



# SECURITY POLICY

LEAD is committed to providing a safe and secure environment for staff, patients and visitors.

Document Detail	
Effective from	1/01/19
Last Review	2/10/2020
Date of next review	January 2022
Owner	LEAD Manager

# 1 Scope

- 1.1 The Security Policy applies to all members of staff.
- 1.2 Patients and visitors to the LEAD clinic are not subject to the Security Policy but are subject to the related Procedure for the Management of Violence and Abuse.

# 2 Policy Objectives

- 2.1 An essential element in achieving the aims of this policy is the undertaking of risk assessments in relation to security and the implementation of appropriate preventative measures. LEAD will ensure that suitable and sufficient risk assessments are undertaken using the stages of risk assessment and risk management outlined in the Procedure for Risk Identification and Assessment and its appended Risk Assessment Form.
- 2.2 Risk assessments should identify the hazards, or potential hazards, to staff, patients and visitors, the likelihood of a security incident occurring, and the type and number of individuals who could be affected. The preventative measures that are already in place to safeguard people and property, together with any additional measures required in order to reduce the number of security incidents to a minimum should also be recorded.
- 2.3 The risk assessment of security issues is no different to the assessment of any other hazard in the workplace. The advantage of adopting a risk based system to assess the effectiveness of security in the workplace is that it enables a proactive approach to preventing crime before it occurs.
- 2.4 LEAD is committed to complying with all legislation and will undertake to maintain good practice at all times.
- 2.5 Safeguarding LEAD's property, assets and private property against crime is of paramount importance. The principles are:
  - The protection of life from malicious activity or other hazards
  - The prevention of the loss of LEAD's property and assets as a result of crime
  - The protection of the LEAD's property against malicious acts, theft, criminal damage, and trespass
  - The preservation of good order within the premises under the LEAD's control
  - The detection and reporting of suspected offenders who are committing offences against LEAD's staff, property or private property within the LEAD's premises
- 2.6 The purpose of this policy is to set out what needs to be done, by whom and by when in order to ensure that:
  - Every opportunity is taken to reduce the chances of a security incident arising in the first place
  - In the event of a security incident occurring it is handled properly to help reduce its severity and in particular to minimise the risk of any personal injury or damage/loss of property

### 3 Duties

- 3.1 The LEAD manager has the overall responsibility for security management within the organisation. The manager should ensure that the implementation process is reviewed and monitored and that appropriate risk assessments are carried out to ensure sufficient resources are available, as considered necessary, in relation to any identified risk.
- 3.2 The manager will ensure that they are:
- So far as is reasonably practicable, that all staff within their areas of responsibility have read and understood the security policy.
  - Information is communicated to all staff regarding practices to be carried out in the organisation, including changes and / or new developments, as they occur.
  - A copy of LEAD's Security policy is made available to any contractors.
  - Tracking the progress of incidents (including any Police action) as well as monitoring the effectiveness of any security arrangements.
  - Liaising and cooperating with the police to ensure that any criminal matters are progressed to a satisfactory outcome.
  - acting as the liaison point for the organisation, the victim and the police in taking any criminal or legal action forward.
  - Undertaking investigations (such as evidence gathering including witness statements and so on) in support of the police where requested, or independently.
  - Overseeing the staff and visitor badge system including the implementation of any restricted access arrangements.
  - Facilitating the multi-disciplinary security/staff safety risk assessments as required.
  - Ensuring risk assessments have been undertaken in the priority areas. These areas being tackling violence and protecting LEAD's property and assets.
- 3.3 All contractors will be expected to comply with this security policy at all times raising any concerns with the manager.
- 3.4 All equipment brought onto site by contractors will be their own responsibility and all security measures must be taken to safeguard all equipment which could cause harm if in the wrong hands.
- 3.5 All staff shall:
- Take reasonable care for the security of themselves and of all other persons who may be affected by their acts or omissions at work.
  - Co-operate fully with LEAD with regard to any duties or requirements imposed upon them.
  - Not intentionally or recklessly, interfere with or misuse anything provided in the interest of security, safety or welfare. All staff are reminded that it is an offence

to remove or wilfully damage any of LEAD's property without authority. Such action could result in disciplinary action and criminal proceedings being taken.

- Inform the manager of any work situation which may represent an immediate danger to their security, or to the patients and carers.
- Report any breach of security to the manager and complete an Incident Report.
- Staff are responsible, at all times, for the protection and safe-keeping of their private property. Any loss or theft should be reported to the manager and an Incident Report completed.

Security involves all groups of staff at all levels, and to be effective it must be supported by everyone in the organisation.

## 4 Policy Delivery and Implementation

4.1 All staff are obliged to adhere to this Policy. The manager is responsible for ensuring that staff are updated in regard to any changes in the policy.

### **Immediate assistance for staff working in the community or in community health premises**

4.2 In the event of an individual finding themselves involved in a security incident, immediate assistance should be sought by contacting the Police by dialling 999 or by the use of local procedures.

### 4.3 Reporting incidents

If a security incident has been found to have taken place, but does not need urgent assistance, this should be reported to the manager. The individual reporting the incident should consider contacting the Security team via the Security control desks who will advise if the incident is reportable to the Police and assist the member of staff accordingly. If the incident is reportable, a crime number must be obtained from the Police.

## 5 Monitoring and assurance

5.1 Compliance with this policy will be monitored as follows:

- Post-incident review in the event of a security or violent incident taking place. Any themes and/or incidents of note will lead to a risk assessment.
- Regular review of security
- Specific audits may be planned and undertaken if any specific aspects of this policy and supporting documents are identified as requiring more detailed examination.
- If deficiencies are identified during the monitoring process, an action plan will be proposed and implemented by the management team.