflect extended access to specific areas. Card encoding and queries will be dealt with by the security team between 11:00 am 1:00 pm on Monday to Friday. For further information please call Richard Mulcahy on extension 6589 (external 0207 955 6589) or email R.Mulcahy@lse.ac.uk

Staff should note that out of hours access can only be granted to staff members and contractors. It cannot be granted to visitors or tutorial groups.