

## Purbeck Sports Centre - CCTV Action Plan 2016

<b>S</b> PECIFIC		<b>M</b> EASURABLE	<b>A</b> CHIEVABLE AND <b>R</b> ELEVANT			<b>T</b> IMED	
ISSUE IDENTIFIED	ACTION PROPOSED	MEASURE OF SUCCESS	PLANNED OUTCOME	RESOURCES / PARTNERS	LEAD OFFICER	TIMESCALE	PROGRESS
CCTV signage could be improved	The sign at the front entrance should be changed to be of the same graphic design as the rear sign but no alteration to wording.	New sign in place	Improved visual impact of sign	PDC Graphics	Sports Centre Manager	September 2016	Completed 4/10/16
CCTV signage could be improved	The rear sign should be replaced with an identical sign to that being recommended for the front entrance. The new sign should be displayed on the opposite wall.	New sign in place	Sign wording compliant and improved visual impact of sign on opposite wall	PDC Graphics	Sports Centre Manager	September 2016	Completed 4/10/16

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Quality of images on display monitor poor	That IT Services is requested to consider replacing the monitor used to display the gym cameras to improve the quality of the images.	New monitor in place	Greater clarity of images on that monitor	PDC IT Manager	Sports Centre Manager	September 2016	E-mail sent to the IT manager requesting a replacement screen. 25.8.16
Images on the main monitor are not displayed logically	That the main Centre cameras are re-numbered on the display monitor to follow a logical sequence around the building.	Images re-arranged	Easier monitoring of movement around the building	RU Secure	Sports Centre Manager	September 2016	Completed

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Unnecessary CCTV camera	Allstars remove their CCTV camera.	Camera removed	Removal of unnecessary camera and duplicate images being captured on separate system		Sports Centre Manager	September 2016	Complete 25.8.16
Update records for potential new access requirement	<p>Allstars are acknowledged as a potential user of the images from the Sports Centre camera capturing images of the vending machines (camera currently numbered 5).</p> <p>The Purbeck School is acknowledge as a potential user of images for the protection of pupils, staff and equipment when using the facility.</p>	CCTV impact assessment updated to acknowledge all potential users	Accurate record of access requirements to CCTV footage		Sports Centre Manager	September 2016	Completed 4/10/16

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Gap in CCTV camera coverage	Consider moving camera 3 to the opposite side of the corridor to capture entry into the main hall and the corridor leading to the squash courts, play zone and gym.	Camera moved	No gap in CCTV coverage of movement around the building		Sports Centre Manager	September 2016	Complete 25.8.16
List of cameras narrative not as comprehensive as it could be	The list of cameras has been amended to include additional text against some locations and camera views, if agreed by the PSC Manager, all records should be updated.	Amended narrative on list agreed and list updated	The camera list provides more comprehensive information about each camera		Sports Centre Manager	September 2016	Complete 25.8.16

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The draft CCTV impact assessment needs to be agreed with the PSC Manager	That the Sports Centre Manager reviews the draft CCTV impact assessment for the Centre, amends or expands as necessary and returns to the SIRO to complete the records.	CCTV impact assessment signed off	Compliance with guidance		Sports Centre Manager	September 2016	Completed 4/10/16

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Overlap of images captured in the gym	The coverage provided by the four CCTV cameras in the gym is reviewed to see if it is possible to reduce this to three cameras and remove some of the image overlap.	Review takes place	Unnecessary capture of images is avoided if it is possible to reduce the number of cameras	Ru Secure	Sports Centre Manager	September 2016	Reviewed on 26.8.16 by rusecure and the Centre Manager, it is not possible to reduce the camera's as there will be areas uncovered, at present there is a small blind spot on the functional training zone, if this blind spot was to be covered by CCTV it will need an additional camera.