



THE ALL RISKS POLICY GUIDE:

A guide for safeguarding our property

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INTRODUCTION

USP has an 'All Risk' policy. This insures all portable electronic equipment including but not limited to projectors, video equipment, cameras, laptops, mobile phones and tablets. The policy provides worldwide cover for physical loss, theft and, damage.

However, insurance is only one part of controlling this risk. We also need to take care of our assets. Our guide is designed to help you think about how you can reduce the risk. We have designed our guide to be either used by one person or at a departmental level.

It will enable you to self-assess how you can reduce the risk of loss to USP property.

Our self-assessment guide is split into two sections. Not all of them will apply to every circumstance, but we hope departments will use it to do a periodic self-assessment. The sections are:

- Section 1:** What the periodically policy covers.
- Section 2:** The self-assessment form.
- Section 3:** Template matrix/plan to assist you in planning your improvements.

The questions in each section are designed to identify basic control issues. This tool can be used as a guide for improving and/or implementing good business practices. It can also help with complying with institutional policies and procedure, and limiting the potential for losses.

Our guide includes the following appendices:

- **Appendix A:** This is a four category basic preventative measures checklist for you to consider.
- **Appendix B:** This is a copy of excellent advice from our Security colleagues on theft prevention.
- **Appendix C:** This is a model template you can use to record your portable and attractive items on.
- **Appendix D:** This is a template you can use to list the things you want to do to improve security after going through this guide, particularly the self-assessment.

The format of this self-assessment is mostly designed for "Yes" or "No" responses. "No" answers indicate that an internal control weakness may exist and the procedure/ process/physical environment may need to be changed.

Please be sure to check the USP policies and procedures about assets, too. You'll find these on the Finance website. Colleagues in our Fixed Assets Unit will be pleased to give you and advice about these policies and procedures. This will ensure compliance with procedures and the maintenance of accurate records.

This is a living document and will be updated as revisions are necessary. Periodically, you may want to check for updates and revisions. We welcome any questions and feedback regarding the information contained in this too. Comments on how this tool can be made more useful and effective are really welcome.

Director of Assurance and Compliance

August 2014

SECTION ONE: OUR ALL RISK POLICY

These are the main conditions of all risk policy.

What are we insured for?

The policy covers only USP owned property. The main reason for this cover is to insure portable items as below:

The policy provides worldwide cover for projectors, video/ digital recorders, cameras voice recorders, mobile phones, laptops. Specialist research equipment is also covered. Please contact the Risk and Insurance Unit for details of cover or if you need another piece of equipment covered.

The policy covers a maximum limit of 25,000 FJD. We are also insured for a total loss amount. This is currently 200,000FJD each year.

What are the excesses?

Each loss includes an excess amount as follows:

- If the item is valued at 5,000 FJD or less, the excess is 500 FJD
- If the item is valued at above 5,000 FJD, the excess is 1,000 FJD

USP must meet the excess amount of any loss we suffer. These limits mean:

- Any item with a value under 500 FJD is not insured.
- Where the value of any single item exceeds 25,000 FJD, any amount over 25,000 FJD is not covered.

Procedures

Reporting incidents insured under the “ALL Risk” policy: Immediately upon discovery:

- **On campus:** Report to USP Campus Security or the Regional Campus Director. They will arrange reporting to the police as per USP policy.
- **Off campus:** Report to the police and USP departments as per USP policy.
- **For a possible claim:** Report any incidents to the Risk & Insurance Unit. (After business hours, the incident RI Unit must be notified on the next business day.)The Risk and Insurance Unit will then review if we are eligible to claim. The Unit will provide you with a list of required documents and the **deadline** for submitting them.

Replacement and insurance settlements

It is a school/department’s responsibility/decision to replace any item using their funds. **Do not wait for an insurance settlement:** USP insurance policies are centralized with the Risk and Insurance Unit. **Settlement amounts are not returned to you.**

Settlements take account of the purchase price and age of the item. The insurance company also considers what preventative measures we have taken. They may decide not to meet claims if they think we were negligent, for example, if we leave an item unattended and it is stolen, they may not pay us.

Settlements also require compliance with the All Risk policy terms and conditions on providing information.

