

SECURITY PROCEDURE

Building: St James Studios

Address: 139 Albert road, Middlesbrough, TS1 2PP

Responsible Person: Jack Atha

Building Manager: Paul Gibson

Date: 12th August 2026

1. PURPOSE

This Security Procedure sets out the arrangements for maintaining the security of the building, protecting occupants, visitors, staff and property, and responding appropriately to security incidents.

Everyone using the building has a responsibility to help maintain a safe and secure environment and to report any security concerns promptly.

2. GENERAL SECURITY

All occupants, staff, tenants and contractors should take reasonable steps to maintain building security.

- Do not allow unknown or unauthorised persons to enter the building.
- Do not allow people to follow you through controlled access doors without checking that they are authorised.
- Keep external doors, security doors and windows closed when not in use.
- Do not prop open security doors.
- Access cards, keys and fobs must not be shared.
- Lost or stolen keys, access cards or fobs must be reported immediately.
- Visitors and contractors should only be given access where appropriate.
- Report suspicious behaviour, damage or security concerns to the Building Manager.
- Valuable personal or business property should not be left unsecured.
- Tenants are responsible for securing their own living areas and equipment.

3. ACCESS CONTROL

Where access control systems are installed, access is controlled through keys and access fobs

Access permissions should only be provided to authorised individuals.

The Building Manager may:

- Issue and cancel access credentials.
- Maintain a record of authorised users.
- Restrict access to certain areas.
- Review access permissions periodically.
- Disable lost, stolen or compromised credentials.
- Review access records following a security incident.

Unauthorised attempts to access restricted areas should be reported to the Building Manager.

4. CCTV

CCTV is operated within and around the building for legitimate security purposes, including:

- Protecting occupants and visitors.
- Preventing and detecting crime.
- Protecting property.
- Monitoring entrances and exits.
- Investigating security incidents.
- Supporting investigations by the Police or other authorised bodies.

CCTV is operated in accordance with applicable UK data protection and privacy requirements.

Cameras are positioned where there is a legitimate security need and should not unnecessarily monitor areas where individuals would reasonably expect a high degree of privacy.

5. CCTV RECORDINGS

CCTV recordings must be handled securely and access should be restricted to authorised persons.

Recordings should:

- Only be accessed where there is a legitimate reason.
- Not be viewed or shared unnecessarily.
- Be stored securely.
- Only be retained for as long as reasonably necessary
- Be provided to the Police or other authorised bodies where legally appropriate.

CCTV footage must not be shared on social media or with unauthorised individuals.

Where a security incident occurs, relevant footage should be preserved before it is automatically overwritten.

6. SECURITY INCIDENTS

A security incident may include:

- Unauthorised access.
- Theft or suspected theft.
- Burglary.
- Criminal damage or vandalism.
- Suspicious behaviour.
- Threatening or aggressive behaviour.
- Lost or stolen keys, fobs or access cards.
- Attempted forced entry.
- Damage to security equipment.
- Unauthorised persons in restricted areas.
- Any other incident that creates a concern for the safety or security of the building.

7. WHAT TO DO DURING A SECURITY INCIDENT

If you witness or become aware of a security incident:

If there is an immediate threat to life or serious danger:

CALL 999 IMMEDIATELY.

Do not put yourself or others at unnecessary risk.

Where possible:

1. Move yourself and others away from the immediate danger.
2. Contact the Police by calling **999**.
3. Inform the Building Manager as soon as it is safe to do so.
4. Follow instructions from the Police or emergency services.
5. Do not confront or attempt to physically restrain an individual unless it is necessary to protect someone from immediate harm and it is safe to do so.

8. NON-EMERGENCY SECURITY INCIDENTS

For incidents that do not present an immediate danger:

1. Report the incident to the Building Manager.
2. Record the time, date and location.
3. Record what happened and any relevant information.
4. Identify any witnesses where appropriate.
5. Do not disturb potential evidence.
6. The Building Manager should review CCTV where appropriate.
7. Contact the Police where necessary.

For non-emergency Police matters, contact **101** or use the appropriate Police reporting service.

