

Security:

Visitor Code of Conduct

August 2019 (v7.0)

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1. Aim

1.1. The aim of the National Assembly for Wales Visitor Code of Conduct (“the Code”) is to ensure the:

1.1.1. Safety, welfare and security of all stakeholders including staff, visitors, contractors and the general public;

1.1.2. Safety and security of the National Assembly for Wales Estate (“the Assembly Estate”); and

1.1.3. Business of the National Assembly for Wales (“the Assembly”) continues uninterrupted.

1.2. This Code applies to all of the land and premises owned, leased, occupied or rented by the National Assembly for Wales (the Assembly Estate).

1.3. For the purpose of this code, a visitor is defined as anyone who is accessing the National Assembly for Wales’ estate and is not an accredited, vetted building pass holder.

2. Terms of Access

2.1. Visitors must:

2.1.1. Agree to comply with our 'condition of entry' security search regime. This includes personal security screening, searching and scanning of any items they wish to bring on to the Assembly Estate. Failure to comply with our 'condition of entry' search regime will result in entry being denied.

See Annex 'C'- Condition of Entry Search Regime.

2.1.2. Agree to leave prohibited items (or any items identified by the security staff, at their discretion, as being unsuitable) at the entrance points, as these are not permitted on to the Assembly Estate in accordance with the procedures set out in section 3 below.

2.1.3. Follow any reasonable instruction by Assembly staff.

2.1.4. Vacate the premises before the building closes or when instructed to do so by security staff.

2.1.5. Report any suspicious behaviour or items to security staff or, where no security staff are available, to any member of Assembly staff.

2.1.6. Follow any emergency evacuation procedures such as fire alarm activations

2.2. Visitors must not:

2.2.1. Bring any prohibited items ("Prohibited Items") or items identified by security staff as being unsuitable onto the Assembly Estate. Any prohibited items presented on arrival will be retained by security staff at the entrance point (in accordance with the procedures set out in section 3 below). See Annex A for a list of Prohibited Items.

2.2.2. Bring in large bags, suitcases and other large items. Such items will be retained by security staff unless specifically required for the purpose of the visit and formally approved in advance, or approved by security staff at their discretion on the day.

2.2.3. Bring in open liquids / drinks. For health and safety reasons, visitors who enter the Assembly with partially consumed drinks in open containers will be asked to finish these drinks prior to going through security. Visitors who enter the Assembly with a resealable container containing drinks will be asked to take a sip out of the container to evidence that it does not

contain any toxic or harmful content. With the exception of medical or religious requirements, only food and drink purchased in the Senedd Café may be consumed onsite.

- 2.2.4. Bring with them onto the Assembly Estate any animals unless approved by security staff. An example of a permissible animal includes assistance or therapy dogs.
- 2.2.5. Engage in any activities which may jeopardise the safety or security of the National Assembly for Wales or any of its stakeholders.
- 2.2.6. Applaud, shout or behave in a way that could disrupt Assembly proceedings or general Assembly business.
- 2.2.7. Display banners, placards, slogans or posters in contravention of section 4 of this Code (dealing with demonstrations).
- 2.2.8. Use cameras, recording or audio equipment in restricted areas. Restricted areas include all security zones and public galleries during Assembly proceedings. Recordings may be accommodated if agreed in advance.
- 2.2.9. Leave any belongings unattended.
- 2.2.10. Enter areas clearly designated as 'staff only', or otherwise restricted, unless escorted by an Assembly staff representative.
- 2.2.11. Use public areas of the National Assembly for Wales Estate for fundraising purposes or for personal or commercial gain without prior consent of the Assembly Commission.
- 2.2.12. Consume alcohol on the estate unless attending an organised function where alcohol has been provided after 6pm. When consuming alcohol as part of an event, all visitors must do so responsibly and continue to act in an appropriate manner in accordance with this code.
- 2.2.13. Smoke, vape or use electronic cigarettes whilst inside any assembly building

2.3. The Senedd is a working parliamentary building and when inside the Senedd you must:

- 2.3.1. Switch off all electronic equipment if Assembly staff request you to do so.
- 2.3.2. Ensure that when entering, walking around, sitting in and leaving the public galleries, you do so quietly.

