



## 1. HOUSE SET OF KEYS

All persons issued with sets of keys or entry code to main doors on ground floor and office premises are to sign for such keys and accept full responsibility whilst in their possession.

All key-holders who enter and leave building are directly responsible for their actions.

Should a situation occur which involves problems with locks or premises, the key-holder should contact Linda Johnson directly on the number provided to them. In Linda's absence a representative will be notified.

The person (s) last to leave the premises are responsible for checking all windows are closed; all Electrical equipment is switched off; all lights are turned off at main switches and doors are locked securely behind them.

There is a key-holder form which will require completion – please contact Sasha Devine

All lockable cabinets within LD Training/Student rooms and offices should be locked in accordance with Data Protection policy, keys to remain in the key cupboard when not in use.

Key for key cupboard to be held by Sasha Devine and Linda Johnson