



## **Student**

### **Security Requirements**

For cover to be valid:

1. Items in transit must be professionally packed while in unaccompanied transit and adequately protected against damage when in accompanied transit.
2. Items in transit must be kept in a locked boot or compartment totally out of sight. You must ensure that access to these items cannot be gained by removing a shelf or partition.
3. Premises when left unattended, unoccupied or occupied overnight must have all doors, windows and other openings left closed, properly fastened and be securely locked with keys removed. Any alarms must be maintained in good order and put into effective operation. Windows in occupied bedrooms may be left open for ventilation. All doors, windows and walls must be of substantial structure.
4. All premises housing insured items must have;
  - a) Locks approved to British Standard 3621 or a mortise deadlock of at least five levers on all entrance doors of the building and/or doors to the insured area (including internal doors).
  - b) Key operated security devices to all opening windows, openings, skylights and the like on all floors including basements.