# Safety Hour Discussion Pack

## Topic: Secure access
Ask yourself, are the people around you authorised to be there?

## Purpose of the discussion:
To discuss why knowing who is authorised to be in the workplace is important and how we can be safe and secure at work.

Before the session, if you haven't already done so, complete the mandatory security training via Oracle ebusiness OLM by searching for 'information security'. This will give you more information and help you to answer questions raised during the discussion.
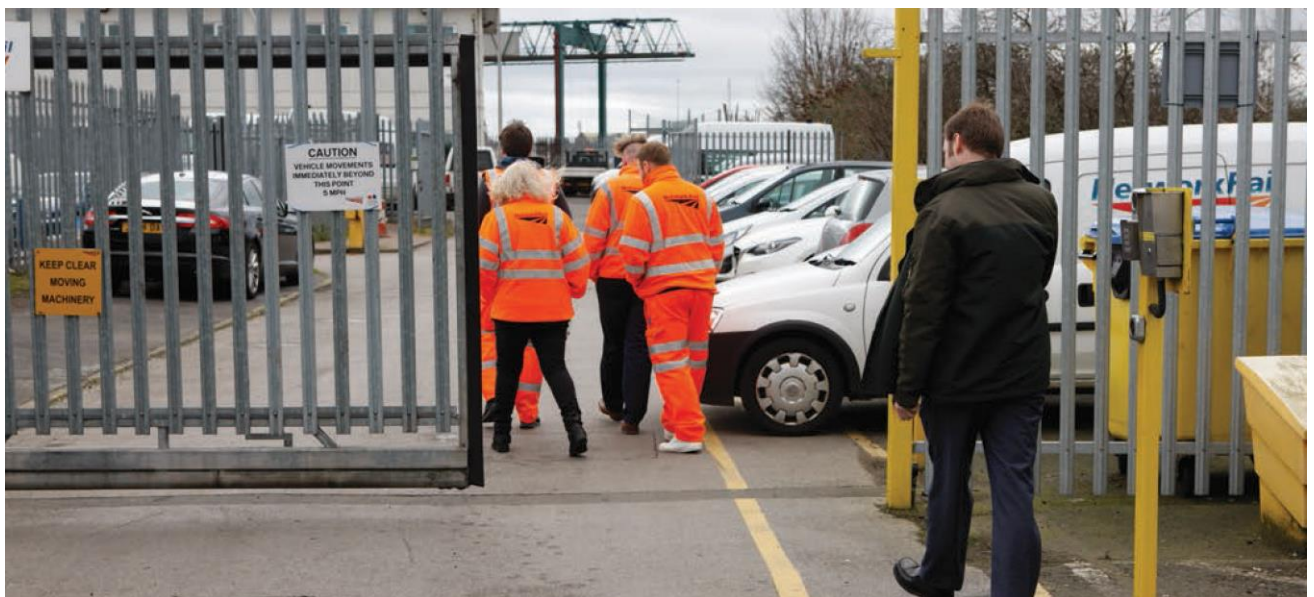
## Kick-off the discussion:

Start the discussion by saying –

We see familiar faces at work every day, we also regularly see unfamiliar faces; we know that people want to gain access to our infrastructure and workplaces so how do we know the people around us are authorised to be there?
In this discussion we'll talk about how easy it might be for someone to gain access to where we work and how we reduce the risks. Security is a shared responsibility, together we've got it covered.

This Safety Hour is part of a series based around 8 questions we should ask ourselves in order to work securely and understand the contents of our security policy and standards. We want to avoid security breaches or incidents which could impact the safe operation of the railway and the safety of our colleagues and customers.
Find out more about the 8 asks here: http://oc.hiav.networkrail.co.uk/SITES/SEC_CHAMPS/



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**Topic:** Ask yourself, are the people around you authorised to be there?

| Discussion points | Supporting notes |
|---|---|
| Why do we need to know who is authorised? | **Ask the group the following – Why do we need to prevent access to our railways and our workplaces? Why would someone want access? Theft, trespass, damage, terrorism?**<br><br>• What valuable assets do we have in our own workplace?<br>• What valuable assets do we have as an organisation?<br>• What about our personal possessions?<br>• Has anyone left their wallet / purse by their desk?<br>• Has anyone left their personal or work mobile phone out on display?<br><br>**How do we protect our tools and materials, what about our equipment and electronic devices if people can gain access? Have we had any instances of theft or trespass? Could they have been prevented?**<br><br>• Why do we protect our systems and technology?<br>• What about access to our information?<br><br>**Physical security is the first line of defence in our cyber security, once in a building it's easier for a cyber criminal to gain access to our systems.**<br><br>**Key messages here are:**<br>• **We all have a responsibility to protect our workplace and the railway. We are the greatest defence but also the greatest weakness in security.**<br>• **We need to keep our critical national infrastructure secure to keep it safe.** |

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| How do we stop unauthorised access? | **How easy would it be for someone to walk off the street into here? Do we rely on knowing each other? (If we have IDs do we always wear them and check others are wearing theirs?)**<br><br>• What course of action would you take if you believed someone was trespassing or not where they should be?<br>• How would we stop unauthorised access? Do we feel comfortable challenging?<br>• Would you challenge someone tailgating? Are they a new colleague? Someone from another workplace? A visitor here for a meeting? How would you know?<br><br>**Key messages here are:**<br>• **Make sure those around you are authorised to be there**<br>• **Keep an eye out for tailgating**<br>• **It's all our responsibility to challenge**<br>• **Look out for improvements that could be made to physical security or procedure**<br>• **Remember 'see it, say it, sort it' but always think of your personal safety before challenging someone.**<br>• **You wouldn't let a stranger into your home, so why would you at work?** |

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Discussion points: Use below to plan your facilitated discussion. Remember, you don't have to have all the answers – the role of the facilitator is to create an engaging discussion where everyone identifies and commits to solutions.

| Discussion points | Supporting notes |
|---|---|
| What do we do if someone attempts to access a restricted area? | **What would we do if found someone who was trying to access our infrastructure, workplaces or assets?**<br><br>• Think about earlier list of reasons; theft, trespass, damage, terrorism. What would we do in each of these scenarios?<br>• Has anyone challenged anyone in the past? What happened?<br>• Incidents should be reported via the correct procedure for your workplace.<br>• Suspicion of unauthorised access can also be logged via Close Call in addition to normal procedure.<br><br>**Key messages here are:**<br>• **We all need to be security conscious, aware of our responsibilities and understand the risk.**<br>• **If you see someone you don't recognise, consider challenging them or report them.**<br>• **If you have security concerns or identify a potential risk, close call it or contact asksecurity@networkrail.co.uk**<br><br>**Ask the group to suggest how they might work/behave differently following the discussion.**<br><br>**Has everyone completed their mandatory security training?**<br>This can be done using the 'Information Security – Discussion Pack' Safety Hour on Safety Central, via a briefing by your line manager or completing the elearning using Oracle e-business by searching for 'information security' on OLM. |

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