

Security General Specification 2017/18

Overview

British Geological Survey (BGS) Keyworth, Nottingham is committed to the provision of a professional Security service, which will reflect the professional image of the organisation.

Therefore we require a partner to work with us and help us provide a high quality service in a cost effective manner.

Background

BGS Keyworth, Nottingham is located 5 miles from Nottingham city centre in the village of Keyworth. It is part of the Natural Environmental Research Council (NERC), and was founded in 1835 and is the oldest Geological Survey in the world.

BGS moved to its current site in 1975, and occupies buildings of various ages dating from 1970 and have carried out a refurbishment and new building programme. The site consist of offices, open plan offices, Library, Museum, Laboratories, Core store, Publication stores, Equipment stores and workshops.

Which are based in a 27 acre site, which is covered by CCTV, Red-Wall and Card access systems?

General

The contractor will be responsible for providing security cover 24 hours per day and 365 days per year. Also the site is a one guard only operation, who works a 12 hour shift system of 4 on 4 off.

Security staff will be based in our front gate security office, which has catering and washroom facilities.

The guard will be responsible for the opening/disarming of gates and buildings and the locking/arming at the end of the day.

The guard will be responsible for monitoring, recording all entering and egress from the site, of staff, visitors, contractor's, tenants, deliveries and members of the public.

As the Security guard is in a lone working position therefore we require the Security contractor to put in a relevant lone worker protection system. (Such as man down alarm system) or call logging system.

Please note our existing Security guards will be transferred to your employment under TUPE legislation.

General Continued

Training – we will require all guards who will be attending our site to be trained in all our security systems i.e. CCTV, Alarms, Buildings, Fire, Gas, Door systems, Recording methods and be fully conversant with site orientation.

Duty Instructions

Please see BGS duty instructions (Annex 3) for more details of the guarding required.

Service Level Agreement (SLA) & Key Performance Indicators (KPI)

1. The contractor will liaise daily with the BGS Contract Manager during the mobilisation period.
2. Training – all guards will be given training to ensure they are fully conversant with site systems and layout.
3. Guards who are not fully site trained will not be permitted to work on site.
4. Guards who wish to pray during their shift will be allowed to do so if cover is provided by the security contractor.
5. The security companies Contract Manager will attend monthly meetings with the BGS Contract Manager.
6. Security contractor will be responsible for carrying out welfare visits for each guard every month, and reporting findings at the monthly contract meetings.
7. All guards will be provided with company livery uniforms and must be presentable in appearance at all times, as they are the first point of contact and represent our company image.
8. Security guards are responsible for security of staff, buildings and equipment.
9. Courtesy – all guards must polite to all Visitors, Contractors and members of staff at all times.
10. Punctuality – all guards must be on site so a complete handover from the previous guard can take place before their shift starts.