Safety Hour Discussion Pack

Topic: Secure assets
Ask yourself, do you lock and secure devices, equipment, property and our infrastructure?

Purpose of the discussion:
To discuss why security is important and how we can be safe and secure at work and protect our assets.

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 –

Imagine someone unauthorised has entered our work place, what could they steal or see? Whether you work on the trackside, an office or station or any of our workplaces, do you consider the security of our equipment, tools, infrastructure and information?
In this session we'll discuss security and how it's 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, do you lock and secure devices, equipment, property and our infrastructure?

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
Why do we need to keep our assets and property secure?	**What devices, equipment, property or infrastructure do we have that are valuable? Why would someone want to steal or damage our assets?** **The reasons are varied and differ depending on our role and workplace, what might someone want to steal or damage where we work?** • What could someone do with the items taken? • What if they gained control of our devices or equipment? • Our devices are connected, allowing access to our systems, why might someone want to exploit that access? • Do you think about the security of your personal possessions whilst at work? **Have we had any instances of theft? If so, why were we targeted? Were we randomly targeted by an opportunist or specifically chosen for our assets?** **Key messages here are:** • **We are a potential target for thieves and other malicious activity because we have valuable assets.** • **The value of our organisation's assets and devices are not just financial. They hold the potential for access to our systems and information.**

home safe plan

Ask yourself
Ask security

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Discussion points	Supporting notes
How do we secure our property and assets?	**Ask the group what equipment, devices, or materials they work with.** • How are they secured? Is the security strong enough? • Do we consider the consequences of not securing our assets? • What makes us compromise security? Discuss how we secure laptops, tools, stores, sensitive documents and personal possessions. **How do we protect our workplace and infrastructure?** • Do you lock your laptop? You lock it with your password but do you leave it unsecured? • Do you leave devices or possessions unattended on your desk? • Do you lock tools and equipment and check they are securely stored? **Key messages here are:** • **Secure assets to reduce risk and minimise opportunity for theft** • **Secure flammables, explosives and harmful materials** • **Be vigilant – report security breaches or raise security concerns using close call** • **Identify security risks and report suspicious behaviour.**

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What can we do if our workplaces aren't secure?	What do we do if devices, equipment, property or infrastructure are not secure? • Would we challenge the behaviour of others? • Would you feel comfortable challenging someone if they hadn't stored something securely? • What would you do if you found our equipment not properly secured? • What would you do if you saw a mobile phone or vehicle keys left unattended? Are there any improvements we can make? What might be putting our security at risk? If you have concerns talk to asksecurity@networkrail.co.uk **Key messages here are:** • **Make sure doors and gates are locked, store property and equipment securely** • **Treat your workplace as you would a public place and don't leave your work or personal possessions unattended** • **We are surrounded by valuable assets and information which are at risk if we don't consider security in everything we do** **Has everyone completed their mandatory security training?** 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.

Safety hour based on one of the 8 Ask Yourself security questions.
Select those most relevant to you and if you have any questions or concerns about security or delivering this safety hour please get in touch.
Contact AskSecurity@networkrail.co.uk or search 'Security' on connect.
Use #AskSecurity to visit the Information Security group on Yammer.

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