



Brookwood Memorial Halls Protect Duty Policy

The **Management Committee** is aware of and accept their responsibility to all hall users and employees to ensure, as far as reasonably practicable, their health, safety and welfare. Under 'Martyn's Law', Brookwood Memorial Hall qualifies as a 'Standard duty premises' due to the capacity being 100+. The Management Committee has a legal obligation to take suitable and proportionate measures to protect the public from terrorist attacks and increase public safety.

1. Terrorism prevention measures

- The Hall Manager and/or Hallmaster will request confirmation of activities prior to the acceptance of a booking.
- The Hall Manager and/or Hallmaster will request confirmation of the number of people using the hall during the hire period. If the number of people attending is over 100 the hirer will be referred to this policy.
- CCTV is in place on site 24/7 and The Chair is able to obtain any suspicious activity reported and will notify the police.
- Both Halls and the car park gates are locked when they are not in use.
- The Caretaker conducts weekly safety checks onsite and will report anything suspicious.
- All Trustees, hirers and staff working onsite will read and ensure they have a good understanding of this policy.
- The layout of the premises will not be publicly available.
- Reviewing and updating this policy annually.
- The Committee is responsible for regular monitoring for unsafe conditions by review of the halls at least monthly and assisted by reports from hirers, caretaker or cleaner of problems which may require attention.
- Please refer to our Health and Safety Policy and Risk Assessment for other applicable measures.

2. Access

- Emergency vehicles should always be able to gain access to the building.
- Lighting into and out of the building and the carpark should be sufficient and properly maintained to ensure access and exit safely.
- Keep walkways and fire exits clear at all times.

3. Identifying anyone suspicious

- People in stationary vehicles watching the building.
- Vehicles moving slowly near public buildings or parked in suspicious circumstances.
- People using recording equipment, including camera phones, or seen making notes or sketches of security details.
- Someone suspicious paying close attention to specific entry and exit points, stairwells, hallways or fire escapes.
- People loitering at or near premises for long periods and watching visitors for no apparent reason.
- People asking detailed or unusual questions about buildings and business operations, facilities (such as room layouts), security or parking for no apparent reason.
- Anyone in 'off limits' areas or similar – ask these people who they are and what they're doing, and report this immediately by calling 999. If you have a hearing or speech impairment, use the

textphone service 18000 or text Emergency Services on 999 if you've pre-registered with the emergencySMS service.

If you witness any of the above, report it in confidence, using The Police's online tool (<https://www.met.police.uk/tua/tell-us-about/ath/possible-terrorist-activity/>) or call the anti-terrorist hotline on 0800 789 321.

Bags or suspicious items left unattended

Confirm – whether or not the item has suspicious characteristics. The HOT Protocol may assist with the 'confirm' process. In particular, consider whether the item is:

Hidden- Has the item been deliberately hidden, or has a deliberate attempt been made to conceal it from view?

Obviously suspicious- Are there wires, circuit boards, batteries, tape, liquids or putty-like substances visible? Could it be an Improvised Explosive Device (IED)? Has the item been found after seeing suspicious behaviour? Check with others in the area and use CCTV, if available based upon what you can see, do you think the item poses an immediate threat to life?

Typical of what you would expect to find in this location- Most lost property is found in locations where people congregate or wait, so ask if anyone nearby has left the item or saw who did. Check and see if maintenance staff have been working at the location. If the item is assessed to be unattended rather than suspicious, then examine further, paying particular attention to the contents, before applying lost property procedures.

However, if you believe the item represents a possible risk to life, then follow the protocol as follows:

Clear – the immediate area and do not touch it further.

- Take charge and move people away from the hazard - meeting point is at Brookwood Train Station.
- Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally, you are better protected from fragmentation if you are behind a hardcover and cannot see the item.
- Think about what you can shelter behind. Pick something substantial, such as concrete or brick, and keep away from glass such as windows.
- Cordon off the area as best you can in advance of police attendance.

Communicate – call 999 and be prepared to explain why you consider the item suspicious. Do not use radios or phones within 15 metres of the item and place yourself out of line of sight.

Control – access to the cordoned area. Members of the public should not be able to approach the area until it is deemed safe. Try to keep eyewitnesses on hand so they can tell police what they saw, or try to obtain contact details before witnesses move away.

4. Terrorist attack procedure

RUN HIDE TELL

- **RUN** to a place of safety. This is a far better option than to surrender or negotiate. We recommend Brookwood Train Station as a place of safety. If there's nowhere to go, then...
- **HIDE**. It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...
- **TELL** the police by calling 999

This policy statement is approved and issued by the Management Committee, Brookwood Memorial Halls. The statement is subject to annual review. All hirers are expected to observe the policies herein. This policy is to be published on our website, noticeboards and provided to contractors.