**UCL Security – Engagement with Estates Projects**

**Including:**

- General guidance
- Design approach basics, and detailed design process
- Role of UCL Security's Specialist Contractor for Security Systems
- Security staffing issues
- Communication and updates
- Handover to and from project construction teams

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**Introduction**

The UCL Security department is responsible for the policies and procedures that define our approach and response to security concerns. UCL Security are responsible for the provision of building attendants, security personnel and the on-going management, support and maintenance of security measures – including physical locks on doors, electronic access control, intercom systems, CCTV systems and alarm monitoring.

It is essential that UCL Security is involved at the earliest stage of the design process in all project work. This should include the design principles for security, detailed system designs and specifications, and the general security processes and procedures for the operation of the building/space.

This document gives an overview of the required consultation and engagement with UCL Security, and details of the key role of our Specialist Contractor for Security Systems. For more detailed specification guidance please refer to the relevant specification document. For specification guidance regarding specialist areas requiring particular high security measures, these will be issued on an individual project basis.

**Reception and main entrance designs.**

Where projects include the creation of new, of modification of existing, reception entrances, please involve us at an early stage in discussions about how these would operate, and what staffing arrangements should be in place. This should include any turnstile, security portal, automatic door or any other automated security measures.

**Provision of Security personnel.**

Where staff are required for building reception duties, these should be discussed with the Security Manager at the earliest possible stage of the project as there may be funding issues to be resolved.

**Approach to building perimeter security.**

Our standard approach is to protect each entrance and exit with either of the following:

- Electronic card control - for entrances regularly used.
- Mechanical locks or panic hardware, and alarmed with a local sounder and central alarm monitoring - for doors used only for as fire escapes.

Consideration will be given to the deployment of CCTV at all entrances and exits, and some areas of concern within buildings.

**Use and specification of electronic systems – CCTV, access control, intercoms and alarm systems.**

We have a standard approach to the use of all electronic security systems, and this is detailed in the relevant technical specification document. Please involve UCL Security in discussions about where and how you foresee the requirement to deploy these systems in project work. Particular

consideration must be given to the expansion of existing systems and the possible further expansion of systems installed.  Also with regard to modifications required to existing systems where this may not be immediately obvious – for example, building alarm systems where the zoning needs to be reconfigured because of changes in the use of space.

**Security equipment locations.**

Control equipment for security systems must be located in suitable areas.  There is a regular requirement to service and maintain these systems, and access requirements must be considered.  General principles regarding the suitable locations for control equipment are detailed in the relevant technical specification document, but this should be agreed in conjunction with Security.

**Use and specification of mechanical locking devices – office locks, ironmongery and panic hardware etc.**

The standard specification of locks is very important, to ensure consistency of master keyed locking systems, and lock cylinder types within each building; and to simplify the process of maintaining and replacing locks and door ironmongery.  Details of our requirements, and sample lockset specifications are included in the relevant technical specification document.  Please contact the relevant member of the team (details in the specification document) for any non-standard requirement.  Master keyed lock cylinders are provided by UCL Security and the relevant information must be provided in good time – information required and timescales are detailed in the relevant technical specification document.

**Communication throughout the project with regard to any changes in requirements.**

UCL Security much appreciates working closely with the design team throughout the project, particularly where changes in requirement or approach may require a revision of security measures.  It is important that security specifications are driven by UCL's requirements, and not contractor's preferences.  We will be able to assist with advice on how we can best use our systems to solve issues, particularly where integration with other systems is required.  The details of the methods of securing building sites, particularly with regard to scaffolding should be discussed with Security in advance.

**Advanced notice of handover dates and arrangements.**

Prior to projects commencing on site, and areas/buildings being handed over to contractors, UCL Security must be engaged to review and agree the requirement to change any of the following:

- Changes to security staffing arrangements.
- Security systems existing within the site that should be decommissioned as part of the works; and/or system infrastructure which is located within the site area and on whose continued operation other areas depend.
- Site and vehicular access arrangements for contractors.
- Any other security impacts related to the project.

From the point that UCL accepts handover following a project, UCL Security becomes responsible for the security of the space. It is essential that we are given advance notice of this to prepare, by configuring systems, issuing keys, assigning cardholder access, amending security guard instruction, etc. With good communication throughout the project this should be a natural progression, and we will work with you to enable an effective handover of the space ready for use by client departments. At the point of handover, systems installed should be demonstrated to us, and we should be given an opportunity to snag their operation and confirm their suitability for use to ensure the space is securable.

Through this involvement, our aim is to work with the project design team to ensure that effective security measures are in place, and to aid the smooth running of the project, whilst ensuring that new work fits in with our standard approach and is properly supported for the future, by our existing infrastructure.

**The role of UCL Security's Specialist Contractor for Security Systems**

UCL relies heavily on the deployment of security systems to protect the safety and security of our buildings, staff, students and visitors. The effective design, installation and commissioning of these systems is vital to the efficacy of our security measures. Security systems are defined as including:

- Electronic access control
- CCTV
- Security alarm monitoring systems
- Intercom systems

UCL employs a Specialist Contractor for Security Systems. This contractor maintains and supports all UCL security systems. In addition, this contractor must be employed as part of the project design team, in conjunction with input from UCL Security, to inform the design process of security risks, and create and develop security system designs, including detailed specifications and drawings, throughout the project lifecycle, and in line with the RIBA stages (levels of engagement for each stage is detailed in Appendix A below). In addition this contractor must be used to commission all security systems. UCL's security systems are not building-based stand-alone systems; instead, the functional elements within buildings/areas are simply extensions of the main core, institutional wide systems. No other contractors will be given access to head-end security systems to configure the systems for commissioning new elements.

Appendix A clearly details the involvement and role of our Specialist Contractor for Security Systems as part of Estates project work. As shown, the installation of security systems can be undertaken by another contractor, as long as they subcontract our Specialist Contractor to commission the systems. The main contractor may also choose to instruct our Specialist Contractor to undertake the installation, as well as the commissioning element. The installation of all security systems must be undertaken by a competent contractor, and our Specialist Contractor plays a vital role ensuring compliance with the original design and UCL Security's standards and specification. Any installation contractor must:

- Adhere to the design and specification provided.
- Install all systems in accordance with the manufacturer's guidance and standards.
- Be qualified to the following standards (depending on the relevant system):

**General:**

- Contractor must be registered with either SSAIB or NSI.
- Contractor to ISO 9001:2015 Quality Management.
- Contractor to ISO 14001:2015 Environmental Management System.
- All staff on site to be BS 7858 Security Screened.

**Gallagher system access control and alarm installation:**

- Contractor must be a Gallagher Channel Partner.
- All engineers undertaking wiring on Gallagher components are certified as a minimum to Access Technician (Gallagher Training Level 1/2 C892310).
- Contractor must have one engineer employed, working as part of the installation, trained to System/Access Engineer (Gallagher Training Level 3 C892320).

**Pelco CCTV installation:**

- Installation engineers must be Endura 2.0 technician certified.

**Commend intercom installations**

- All commissioning to be undertaken by Commend themselves or a Commend Certified Premier Partner.
- All commissioning engineers trained to Commend GE300/800 Level 3.

This schematic shows the relationships of UCL's Security Systems Specialist Contractor to UCL's design teams and main contract teams.

There are two separate and distinct relationships:

1. Employed as part of UCL's design team.

2. Employed by the main construction contract (or sub-contractor) as the commissioning contractor.

As described, additionally the construction contractor may also choose to employ UCL's Security Systems Specialist Contractor as the systems installer, but is not obliged to do so.

**UCL**

**Design team**

| Architects | PM | M&E | QS | Security Specialist Contractor |

*Security Specialist Contractor working with UCL's design team & UCL Security throughout RIBA stages*

UCL Security

| RIBA Stage 1 Preparation & Brief | RIBA Stage 2 Concept Design | RIBA Stage 3 Developed Design | RIBA Stage 4 Technical Design | RIBA Stage 5 Construction | RIBA Stage 6 Handover & Close Out |
|---|---|---|---|---|---|
| Early engagement to assess if there are particular security concerns that should inform the design approach.<br><br>Alert the design team to any particular key requirements related to the building designs on which the future security designs might rely. | Undertake a more detailed risk analysis.<br><br>Develop security system design concepts to a point where principle controlled zones are established, and there is an understanding of the types of controls applied to each zone.<br><br>Further development of some more detailed key principles in projects where there is a higher security risk.<br><br>Highlight areas of the design where security risks should inform design specifications or related elements, e.g. door types, wall construction etc.<br><br>Develop initial projected costs. | Work with design team and client to clarify all detailed requirements.<br><br>Completion of detailed designs including-<br>• Produce specification of all system types.<br>• Creation of a detailed functional specification which describes the operation of the systems.<br>• Details of any integrations or interactions with other systems.<br>• Completion of drawings showing all system components, and containment requirements.<br><br>Provide detailed projected costs. | Work with construction contractor during construction phase to ensure compliance with agreed specification.<br><br>Respond to requirements for changes and alterations during construction.<br><br>Update drawings and designs as required during this phase. | Completion and issuing of 'as-constructed' security system drawings and system specification.<br><br>System commissioning - Instructed by contract. | |

*Separate to being employed working with UCL's design team, UCL's Security Specialist Contractor must also be instructed by the Main Contractor (or his electrical subcontractor) to commission relevant systems (at tendered commissioning rates). In addition, the main contract may choose to use our Specialist Security Contractor to install system, but they are not obliged to do so.*

Security Specialist Contractor

Electrical Sub-contractor

**Main Contractor**

| Design Phase | Construction Phase |