**Altona Yacht Club Inc – Policy & Procedure Rev 0 10/04/2018**

**Policy Number – 12**

**Policy – Safety & Security**

# Preamble:

The safety of members and security of the Altona Yacht Club premises is the shared responsibility for all members, volunteers and patrons. Our location at the end of the carpark in Cresser Reserve and the internal layout of the club means unauthorised person(s) could gain access and easily conceal themselves within the club premises.

Recent modifications to the Altona Yacht Club premises with the fitting of emergency exit locks to some the doors increases the risk of unauthorised entry into the club.

# Policy Objective:

The purpose of this policy is to make members, volunteers, and patrons aware of their shared obligations in relation to safety and security around the club, so individuals are kept safe from harm and property is protected.

# Policy:

Members, volunteers and patrons entering the club premises should be identifiable.

Members and volunteers need to be vigilant and conscious of who is entering and exiting the club.

Consistent with remaining an inclusive and welcoming club we need to approach and engage in dialogue with unfamiliar individuals entering the club.

Gates and doors should remain locked when not in use.

The exit door at the end of the hallway between the women and men change rooms is to be kept closed and only used for emergency egress.

When attending the club alone, it is recommended members close and as appropriate lock all doors as they enter or leave the premises.

# Responsibilities:

Members, volunteers and patrons should report any observed suspicious activity to other members and if needed also inform Victoria Police.

Follow the safety instructions and protocols included in other policies and procedural documents.

Follow this policy.

If a member or volunteer is the last person to be leaving the club they need to check all points of entry and exit into the club to ensure they are closed and where appropriate locked, ensure all gates from the carpark to the area surrounding the club are locked and undertake an external perimeter check of the building.