Records and record keeping

Information relating to items that are lost or stolen should be retained for at least three years. This will assist in assessing the effectiveness of the area’s control of portable and attractive items as well as identifying any emerging trends.

SECTION TWO: SELF ASSESSMENT FORM

Campus:	School/Dept:	Staff/Student ID:
Name:		Position

USP POLICIES AND PROCEDURES	YES	NO	ACTION NOTES
1. Do you keep a department inventory listing of your items?			
2. Does your inventory listing include person(s) approved to use USP property within or off campus? (i.e.: laptops, cameras etc.)			
3. Do you have controls in place to manage risks, such as theft etc.?			
4. Did you/your colleagues know that you need permission/approval from your immediate line manager/supervisor to take any USP property off campus? i.e.: home, travel etc.			
5. Do you/your colleagues know if you take USP property home and it is stolen, damaged, due to negligence or failure to adhere to the policies / procedures, you might be liable to pay? Do you have a process for informing them?			
6. Is there a clearly communicated process for reporting stolen/missing/damaged portable items on and off campus?			

WHAT AND WHO IS COVERED?	YES	NO	ACTION NOTES
1. Are your staff/students staying on campus aware USP does not provide insurance for their personal items?			
2. Are your staff/students aware that items belonging to their friends/relatives visiting them on campus are not covered?			
3. Do you have adequate security for non-insured items like PCs in the IT labs and mobile phones?			
4. Have you got all items covered under the 'All Risks' policy listed on the fixed assets register or in your inventory listing?			
5. Do you have any specialized research equipment that you need to advise the Risk and Insurance Unit about for insurance purposes?			

PERSONAL RESPONSIBILITY	YES	NO	ACTION NOTES
1. Do you have a secure place for your portable items when not in use?			
2. Do you leave these items visible to the public whilst unattended and/or not in use? (i.e. near an open window, on your desk, on your car seat).			
3. Do you know what you have to do and who to contact in case of theft / missing item?			

DEPARTMENT'S RESPONSIBILITY	YES	NO	ACTION NOTES
1. Does your department have standard policies and procedures in place for safeguarding portable items?			
2. Does the department have a procedure for recording pooled items available for everyone to use?			
3. Do you do regular stock checks to ensure all items are accounted for?			
4. Does your department have any portable items worth more than 25,000 FJD? If Yes , inform the Risk and Insurance Unit immediately.			
5. Do you read the Campus Security tips sent by email on a regular basis?			

SOME SECURITY CONSIDERATIONS	YES	NO	ACTION NOTES
1. Have you or your department made aware of security policies and have you been provided with any type of awareness training or ongoing communications?			
2. Do any locks, windows, doors in your department/building need repairing?			
3. Do security officers patrol near your building/department/school?			
4. Is CCTV camera installed in and around your building?			
5. Do you have procedures in place to ensure all doors; windows etc. are locked at the end of the day?			
6. Did you know that if items are stolen on USP campus, you have to inform the Campus Security immediately and, if off campus, the police?			
7. Is there an established system for your staff/students to recommend process or procedures improvements?			

SPECIFICALLY ABOUT DONATED ASSETS	YES	NO	ACTION NOTES
1. Has your donor provided written documentation that includes a description of the donated item, the value and the transfer of ownership to USP?			
2. Have you reported your donated items that over the fixed asset threshold to the Fixed Asset Unit and/or recorded them in your inventory register?			

ADDITIONAL COMMENTS.

Empty box for additional comments.

