**Keyholder Agreement**

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| **Version:** | **Review date:** | **Edited by:** | **Approved by:** | **Comments:** |
| v1 | 22/09/2023 | Sultan Mohamed | Munira Mohamed |  |
|  | September 2025 |  |  | Next review |
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# Introduction

## Policy statement

The purpose of this document is to ensure that appropriate procedures are in place at Sheerwater Health Centre to enable individuals to hold keys for the practice on an ‘as-needed’ basis. In doing so, the practice manager will be able to retain full control, thereby ensuring that the security of the practice is at an optimal level and the risk of unauthorised access signficantly reduced.

## Status

This document and any procedures contained within it are contractual and therefore form part of your contract of employment. Employees will be consulted on any modifications or change to the document’s status.

## Training and support

The practice will provide guidance and support to help those to whom it applies understand their rights and responsibilities under this policy. Additional support will be provided to managers and supervisors to enable them to deal more effectively with matters arising from this policy.

# Scope

## Who it applies to

This document applies to all employees of the practice and other individuals performing functions in relation to the practice, such as agency workers, locums and contractors.

## Why and how it applies to them

The purpose of this policy is to ensure that the persons nominated as keyholders for Sheerwater Health Centre, or for a specific area within the practice, understand their individual responsibilities as nominated keyholders.

The practice aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the Equality Act 2010. Consideration has been given to the impact this policy might have in regard to the individual protected characteristics of those to whom it applies.

# Policy

## Keyholder directions

The nominated keyholder is to ensure that they comply with the directions that follow:

1. The safekeeping of the key(s) will ensure that it is not given to any unauthorised personnel without the express permission of the practice manager.
2. Should it be necessary for the nominated keyholder to transfer the key to a delegated individual (delegated keyholder), they must ensure that the delegated keyholder fully understands their individual responsibilities.
3. The nominated keyholder will report the loss of any key(s) to the practice manager immediately to ensure that the security of the practice, or areas within it, are not placed at risk.
4. The nominated keyholder or delegated keyholder accepts that they may be charged for any lost key(s).
5. The nominated keyholder or delegated keyholder will report any damage to the practice manager immediately.
6. The nominated keyholder or delegated keyholder will ensure the safekeeping of the key(s) in their possession, preventing unauthorised individuals from accessing the key(s) and/or gaining access to the practice.
7. Upon termination of their contract, any keyholder will return all keys in their possession to the practice manager.
8. Any keyholder will, upon request, return the key(s) in their possession to the practice manager.

The nominated or delegated keyholder is required to sign the form at Annex A, acknowledging that they understand the above directions.

All issues/returns of keys are to be recorded in the key log, the template for which can be found at Annex B.

## Summary

Having a robust system in place will ensure that access to Sheerwater Health Centre is given only to authorised personnel. Practice security is of the utmost importance and staff are to adhere to this guidance at all times. Where doubt exists, staff are to discuss their concerns with the practice manager.

## Annex A – Keyholder agreement

|  |
| --- |
| **Staff member** |
| **Surname** |  | **Forename** |  |
| **Position** |  | **Staff number** |  |

|  |
| --- |
| **Key information** |
| **Key(s) issued** |  |
| **Reason(s)**  |  |
| **Date issued** |  | **Key number** |  |

|  |
| --- |
| **Signatures**  |
| **Issuer** |  | **Signature** |  |
| **Holder** |  | **Signature** |  |

|  |
| --- |
| **Returns** |
| **Key(s) returned** |  |
| **Date returned** |  | **Key number** |  |

|  |
| --- |
| **Signatures**  |
| **Receiver** |  | **Signature** |  |
| **Holder** |  | **Signature** |  |

## Annex B – Key log

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Key No.** | **Description** | **Date****issued** | **Issued to** | **Issued by** | **Agreement signed** | **Date** **returned** | **Received by** |
| 123 | Staff entrance | 01/12/2018 | A Receptionist | D Boss | 01/12/2018 | 12/12/2018 | D Boss |
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