9. THEFT OR BURGLARY

If a theft or suspected burglary has occurred:

- Do not enter an area if you believe an intruder may still be present.
- Call **999** if there is an immediate threat or the offender may still be on site.
- Otherwise, contact the Police through the appropriate non-emergency route.
- Do not touch or move potential evidence.
- Preserve relevant CCTV footage.
- Record details of the incident.
- Notify the Building Manager.
- Notify the relevant insurance company where required.

If a building appears to have been forcibly entered, the area should be left undisturbed until the Police have attended where appropriate.

10. AGGRESSIVE OR THREATENING BEHAVIOUR

If an individual becomes aggressive or threatening:

- Remain calm.
- Do not argue or escalate the situation.
- Maintain a safe distance.
- Move to a secure area where possible.
- Alert the Building Manager.
- Call **999** if there is an immediate threat of violence.

- Do not attempt to physically remove the individual unless appropriately trained and it is safe to do so.

The safety of occupants and staff should always take priority over protecting property.

11. SUSPICIOUS ITEMS OR PACKAGES

If a suspicious item or package is discovered:

- Do not touch, move or open it.
- Keep people away from the area.
- Inform the Building Manager.
- Contact the Police if appropriate.
- Follow instructions from the emergency services.

If the item presents an immediate danger, call **999**.

12. LOST KEYS & FOBS

Any lost or stolen key or fob must be reported to the Building Manager immediately.

The Building Manager should:

- Disable electronic access credentials where applicable.
- Consider whether affected locks or access codes need to be changed.
- Record the incident.
- Issue replacement credentials where appropriate.

Access credentials must never be shared with unauthorised persons.

13. SECURITY CHECKS

The Building Manager should undertake regular security checks of the building.

Checks should include:

- External doors secure.
- Access control systems operational.
- CCTV operational.
- Security lighting operational.
- Windows secure where appropriate.

- Restricted areas secure.
- No signs of forced entry or damage.
- Keys and access credentials appropriately controlled.
- Security equipment free from obvious damage.

Any defects should be reported and rectified as soon as reasonably practicable.

14. OUT OF HOURS SECURITY

As the building is occupied outside normal operating hours, appropriate arrangements should be maintained for the security of occupants.

Where applicable:

- External doors should remain secured.
- Access should be restricted to authorised users.
- CCTV should remain operational.
- Security lighting should operate appropriately.
- Security incidents should be reported to the Building Manager or nominated emergency contact.

Out-of-hours emergency contact:

Paul Gibson: 07392 682966

15. INCIDENT RECORDING

All significant security incidents should be recorded.

The incident record should include:

- Date and time.
- Location.
- Nature of the incident.
- People involved, where known.
- Actions taken.
- Police or emergency services involvement.
- CCTV footage available.
- Damage or loss.
- Follow-up actions required.

Incident records should be stored securely and only accessed by authorised persons.

16. EMERGENCY CONTACTS

Police Emergency: 999

Police Non-Emergency: 101

Building Manager:

Name: Paul Gibson

Telephone: 07392 682966

Out-of-Hours Contact:

Name: Paul Gibson

Telephone: 07392 682966

Security / CCTV Contractor:

Company: N/A

Telephone: N/A

SECURITY INCIDENT – QUICK REFERENCE

IMMEDIATE DANGER

GET TO SAFETY → CALL 999 → INFORM BUILDING MANAGER → FOLLOW EMERGENCY SERVICES' INSTRUCTIONS

NON-EMERGENCY INCIDENT

REPORT → RECORD → PRESERVE EVIDENCE → REVIEW CCTV → CONTACT POLICE IF REQUIRED → LOG INCIDENT

REMEMBER

DO NOT PUT YOURSELF AT RISK.

DO NOT CONFRONT AN INTRUDER.

DO NOT TOUCH POTENTIAL EVIDENCE.

PRESERVE RELEVANT CCTV FOOTAGE.

REPORT ALL SIGNIFICANT SECURITY INCIDENTS.

Document Owner: Atha Developments

Document Version: 1.0

Date Issued: 12th August 2026

Next Review: 1st September 2027