

# Physical Security Policy

## About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both the commercial and private sectors.

## Aim and Scope

The aim of this policy is to ensure that our physical security stance involves an appropriate and 'layered' mix of general good housekeeping, liaison with landlords and investment in processes, structures, equipment and systems that will deter, detect and delay any potential criminal acts such as theft, vandalism, unauthorised entry and terrorism, while addressing general Health and Safety concerns. This policy applies to all Company sites and its priorities are to:

- Protect employees, contractors and visitors.
- Protect the contents of our estate - 'The Business Assets' .
- Protect the fabric of our estate.

It is recognised that many of the measures within this policy are relevant to crime prevention, reducing crime and the fear of crime and improving the quality of life for staff and visitors. Due to the nature and type of our business it is believed the threats from terrorism and extremism are remote.

## Responsibilities

The Chief Executive has overall responsibility for physical security and will liaise and obtain support at Director / Board and Managerial level.

The Health and Safety Manager is responsible for Security Compliance at Newport and acts as the Site Security Officer (equivalent) with day to day responsibilities for security. He/she also acts as the Company physical security specialist in conjunction with other external Security specialists.

The IT Manager has the day to day responsibility for technical and IT security issues and will contribute to physical security risk assessments and decision making when required.

The Senior Managers or Directors who are located at other Bisley sites are responsible for Security Compliance and act as the Site Security Officer (equivalent) with day to day responsibilities for security. He/she also acts as the Company physical security specialist in conjunction with the Health and Safety Manager and other external Security specialists.

All Managers are responsible for implementing relevant security policies within their business areas.

All Employees, Contractors and Visitors must adhere to this and other security / Health and Safety policies and procedures, report security incidents and ensure that they undergo security briefings as directed. Failure to comply with this policy may lead to disciplinary action.

## Risk Assessments

We recognise that physical security arrangements should be prioritised according to the level of risk or any prevailing security risk to any site and the risks to individual employees, operations or the parts of the business that allow those operations to take place. This priority is based on known or potential commercial risks to the business or any advice that may be issued by HMG that provide guidance on protective security measures that should be applied at any particular time.

Due consideration will be given to response levels regarding different sites and will primarily concentrate on employee and visitor safety with the importance of the site/operation to the continuity of Company business being secondary.

Physical security risk assessments will be carried out as required at all sites and will guide the proportionate, appropriate and cost effective deployment of security measures.

## Physical Security Measures

The deployment of physical security measures will be in line and proportionate to any known or foreseeable risk to the business and in liaison with landlords and contractors where appropriate. Bisley will ensure as far as practical that suitable access control measures are in place to ensure that an efficient reception area is in place to control access, staffed by appropriately trained personnel or will invest in good quality access control systems that ensure adequate security measures are in place and unauthorised access is restricted.

1. Visitor Passes (Newport site): A visitor pass system is in place and all visitors are required to wear their passes at all times while on site. The issue of passes to visitors is controlled by the Receptionist or Security at our Newport site .

2. Right to Challenge: All Bisley employees have the right to challenge any unknown person or person's who are not wearing or showing a Visitors' pass.

3. Screening and Searches: There is a policy to allow (if deemed necessary) the ability to carry out random searches of hand baggage and vehicles upon entry or when leaving site. These searches can be implemented on the authority of any member of the management team or external security team if required. These searches will only be implemented as an 'Exceptional' response to possible threats or as a response in order to protect Company assets or property.

4. Site Patrols and Security (Newport): There is a manned security presence at the Newport site 24/7, which is supported by site CCTV. Regular site patrols are undertaken by the external security provider at Newport when the site is unoccupied on weekends and holidays.

5. Traffic and Parking Controls: Vehicle access control measures and traffic calming measures are in place at the Newport site with well-lit parking areas. Other sites have parking areas available for visitors.

6. Doors, Windows and Walls: The physical structure of all our buildings is in line with the security requirements of the assets that we are protecting and are regularly maintained to ensure effectiveness. Any faults or deficiencies detected are rectified as soon as practical.

7. Integrated Security Systems: A combination of intruder alarms, CCTV systems, access control and security lighting are used across all Bisley sites. These systems are professionally maintained to ensure they work together effectively on all Bisley sites.

Alarm systems are linked to an appropriate responding security company call monitoring centre that is monitored to ensure both system compliance and detection. Nominated key holders are also in place in case of emergencies.

## Security Procedures

In liaison with landlords and contractors and where appropriate, Bisley will ensure that appropriate and incremental security procedures are in place and that these procedures are communicated, reviewed and tested regularly.

Security procedures may include but will not be limited to the following and will be implemented proportionately according to risk:

- Mail screening and the delivery of post.
- Suspicious objects.
- Building search.
- Fire and explosion actions and evacuation.
- Chemical, Biological and Radiological ('White Powder') attacks.
- Crime Prevention – Reducing the likelihood of theft and vandalism.
- The incremental deployment of additional security measures.

## Housekeeping/Good Practice

Good housekeeping will improve the ambience of our sites and reduce the opportunity for criminal activity. In liaison with landlords and contractors where appropriate, we will:

- Keep public and communal areas clean and tidy.
- Keep external areas clean and tidy.
- Prevent the concealment of suspicious objects as far as is practical.
- Ensure that our premises look well cared for, well maintained and controlled.

## Physical Security for Information Assets

We will ensure the physical security of our information assets by providing controls in line with specific guidance for the protection of assets or on any advice that may be issued by HMG on protective security measures that should be applied at any particular time due to any given risk.

## Monitoring and Review

Information and Security Compliance will be reviewed at least annually or whenever legal or business reasons dictate. Any changes will be recommended as required to Board Members of the Company for final approval.

Any changes that may impact on employees of the business will be implemented following consultation with the employees and Work Council members.

*R Costin*

Signed .....

Richard Costin  
Chief Executive

Date 1<sup>st</sup> August 2024

**BISLEY**