Some basic preventative measures/practices

WINDOWS, KEYS AND LOCKS
1. Implement a key custody and control policy. This should include personal responsibility for key given, secure storage, reporting lost keys and controls over making duplicates.
2. Lock the doors and windows when not in use and end of every business day. This prevents theft and unwanted visitors to your departments/buildings outside business hours.
3. Check windows and window locks for defects, especially if the office can be reached from the outside, e.g. a ground floor office window or a window accessible from upper pedestrian thoroughfares or structures. If windows louvers are broken, inform P&F immediately to avoid injury.
4. Read the Campus Security tips (see Appendix B)
TAKING CARE OF YOUR ASSETS
1. Follow the guidance form the Security office (see Appendix B).
2. Do not leave items in full view to the public such as on your desk or in an open area
3. Keep liquids away from the laptops. As tempting as it might be to drink coffee, soda, water or any other liquid near your laptop, accidents can happen all too easily. Alternatively, use a cup with a cover on it, so even if it does spill, the liquid doesn't go anywhere.
4. Avoid placing heavy materials, such as books, on top of your laptop and do not place laptops or other heat sensitive items by direct sunlight/heat.
FIXED ASSET AND DEPARTMENT INVENTORY REGISTERS/LISTINGS
1. Reconciliations and updates should be made as necessary so that asset lists are Verified as accurate.
2. Any changes in portable and attractive items (e.g., additions, deletions, stolen, disposal, and transfers) must be reported in accordance with USP policies and procedures. (i.e.: New items must be reported to Fixed Asset Unit to be recorded)
ENSURING SOUND PROCEDURES
1. Departmental policies and procedures should be formally documented.
2. Verifying compliance with applicable guidelines and regulations should be incorporated in your routine reconciliation activities – contact Fixed Asset for assistance.
3. Segregation of key duties is essential. In times where complete segregation is not possible, compensating measures need to be implemented. This includes routine monitoring and oversight as well as spot checks on assets.

USP security has the following security tips for theft prevention for staff and student:

When personal items are left unattended, this provides the opportunity for theft.

- Thieves take advantage of an **opportunity** that presents itself – that's the number 1 crime at USP, as it is in the other University campuses across Fiji.
 - Attractive highly valuable assets including small, portable items or electronic devices such as cell phones, laptops and tablets are the most sought after items.
8. **Do not leave your items unattended.** This includes leaving your laptop on the desk in the Library to search for a book, go out to eat, use the toilets, or take a quick call outside the Library. The theft often goes unnoticed by others in the area who are busy with their own work, and it happens quickly and silently.
 9. **Stay in visual contact with your property.** Some items have gone missing even when the owner is present because they are not vigilant. Keep your valuables out of the view of others; if you are reading a book, leave your laptop in your backpack and on the desk where you will see if anyone is attempting to tamper with it or steal it.
 10. **Don't assume that your friends or others around you will watch your property.** If you must leave the area for any reason - take your property with you.
 11. **Don't assume that because there is a CCTV camera located above your desk that you can leave items unattended.** Perpetrators have been seen wearing caps and hooded pullovers and have successfully disguised their identities.
 12. **Today, make a note of the brand, model and SERIAL number** of your laptop-pad, mobile phone or tablet. Keep that information in two places – in your wallet or purse and also where you live or with a family member.
 13. **Personalize your property.** Add stickers, covers, engraving or other markings that will make it personal and less attractive to thieves due to lower resale value from personalization. (Visit the security office if you require engraving your personal property)
 14. **Invest in a good cable lock - use a cable lock attached to your laptop.** Make sure that the cable is locked to something secure. You should also use security features such as passwords and encryption.

Please be vigilant and take responsibility for your personal property. Our Security Officers can be contacted by phone 24x7 on these numbers for emergencies: 3232211, ext. 123 or 9380035.

Should you wish, you may visit this site which provides free tracking software which can potentially help recover your apple laptop/tablet or i-pad if stolen: <http://lifelife.com/5643460/how-to-track-and-potentially-recover-your-stolen-laptop-or-android-with-prey>

“BE SMART - KEEP SAFE”

**Security Department
Campus Life**

APPENDIX D

SECTION THREE: THE SAFEGUARDING PROPERTY SELF-ASSESSMENT QUESTIONNAIRE

How to use this matrix/plan: If there's anything in section two or three where you don't meet best practice or want to improve, record it here for review and implement. When it's done, sign it off. An example is given below.

Assessment area	Improvement to be implemented	Responsibility and timescale	Confirmation of action
USP Policies and Procedures. Point 1- implement inventory listing.	1-Identify responsibly. 2-Create an inventory template 3-Develop procedures. 4-Complete a physical inventory gathering the relevant information. 5-Finalise procedures. (include when listing should be reviewed)	HOD/HOS: Schedule/assign tasks. Complete by Dec-2014.	Set dates to confirm tasks.

All improvements required are confirmed as implemented

Signature:

Date:

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My self-assessment indicates no improvements are necessary at this time.

Signature:

Date: