



Terrorism & Security Policy

1. Purpose

Heath Hayes & Wimblebury Parish Council is committed to ensuring the safety and security of councillors, staff, residents, and visitors. This policy outlines how the Council will reduce the risk of terrorism and respond effectively to any related incident.

2. Scope

This policy applies to:

- Parish Councillors and staff
- Volunteers
- Contractors
- Parish Council-managed or used venues (e.g., community centres, meeting spaces)
- Events organised or supported by the Parish Council (e.g., fetes, remembrance services, community gatherings)

3. Responsibilities

The Parish Council

- Ensure proportionate and appropriate security arrangements
- Approve and review this policy annually
- Ensure risk assessments are conducted for events and facilities

Events Officer

- Act as the Council's lead on security and emergency planning
- Liaise with Staffordshire Police and local authorities where needed
- Ensure Councillors and volunteers are informed of procedures

Councillors, Staff & Volunteers

- Stay vigilant to suspicious behaviour or activity
- Report concerns immediately
- Follow emergency procedures if required

4. Local Risk Considerations

Heath Hayes & Wimblebury is primarily a residential parish with:

- Community buildings and open public spaces
- Small to medium-sized public events
- Road networks where vehicle access is generally unrestricted

Key potential risks include:

- Suspicious packages in public venues
- Vehicle-based threats during events
- Unusual surveillance or behaviour around public facilities

5. Risk Assessment

The Council will:

- Carry out risk assessments for:
 - Council-managed venues
 - Public events
- Review security arrangements based on attendance, location, and type of event

Event organisers must document appropriate control measures before approval.

6. Preventative Measures

Buildings & Facilities

- Keep premises secure when not in use
- Ensure clear visibility of entrances and exits
- Maintain adequate lighting

Events

- Carry out event-specific risk assessments
- Consider:
 - Safe entry and exit points
 - Stewarding or volunteer presence
 - Vehicle management (e.g., restricting access near crowds where appropriate)

Awareness

The Council promotes vigilance through the national message:

“See it. Say it. Sorted.”

7. Identifying Suspicious Activity

All individuals should be aware of:

- Unattended bags or unusual objects
- Individuals taking an unusual interest in buildings, entrances, or crowds
- Vehicles parked in inappropriate or suspicious locations
- Behaviour that appears nervous, secretive, or out of place

8. Reporting Concerns

- **Emergency (immediate danger):** Call **999**
- **Non-emergency:** Call **101**
- **Anti-terrorism hotline:** **0800 789 321**

All concerns should also be reported to the Parish Clerk or Events Officer.

9. Incident Response

In the event of a suspected terrorist incident, follow national guidance:

- **RUN** - Escape if it is safe to do so
- **HIDE** - Find a secure place if you cannot escape
- **TELL** - Call 999 when safe

Additional actions:

- Follow instructions from emergency services
- Avoid approaching suspicious items
- Assist others only if safe to do so

10. Training & Awareness

- Councillors and staff will be encouraged to complete **ACT Awareness** training
- Volunteers will receive basic briefings before events
- Key procedures will be periodically reviewed

11. Communication

- The Clerk or Events Officer will coordinate communication during any incident
- A nominated spokesperson will handle external communication if required
- Misinformation must be avoided

12. Business Continuity

The Council will:

- Maintain essential operations where possible
- Identify alternative meeting locations if needed
- Ensure access to key records and contacts

13. Policy Review

This policy will be:

- Reviewed annually
- Updated following any incident or change in risk

Signed: C Harborow

Dated: 13th May 2026

Minute Reference: 05/26/31.15