2.3.3. Comply with all signage and follow all reasonable instructions from Assembly Staff at all times.

2.4. The National Assembly for Wales reserves the right to:

2.4.1. Refuse admission to individuals or refuse to allow unsuitable items to be brought into the building.

2.4.2. Refuse admission to individuals who are, or appear to be under the influence of alcohol or drugs

2.4.3. Require any individuals behaving inappropriately and/or endangering the safety or security of others to leave. Trespass on the National Assembly for Wales estate is a criminal offence. The National Assembly for Wales is a protected site under Section 128 of the Serious Organised Crime and Police Act 2005.

2.4.4. Control the maximum number of visitors allowed into the building at any one time for health and safety, security or operational reasons.

3. Procedures

3.1. Items not allowed on to the Assembly Estate:

3.1.1. Prohibited Items and items identified by security staff as being unsuitable to bring on to the Assembly Estate will be:

- retained by security staff at the point of entry for the duration of the visit; or
- referred to the National Assembly for Wales Policing Unit (“NAWPU”).

3.1.2. The decision of the security staff to retain, confiscate or refer items to the NAWPU is at their discretion.

3.1.3. Any retained items will be held by security staff for the duration of the visit and may be collected when you leave.

3.1.4. The NAWPU, in line with its procedures, may carry out further investigations into referred items as it considers appropriate. They may confiscate and retain the item until they have concluded their investigations. The investigation may proceed beyond the duration of the visit, in which case the item cannot be re-claimed when you leave.

3.2. Sharp Objects and Blades on the Assembly Estate:

- 3.2.1. To ensure the safety of staff and visitors sharp objects and blades cannot be brought on to the Assembly Estate unless otherwise permitted by this Code.
- 3.2.2. Sharp objects and blades include, but are not limited to, knives, penknives, scissors, card knives and single blades of any size.
- 3.2.3. Sharp objects and blades that have not been pre-approved will either be:
- retained at the security search points, to be re-claimed when the owner leaves; or
 - confiscated (as outlined in section 3.1.4 above).
- 3.2.4. With prior consultation, consideration can be given to allowing certain sharp objects and blades on to the Assembly Estate if carried:
- For religious purposes.
Sharp objects and blades relating to religions and faiths may be permitted subject to prior consultation and approval from security staff.

See 'Annex B' in relation to Kirpans.
 - As part of a ceremonial dress if the person is on a pre-arranged visit/function and they have obtained prior approval from security staff (e.g. ceremonial military swords).
 - By contractors or members of the public for a legitimate task or purpose in connection with a trade, business or activity for which they are accessing the Assembly Estate. This must be authorised by an internal stakeholder and pre-arranged with security staff.
- 3.2.5. Security staff reserve the right to itemise all prohibited items being granted access, checking them on and off the estate.
- 3.2.6. If security staff suspect that a knife may be unlawful due to its size or type, advice will be sought from the NAWPU. The knife will then be dealt with in accordance with the procedure set out in section 3.1.4 above.

4. Participating in demonstrations on the Assembly Estate

- 4.1. Demonstrations include but are not limited to individual protests, group protests, gatherings, rallies, marches, hunger strike protests and vigils.
- 4.2. The Assembly believes in the fundamental principle of freedom of expression. The Assembly welcomes, and will take reasonable steps to facilitate, lawful and peaceful demonstrations on its estate.
- 4.3. The rules contained in this Code are intended to ensure that such demonstrations are conducted in a way which does not interfere with:
 - 4.3.1. The business of the Assembly;
 - 4.3.2. The rights, safety and welfare of Assembly staff;
 - 4.3.3. The rights, safety and welfare of others visiting the Assembly Estate.
- 4.4. The Chief Executive and staff of the Assembly are responsible for enforcing the rules of the Code. Organisers of proposed demonstrations are encouraged to contact the Assembly's Security Staff to discuss and agree suitable arrangements.
- 4.5. Demonstrations may take place **outside** of Assembly buildings if they comply with the rules laid out in this code of conduct.
- 4.6. Rules to be followed by participants in all demonstrations across the National Assembly for Wales Estate are as follows:
 - 4.6.1. Participants must not interfere with or disrupt Assembly business.
 - 4.6.2. Participants must not interfere with the entrance to or exit from Assembly premises by others, or prejudice their own or another person's safety or welfare.

