



Standard Operating Procedure (SOP) Field and Buildings Key Arrangements

Site: Saxilby Public Recreation Ground

SOP Number: SOP/KEY/001

Approval Date: xx/xx/2025

Review Date: xx/xx/2027

Field and Buildings Key Arrangements

1. Purpose

To establish a clear and secure process for the management, distribution, and return of keys for Saxilby Public Recreation Ground Charity Field and associated buildings to ensure controlled access and accountability.

2. Scope

This SOP applies to all council staff, contractors, and authorised personnel who require access to the field and buildings for work, maintenance, or event purposes.

3. Key Management

All keys are the property of the charity and must be handled responsibly. The charity will sign out required keys to the parish office.

The parish office uses key sign out forms when keys are signed out to staff or contractors with:

- The name of the keyholder
- Date and time of issue
- Purpose of use
- Date and time of return

Keys will be stored in secure, designated location with access restricted to authorised personnel only.

4. Key Issuance & Return

Requests for key access must be submitted in advance and approved by the designated authority (e.g. Parish Clerk or Facilities Manager).

Keys must be collected in person and signed out in the key register.

Temporary keyholders must return keys immediately after use to the secure designated location.

5. Authorised Access

Only approved personnel, contractors, and event organisers may receive keys.

Unauthorised duplication of keys is strictly prohibited.

Keyholders must ensure all doors, gates, and access points are securely locked after use.

6. Security & Responsibility

Keyholders are responsible for the security of the field, buildings, and any associated assets while keys are in their possession.

Any misuse or breach of access protocols may result in revocation of key privileges and further action if necessary.

7. Emergency & Lost Key Procedures

In case of an emergency requiring immediate access, an authorised person may approve key retrieval.

Lost or stolen keys must be reported immediately to the clerk, who will inform the charity, and security measures (e.g., lock changes) will be assessed as needed.

8. Compliance & Review

This SOP will be reviewed bi-annually or as needed to ensure security and efficiency.

All keyholders must acknowledge and adhere to this procedure before being issued a key.

9. SOP Signatures

Signed on behalf of Saxilby Public Recreation Ground Charity

Name: _____

Position: _____

Date: _____

Signed on behalf of Saxilby Public Recreation Ground Charity

Name: _____

Position: _____

Date: _____

Signed on behalf of Saxilby with Ingleby Parish Council

Name: _____

Position: _____

Date: _____

Signed on behalf of Saxilby with Ingleby Parish Council

Name: _____

Position: _____

Date: _____