



CWS Keycodes and Access Procedure.

Overview

During the normal use of the shed a variety of people will be given access to the following information:

- The key code for access to the Shed
- The key code and access info for our storage facility
- Information to access the cash tin, ipad and wifi dongle
- The code for the ipad

People that may be given the codes include coordinators and volunteers helping at events and workshops. Regular facilitators may also be given some of the codes e.g. yoga teachers need to access shed, ipad and cash tin. Guest facilitators e.g. people running a workshop will not be given codes as a volunteer should be assigned to help them.

Unauthorised access to the shed and storage facility puts our volunteers and facilitators at **risk of injury or attack**. Access to this information puts the Coolum Women's shed at **risk of financial loss**. Therefore we must maintain a register that shows who has been granted access to this information, and allows us to notify people when there is a need to change access information.

Intended users of this procedure

- Coordinators using facilities for groups and other activities.
- General Manager
- Management committee\

Who has access to the register?

- Register owner- Secretary or Treasurer
- Assistant Secretary
- General Manager
- Treasurer

Procedure

- 1) When planning activities at the shed, a volunteer or facilitator is identified as needing access information.
 - a) General manager or coordinator gives access information to person
 - b) Coordinators must notify the register keeper via email what information has been given, and to who. (email coolumwomensshed@gmail.com)
- 2) Secretary/Treasurer/GM updates register
- 3) Access codes may change:
 - a) Whenever a breach has been suspected or identified
 - b) On an annual basis
 - c) At the discretion of the register owner
- 4) People's details will remain on the register until access codes change AND they are not given the code (for example because they are no longer involved with the shed)

Risk Assessment and Mitigation

Please ensure that you are familiar with the risks and any recommended actions. These are for your safety, the safety of others and to protect the organisation. If you identify any other risks please notify the General Manager.

Risk	Chance (H/M/L)	Severity (H/M/L)	Actions
Personal safety of volunteers members and visitors.	Low	High	<p>No users allowed to use building on their own at night. Minimum two persons.</p> <p>Always take a mobile phone for additional light and if you need to call the police.</p> <p>For opening up, the user is able to go in on own but only if they feel safe to do so.</p> <p>For closing up, never stay on your own in the building to close up on your own.</p> <p>Security lights have been installed.</p>
Unauthorised persons accessing shed and causing damage or stealing contents.	Medium	High	<p>Always rotate key lock after use to ensure that the code is not on display to unauthorised users.</p> <p>Register kept of people given access to key code, and access to lockable cabinet (ipad/wifi/cashtin).</p>

		<p>There have been occasions when volunteers have arrived to find the community centre is unlocked, or the barrel code of the key safe has been left on the code. If on arrival you suspect that the shed was not locked correctly:</p> <ul style="list-style-type: none"> a) Do not enter if you are alone – wait for someone else b) Please note in the communications book that the centre was not properly locked so we can inform the Men’s Shed. <p>If you suspect that people may have access to the codes when they shouldn’t, please inform us straight away by emailing coolumwomensshed@gmail.com.</p> <p>Procedure in place to change key code if necessary.</p> <p>Do not tell anyone access codes without informing general manager or treasurer. Anyone with access information must be on the register.</p>
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Further Information

For any feedback, questions or comments relating to the use of this procedure, please contact the general manager via coolumwomensshed@gmail.com.

Hard copies of our procedures and policies are held in a file at the Community Centre.

Online access is available to volunteers via the volunteer section of our website www.thewomensshed.org. Access to this is given to volunteers as part of their induction.

This document may be updated at any time – the latest version will be available on our website. Where there is a discrepancy between the website version and any printed copy, the website version is deemed as the latest copy.