

KEPHIS HEADQUARTERS PHYSICAL SECURITY RISK ASSESSMENT.

Physical Security Risk Assessment typically involves evaluating existing or planned security risks and measures that protect assets from threats and identifies improvements when deemed necessary.

Risk Assessment done at Kephis Head office highlighted the following observations for quick action as we await a full Security and Safety Survey which will cover the entire corporation across Kenya.

Overall vulnerability rating of the Head office security assessment is rated **“High”** Implying one or more major weaknesses have been identified that make the asset highly susceptible to an aggressor or hazard. The building has low capability of resisting the occurrence of a threat.

Observations.

The table below shows areas of concern and recommendations that Kephis Head office needs to quickly action for effective security operations.

S/NO	Area of Action	Findings	Recommendation	Urgency
01.	Physical Infrastructure	Overall architectural structure of the infrastructure is excellent.	Continuous maintenance.	Moderate
02.	Perimeter fence	Perimeter fence is electrified	Continuous service maintenance (LSO)	Moderate
03.	Main gate	1 main gate well-structured but needs modern barriers and digitization. Emergency gate needs new locks and inscription “DO NOT PARK INFRONT OF THIS GATE”	Installation of bollards, number plate camera and CCTV cameras. Procurement of locks and inscription.	High
04.	Access entrances	Kephis administration block and Phytosanitary Laboratory block needs Walk through scanning and manning.	Procurement of 2 walk through scanners to aid access control searches	Very High
05.	Offices doors and safety	Majority of offices are lockable with exemption of few with lock challenges	Quick fixing of the locks and sensitization on proper uses. As a safety precaution door needs to be opened from outside.	High
06.	Fire safety and appliances	Fire safety and appliances are expired and needs through servicing.	Full fire appliances and horse reels servicing. OSH Training on fire.	Very High

	CCTV	Currently 16 non monitored online cameras with 1 NVR stationed in ICT server room.	Additional 16 IP cameras with large storage capacity (1TB) -Establishment of CCTV control room to monitor all IP cameras across all regions.	Very High
07.	Lighting	137 bulbs, 3 fluoresce tubes and 3 flood lights needs to be installed for complete lighting at night.	Procurement and installation service is critical.	Very High
08.	Emergency evacuations.	Visible fire evacuation signages leading to fire assembly location. No emergency evacuation procedure in operations.	Continuous maintenance and training. Development of Emergency procedure.	High
09.	Keys handling	Poor key handling procedure in place. No policy procedure in existence.	Procurement of key tags and development of key handling procedure.	Very High
10.	Guarding service	Brinks security guarding service in operations with 3-day guards and 3-night guards plus dog handler.	1-day additional guard/supervisor for Phytosanitary lab.	Very high
11.	Alarm Response	Brinks provides alarm response with a 10 minutes response time.	Continuous monitoring on response time.	High
12.	Disposals – Items and garbage	Visible boxes, items stored in corridors and rooms – hazard Garbage disposal poor - forest	Quick clearing of items in building and store rooms. Garbage collections	High
13.	Motor Vehicle	Fleet management system/vehicle tracking.	Still under orientation	Moderate
14.	Security Policies and SOPs	Draft security policy. Need a policy statement and policy standards & guidelines, SOPs. OSH guidelines	After Security audit across all branches then develop policies and SOPs based on need.	High
15.	Staff Awareness	Positive staff security culture observed.	Need awareness and briefings	High
16.	Health Programs	To be followed up via HR office	Still under orientations	Moderate
17.	Environment	Clean environment, bushes behind gate needs clearance. Leaking water tank.	Clearance Repairs and cleaning	High

Overall audit observation of the head office, **Dated; 24/8/2024.**

Summary Report by; **Victor Kibet. (DD, Security).**