



# Standard Operating Procedure

## Premises Security / CCTV

**Ownership & Applicability**

Person responsible for update of this procedure:	Vice Commodore
Responsible for Activity:	SJT Operations & Hon Bar Sec
Applicable to:	Premises at SJT & BM

**Approval**

Drafted / Revised	Approved	Revision	Effective from
Ciaran O'Reilly	Dan Flavin	1	July 2021

SOP Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Flag Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**1.0 Scope**

This procedure outlines the policy, activities and responsibilities relating to securing our premises and monitoring by CCTV.

**2.0 Security monitoring by CCTV**

- Both SJT & BM premises are monitored by CCTV, both internally and externally. The purpose of such monitoring is to support investigation in the event of trespass, theft, damage or abuse of club property. CCTV is not used for real time monitoring of club members in the course of normal club activities.
- The CCTV service was installed by \_\_\_\_\_ and can be contacted for service or repair as required.
- Access to the CCTV software is managed on behalf of the committee by the Rear Commodore, with access passwords provided to the SJT & BM Operations Officers. On transfer of club roles the incoming Rear Commodore will be given access and responsibility to change passwords for access as appropriate.
- The primary purpose of the CCTV is to support follow up investigation into an incident on club premises. Those accessing recorded footage will record this into a log outlining purpose and who the recording will be shared with.
- Only in exceptional circumstances will live monitoring be used and only with the consent of at least one other flag officer. Purpose of monitoring, date and name of person accessing live monitoring will be kept in a log by rear commodore.

**3.0 Lock up and alarm procedures**

- Both premises have their own appropriate list of approved keyholders and procedures relating to lock up. A record of designated key holders is attached in the Appendices and Keyholders are required to sign off that they are familiar with the relevant procedures for either premises.
- The SJT Operations Officer is responsible for keyholder management in SJT
- The BM Operations Officer is responsible for keyholder management in BM

**4.0 SJT Clubhouse****Car Park.**

- Parking is limited to members cars displaying a current parking permit. Parking is limited to occasions related to sailing activities or club activities or short visits to facilitate access to village (~1-2 hour maximum). The car park is not to be used for daily parking while commuting to work or working locally.
- The car park is monitored by NCPS with clamping in operation between the hours of
- The SJT Operations Officer is the key point of contact with the parking enforcement.
- The Car Park may be fully or partially closed off to facilitate other club activities.
- The Car Park may be used by other members and guests who do not have a parking permit outside the patrolled clamping hours, and only if using the club premises for social or club activities.

**Clubhouse (General Access)**

- Access to the clubhouse outside bar operating hours is through assigned key holders.
- One key for front door, and 4 digit access code to unlock door
- Separate key to gain access into main area of clubhouse
- On entry through the main door the security alarm must be disabled (code with SJT Operations Officer).
- The same code must be entered to enable alarm before closing up.
- Club members visiting outside normal bar hours are requested to sign into entry log.

**Bar Area (and other restricted access areas)**

Access to these areas is restricted to relevant club officers and staff – overall responsibility for access to this area is the Honorary Bar manager who will decide when staff members have access. Other key holders to the bar and restricted areas to include:

- Flag Officers
- Club Secretary
- Social Secretary
- SJT Operations Officer

**5.0 BM Clubhouse**

(Master Door Key and 2 shutter keys required RED & GREEN)

Upstairs.

1. Make sure all windows are closed tight.
2. Ensure all lights are turned off.
3. Check nobody is left in premises. Call out upstairs and downstairs.
4. Lower the shutters in the main room, the office and the big window by the stairs (ref attached sketch for keys and keyhole locations).
5. Lock the main room door and the upstairs office door.

Downstairs

1. Make sure the kitchen is left clean and tidy, put on the dishwasher if necessary.
2. Turn OFF the Burco.
3. Ensure the floor has been swept the floor to remove all grit and excess water using equipment located and should be returned to the press just inside door in disabled toilet.
4. Make sure all the benches have been returned indoors from the foreshore.
5. Make sure all windows are closed and locked and that the glass doors facing the foreshore are dead-bolted (pull up the handle of glass doors to deadbolt- no key is required).
6. Lower the shutters for the seaward doors and windows (ref attached sketch for key numbers and keyhole locations). (Red Key)
7. Lower the shutter in the office. (Green Key) This is operated from inside the office.
8. Do not lock the downstairs office door or the door to the main room.
9. Lower the shutters on the big window near the front door. (Green Key)
10. Before locking the front door, ensure the building is empty. Knock loudly on the changing room doors, call out loudly and wait before entering to check.
11. Lock the front door (2 locks).
12. Lower the shutter on the front door. (Green Key)

OUTSIDE: External Areas of the Pen, Grass Area & Parking Area - (Pen Key required)

1. Pull the chain link across the two entrances to the green field on the foreshore and lock.
2. Close main gate to foreshore with padlock.
3. Close main gate between the access road and the pen with padlock.
4. Also ensure the gate to the Swords end of the pen is locked.
5. Close main gate to the road with padlock. On these two gates(4+5) the locks should be attached to the second lock on the chain and not the chain itself so that opening either lock will open the chain. (The second lock belongs to one of our tenants.)

**APPENDIX 1 Keyholders**

**Broadmeadows**

Name	Signature	Date Assigned	Date Returned

**St James Terrace (General Access)**

Name	Signature	Date Assigned	Date Returned

**St James Terrace (Bar & Other Restricted Areas)**

Name	Signature	Date Assigned	Date Returned

**APPENDIX 2 Security Contacts**

<b>Service</b>	<b>Company</b>	<b>Contact Person</b>	<b>Phone Number</b>
CCTV			
Parking Enforcement			
Garda Station			