

Key Holder Policy

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Key Holder Policy

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Key Holder Policy

Purpose

BrisDoc has created this key holder policy in order to maintain the security of all bases, contents and grounds. It is also intended to help protect co-owners and users of the approved and safeguarded confidential information held about them, both manually on the premises or electronically, but accessed through IT systems.

Policy

Approved Managers will identify staff members as eligible to be permanent key holders. Each identified person must each complete a **Permanent Key Holder Agreement Form** (See page 4) which registers them as a key holder and also highlights their responsibilities within this function.

BrisDoc also recognises that provision must be made for staff leave, illness and operational reasons so that access is always possible 24 hours a day, 365 days a year.

With this in mind, the approved managers will identify, in advance, certain members of staff who will be allowed to hold necessary keys on a temporary basis. Each person identified for this function must complete a **Temporary Key Holder Agreement Form** (see page 4) at the time they are given the keys. The keys will be signed back to the approved manager at the end of the temporary period.

These documents are held with the Facilities team folders - S:\FACILITIES & BASES\3 BASES\OSPREY\Key Holders.

An up-to-date register is also held here '**Key Holders spreadsheet**' this spreadsheet is updated with any new key holders and fob access, when we have new starters or leavers this is to be updated.

Specifically, to Osprey Court, new starters working at Osprey Court a fob will be issued to access the building if you work 2 days or more. This is to be recorded on the Key Holders spreadsheet.

Key Holder Policy

Approved Managers/Key Holders

Key holder registers will be held and kept up to date by the following approved managers:

Broadmead Medical Centre – Dixine Douis

Homeless Health Centre – Dixine Douis

Charlotte Keel Medical Centre – Jane Isaac

Integrated Urgent Care – Sabrina Flew (Facilities Team)

Osprey Court – Sabrina Flew, Tony Brown & Nigel Gazzard

IUC Key Safes, Codes and Keys

Across BrisDoc bases where we share facilities, we have our own storage areas these are accessed either by key safes or code access doors, this must be monitored and codes changed every 6 months or sooner if a security concern, this is carried out by the Facilities Team around January and June each year. The new codes are only shared with those who need to have access, i.e. members of facilities team who access for stock and audit purposes, base managers who pass onto the relevant co-owners working at the base.

The Facilities team keep master keys at the office in Osprey Court, these are for the storage cupboards, safes and vehicles for IUC bases. If they are needed whilst on shift when facilities team are not at Osprey, there is a keysafe in the facilities office which have the master keys, this information and code is shared with the IUC Managers.

If used on shift this is to be flagged on the Shift Manager report for Facilities to pick up.

Key Holder Policy

BrisDoc Permanent Key Holder Agreement Form

This record certifies that I, _____ have been nominated to be a permanent key holder for _____

The types and number of keys held by me are listed on the *Key Holder Register* which is kept by

I understand the responsibilities of my role as a permanent key holder and hereby agree to the following statements:

- Keys that have been issued to me will be kept in my possession at all times and not shared with any other staff members at the Practice
- I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden
- I will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them
- I understand that it is my responsibility to inform the Practice manager immediately should any theft, loss, damage or misuse occur with regard to the keys
- I will not transfer keys to any member of another healthcare team
- I understand that I must return ALL keys in my possession immediately at the request of either the Practice manager, /approved manager or nominated person
- Should any serious security-related incident occur as a result of misuse of keys that have been given to me this will be escalated to NHS Bristol or the police for appropriate investigation

Signed:.....
.....

Date:.....
.....

Key Holder Policy

BrisDoc Temporary Key Holder Agreement Form

This record certifies that I, _____ have been nominated by BrisDoc to be a temporary key holder.

The types and number of keys held by me are listed on the *Key Holder Register* which is kept by

I understand that the keys issued to me are intended to be held by me on a temporary basis from _____ until _____

I understand the responsibilities of my role as a temporary key holder and hereby agree to the following statements:

- Keys that have been issued to me will be kept in my possession at all times and not shared with any other staff members at the Practice
- I will restrict the use of the building to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden
- I will ensure that when I take keys away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them
- I understand that it is my responsibility to inform the Practice manager immediately should any theft, loss, damage or misuse occur with regard to the keys
- I will not transfer keys to any member of another healthcare team
- I understand that I must return ALL keys in my possession at the end of the temporary period, or immediately at the request of either the Practice manager / approved manager or nominated person
- Should any serious security-related incident occur as a result of misuse of keys that have been given to me this will be escalated to NHS Bristol or the police for appropriate investigation

Signed:.....
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Date:.....
.....

Key Holder Policy

Change Register

Date	Version	Author	Change Details
24.01.2023	4	Sabrina Flew	Added Key Safe and Codes information, changed staff wording to co-owners.