- 4.6.3. Participants must assemble, remain and disperse in an orderly manner.
- 4.6.4. Sound amplification equipment may be used only with the written consent of a designated Assembly representative. Where permission is given, equipment must be directed away from Assembly buildings and must not be operated in a manner which is disruptive to activities on the estate.
- 4.6.5. The NAWPU, or security staff may restrict a demonstration to a specified area. Participants must observe any barriers erected for this purpose.
- 4.6.6. Fire exits from Assembly buildings must not be obstructed.
- 4.6.7. There is no restriction on the display of hand held signs or banners by those taking part in demonstrations that take place outside Assembly buildings provided their content complies with general legal requirements.
- 4.6.8. Signs, banners, placards, slogans or posters must not be attached, written, drawn, painted, marked or fixed to any part of the Assembly Estate.
- 4.6.9. Signs, banners, placards, slogans, posters, whistles, horns, klaxons, rope, cable ties, handcuffs or similar devices must not be brought into Assembly buildings.
- 4.6.10. Clothing with slogans or logos relating to a specific demonstration must not be worn inside Assembly buildings
- 4.6.11. No structure (including any tent or other shelter) may be erected on or affixed to any part of the Assembly Estate.
- 4.6.12. No demonstration may last longer than a normal working day. Camping on the Assembly Estate is not permitted.
- 4.6.13. Where participants are permitted to enter an Assembly building (whether invited by an Assembly Member or not) they must not remain beyond normal opening hours.
- 4.6.14. In order to maintain security and ensure that Assembly business is not disrupted, only a limited deputation (group of representatives) from a demonstration will be permitted to enter the Assembly buildings, whether invited by an Assembly Member or not. As a general rule, the deputation group size should be no more than 6 persons at any one time, however, this is at the discretion of the Head of Security (or delegated other) in consultation with other stakeholders, after taking an overview of the

particular circumstances. The safety and security of building users and the requirement to ensure business continuity will always be the priority consideration.

4.6.15. While on the Assembly Estate participants must not:

- prepare or sell food, drink or other items; or
- consume any alcohol;
- make any attempt to disrupt Assembly business;
- engage in any activity which could compromise the health, safety or welfare of any stakeholders.

4.6.16. Vehicles must not be used as part of a demonstration. Parking for participants in demonstrations is not provided.

4.6.17. Naked flames (including Fires and Candles) are not permitted on the Assembly Estate.

4.6.18. The deliberate marking of surfaces on the Assembly Estate is not permitted and could result in a criminal prosecution in accordance with the relevant law.

4.6.19. Any individual conducting a 'Hunger Strike' as part of their demonstration will be managed in line with the Assembly's Hunger Strike protocols which may include refusal of entry to Assembly buildings.

4.7. A failure to observe the rules of this Code will mean that the permission to hold the demonstration on the Assembly Estate may need to be terminated, in which case participants will be asked to leave and, if they refuse to do so, will be regarded as trespassers. The Assembly reserves the right to take appropriate legal action to remove any trespassers from the Assembly Estate. Trespass on the National Assembly for Wales estate is a criminal offence. The National Assembly for Wales is a protected site under Section 128 of the Serious Organised Crime and Police Act 2005.

5. Further Information

- 5.1. The National Assembly for Wales operates CCTV across the estate. Images are being monitored and recorded for the purpose of crime prevention and public safety.
- 5.2. If you have any queries about this Code, its application or to inform us of a proposed demonstration, please speak to a member of the Security Management Team.

