

## Security

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### Security Advice

The best way to minimise the risk of crime is by taking sensible precautions. This is why we have put together the following list of steps that you can take to maximise your personal safety on and off campus.

### How do I stay safe and secure whilst out and about?

#### Personal safety

- Don't wear headphones, as this can make you vulnerable.
- Carry your keys in your pocket so they can be easily accessed to quickly enter buildings.
- If someone grabs your bag, let it go. If you hang on, you could get hurt. Remember your safety is more important.
- If you are threatened, scream and shout, and set off your personal attack alarm if you have one. Get away as quickly as you can.
- Avoid going out alone at night.
- Moderate your alcohol consumption and never take illegal drugs; you are much more likely to be a victim of crime when under the influence of alcohol and drugs.
- Carry a personal attack alarm in your hand so you can use it immediately to scare off an attacker.
- If you think someone is following you, check by crossing the street, more than once if necessary, to see if they follow. If you are still worried, get to the nearest well-lit area where there are plenty of people and call the police.
- Stick to well-lit roads with pavements. Don't take shortcuts through dark alleys, parks or across waste ground.
- If you are going out with someone you don't know well, make sure somebody knows where you are going and when you expect to be back.

#### Property theft

- Keep your bags closed and close. Make sure the clasp on a handbag is facing inwards.
- Carry your wallet in an inside or trouser pocket, preferably one which can be fastened.
- Always keep your valuables where you can see them and never leave them unattended.
- Pickpockets often work in busy areas so stay extra vigilant and alert in crowded places.
- When using a cash machine, be aware of people looking over your shoulder and don't count your money in the street.
- Avoid carrying large amounts of cash.
- Keep doors and windows locked.
- Try not to use your mobile phone in clear view when walking in public.
- Be vigilant when using your mobile phone. If your phone is stolen, call your network or 0870 1123 123 to immobilise it.
- Record your electronic equipment with [www.immobilise.com](http://www.immobilise.com) or use a UV marker pen to mark your property with your home postcode and your house number; this makes it harder for a burglar to sell stolen goods and can help the police return items to you.

#### Nights out

- Never go out alone, ensure you are always with a group of friends that you know and trust and be careful not to be separated over the course of the night.
- Moderate your alcohol consumption and never take illegal drugs; you are much more likely to be a victim of crime when under the influence of alcohol and drugs.
- Going home with or a stranger or inviting a stranger into your house is extremely dangerous and risks assault and theft.
- Be careful to ensure that your drink is not spiked with drugs as this risks assault (often of a sexual nature) and theft. Never accept a drink from somebody you don't know, don't leave drinks unattended, try to drink from a bottle rather than a glass when possible as it is more difficult to spike a drink in a bottle and don't drink leftover drinks.
- If you think your drink has been spiked (Common symptoms include; dizziness, confusion, hallucinations, tiredness, difficulty speaking, blurred vision, paranoia and amnesia), go to a safe place or tell somebody who you trust to help you.
- Plan your journey home in advance so that you do not spend time walking the streets at night.
- Always travel home with a group of friends.
- If you find yourself alone and without any money at night you can contact Amber Cars who will take you home in exchange for your Student ID. You can then pay for the taxi and collect your Student ID from the University Union.

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### How do I stay safe and secure on campus?

#### On campus

- If you see anyone suspicious on campus please notify security immediately.
- Do not be afraid to ask for identification if someone that you do not recognise wants to access a building or area within the University, but do not attempt to restrain or apprehend anyone who is acting suspiciously.
- If you are concerned that there may be a prowler outside or if you are feeling anxious about walking to your car alone please contact Campus Security to arrange for an escort from the building

### How do I stay safe and secure at home?

#### At home

- Make sure your home is secure by locking windows and doors when unoccupied, even if you only intend to be away for a short time.
- Keep handbags, purses, wallets and mobile phones in a safe place at all times. Place them in a drawer that can be locked or keep them with you.
- Keep computers and other valuables away from windows, particularly on lower floors.
- Record your electronic equipment with [www.immobilise.com](http://www.immobilise.com) or use a UV marker pen to mark your property with your home postcode and your house number; this makes it harder for a burglar to sell stolen goods and can help the police return items to you.
- Don't advertise your absence from home on any social networking sites.
- Make sure you do not let strangers into your building.
- If you are holding a house party don't openly advertise the event on open networks and ensure that you lock your valuables away in a bedroom.

### How do I stay safe and secure when travelling to and from University?

#### Cycling

- Try to vary your route and time so you cannot be targeted by thieves.
- Lock your bike to a University cycle rack or in a University cycle cage. These racks are located all over campus and in halls of residence. To request access to secure cycle parking email [Transport@leedsbeckett.ac.uk](mailto:Transport@leedsbeckett.ac.uk).
- Day hire is available for individual bike cages and boxes. A £20 deposit is required and keys can be collected from the Security Receptions.
- Invest in a good quality bike lock. You should use a solid lock such a D-lock. Use one recommend by [www.soldsecure.com](http://www.soldsecure.com).
- Don't lock your bike to itself, it's easy to pick it up and walk away with it; always lock your bike to a fixed object.
- Secure both the frame and the wheels to a fixed object.
- Make sure you note the make, model and serial number of your bike as well as coding it with your postcode in order to aid recovery if the worst comes to the worst. Campus Security runs a regular bike marking scheme in which bicycles are marked with an identification sticker by the police. For more information about when the next event will take place please email [Security@leedsbeckett.ac.uk](mailto:Security@leedsbeckett.ac.uk).

#### Walking

- If you often walk home in the dark, try to buddy up with a fellow student who you can walk most or all of the way with you.
- Try to vary your route and time so you cannot be targeted by thieves or prowlers.
- Carry a personal attack alarm in your hand so you can use it immediately to scare off an attacker.
- If you think someone is following you, check by crossing the street, more than once if necessary, to see if they follow. If you are still worried, get to the nearest well-lit area where there are plenty of people and call the police.
- Stick to well-lit roads with pavements. Don't take shortcuts through dark alleys, parks or across waste ground.
- Walk facing the traffic so a car cannot pull up behind you unnoticed.

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### Taxi

- Always book taxis in advance from a licensed taxi company.
- Don't get in an unlicensed taxi. You can check whether the taxi is licensed by looking at the back of the vehicle to ensure an official licence plate is attached.
- Check that the taxi which arrives is the one that you ordered. Ask the driver to tell you the name that the booking is under before you get in.
- Always sit behind the driver.
- If you feel uneasy, ask to be let out in a well-lit area where there are plenty of people.
- Make a note of the taxi license number which will be displayed on the windscreen and the official licence plate. This can be used to report an incident.
- When you get home, ask the driver to wait until you are inside.
- If you find yourself alone and without any money at night you can contact Amber Cars who will take you home in exchange for your Student ID. You can then pay for the taxi and collect your Student ID from the University Union.

### Public transport

- Try to stay away from isolated bus stops or railway stations, especially after dark.
- On an empty bus, sit near the driver or conductor. On a train, sit in a compartment where there are other people.
- Check to see where the emergency chain or button is situated.

### Driving

- If someone tries to flag you down, drive on until you come to a service station, or somewhere busy, and call the police.
- Do not pick up hitch-hikers.
- Keep vehicle doors locked while travelling.
- When leaving your vehicle, always lock your doors and set your alarm, even if you are only leaving your car for a short moment.
- Never leave any valuables on display in your vehicle; take them with you or lock them away in the boot.
- After dark, park in a well-lit, busy place.
- Look around before you get out of your car.
- Have your key ready when you return to your car.