For Further Advice Contact	Senior Security Management Team on 0300 200 6555 or email security.advice@assembly.wales
Policy Owner:	Kevin Tumelty, Head of Security
Policy Author	James Attridge, Senior Security Manager
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Annex A: Prohibited Items

For the purpose of this Code 'Prohibited Items' includes, but is not limited to, items that could be used as a weapon, items which could cause concern or alarm to stakeholders or items which could cause disruption to Assembly Business. This includes:

1. any firearm or imitation firearm;
2. any weapons or replica weapons;
3. flares or starting pistols;
4. any explosives, rocket, firework or ammunition;
5. any bow or crossbow or anything capable of discharging a lethal shot;
6. any weapon of whatever description designed or adapted for the discharge of any noxious liquid, gas or other substance;
7. knuckledusters;
8. gas canisters;
9. smoke canisters;
10. chalk, pens, paint or aerosol sprays (unless required for legitimate business purposes and approved in advance or by Assembly security staff on the day);
11. knives, swords or other sharp or bladed objects;
12. any controlled drugs as listed in the prevailing Misuse of Drugs legislation;
13. any other item that could be classified as an offensive weapon in the prevailing Prevention of Crime legislation;
14. any hazardous chemicals or noxious powders or poisons. This includes any chemical or powder which is meant to imitate a hazardous substance or cause concern;
15. protest related paraphernalia including but not limited to signs, banners, placards, slogans, posters, whistles, horns, klaxons;
16. protest related fixings including but not limited to tape, rope, cable ties, handcuffs;
17. balloons;

18. torches or laser pens.
19. animals – unless approved by security staff. An example of a permissible animal includes assistance or therapy dogs.

Annex B: Kirpans

3.2.7 Knives identified as a Kirpan:

1. Must be deposited with Security who will provide a substitute miniature kirpan for the visitor to use for the duration of their visit.
2. The visitor will then be allocated a unique identification number to ensure that they are provided with the correct kirpan upon their return.
3. Kirpans will be kept securely in an individual envelope/plastic pocket and clearly labelled. Ideally, if available, a clean cloth will be used to wrap the kirpan inside the envelope/plastic pocket.
4. Prior to leaving the building the visitor must collect their kirpan, sign to say they have received it and surrender the substitute miniature kirpan.

Annex C: 'Condition of Entry' Search Regime

- All visitors are subject to a 'condition of entry' search when entering the National Assembly for Wales' estate.
- Any prohibited items identified during this process will be retained in line with section 3 of the code.
- Failure to comply with our 'condition of entry' search regime will result in entry being denied
- Any deliberate attempt to bring prohibited items onto the estate will result in entry being denied
- Any exceptions to the 'condition of entry' search regime must be discussed in advance with the security management team
- The Assembly recognises that in certain circumstances, religious, medical or other sensitive needs may need to be considered. In these cases, visitors should make their requirements known to the security staff.
- Any items required for an event, function, meeting or other gathering must be pre-arranged with the security department in order to ensure the appropriate search arrangements can be put in place. Depending on the items required and the circumstances of the event, there may be a charge for searching.
- Any requirements in relation to VIP visits must be discussed with the Security Management team in advance of the visit in order for special arrangements to be given the appropriate consideration.
- The Assembly reserves the right to refuse entry to items not considered as safe or suitable at the discretion of assembly staff
- Condition of Entry Search includes but is not limited to;
 - A full search of the visitor. Outer coats, jackets, hats, jewellery, watches and belts will need to be removed for this search.
 - A search of any items the visitor is carrying such as bags, coats, belts, walking aids, umbrellas, pushchairs or any other equipment being carried or used by the visitor.
 - Where visitors have pre-arranged vehicle access, vehicles and any items within the vehicle will also be subject to a comprehensive security search.

- Search methods can include but are not limited to;
 - use of an x-ray scanner
 - use of a hand held metal detecting wand
 - physical search of a person
 - physical search of a bag or other items
 - police search (including the use of specialist dogs)
 - use of searching tools such as mirrors or cameras