

Corporate	CO17 Security Policy
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Version Number	Date Issued	Review Date
V3.2	November 2020	November 2022

Prepared By:	Governance Manager, North of England Commissioning Support
Consultation Process:	NHS North Tyneside Clinical Commissioning Group
Formally Approved:	Quality and Safety Committee: 3 rd November 2020

Policy Adopted From:	Existing policy
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Document History

Version	Date	Significant Changes
1	28/02/2013	First issue
2	07/01/2015	Formatted to CCG style
3	03/04/2018	Review
3.1	April 2020	No legislation updates or impact on external environment impact identified. Recommend extension due to impact of COVID19.
3.2	November 2020	No legislation updates or impact on external environment impact identified. Extension request.

Equality Impact Assessment

Date	Issues
November 2020	Complete

POLICY VALIDITY STATEMENT

This policy is due for review on the latest date shown above. After this date, policy and process documents may become invalid.

Policy users should ensure that they are consulting the currently valid version of the documentation.

ACCESSIBLE INFORMATION STANDARDS

If you require this document in an alternative format, such as easy read, large text, braille or an alternative language please contact NECSU.comms@nhs.net

1. Introduction

For the purposes of this policy NHS North Tyneside Clinical Commissioning Group will be referred to as 'the CCG'.

The Clinical Commissioning Group (CCG) aspires to the highest standards of corporate behaviour and clinical competence, to ensure that safe, fair and equitable procedures are applied to all organisational transactions, including relationships with patients, their carers, public, staff, stakeholders and the use of public resources. In order to provide clear and consistent guidance, the CCG will develop documents to fulfil all statutory, organisational and best practice requirements and support the principles of equal opportunity for all.

The CCG is committed to promoting and improving security for all of its staff, patients and visitors. The CCG aims to provide and maintain a calm, pleasant and secure working environment, where patients, visitors and staff are confident of their personal safety and the security of their property, buildings and equipment are safeguarded. Whilst the CCG recognises that it would be impossible to prevent every security incident it will provide resources to assist in handling such matters.

All CCG employees have a responsibility to ensure that security measures and procedures are observed at all times. Managers of the CCG should take a leading role in promoting and developing a security conscious culture.

1.1 Status

This policy is a corporate policy.

1.2 Purpose and scope

The CCG is committed to promoting and improving the security of its premises/assets and the safety of staff, patients and visitors to the CCG. The CCG will do its utmost to safeguard against crime and against loss or damage to property and equipment.

The CCG recognises and accepts its responsibility to provide a safe and healthy workplace and working environment for all employees and for those using its premises as required by the Health and Safety at Work etc. Act 1974.

Security is the responsibility of all staff in not only safeguarding their own wellbeing and personal property but also that of visitors and CCG property. The primary objectives of security management are:

- the prevention of violent or aggressive behaviour towards CCG staff, patients, clients and visitors
- the protection of life from malicious criminal activity or other hazards
- the protection of premises and assets against fraud, theft and damage
- the smooth and uninterrupted delivery of health care

- the detection and reporting of suspected offenders committing offences against patients, clients, staff, property or private property within CCG premises
- the education of all staff in proactive security and general security awareness

Security management can be defined as an environment where the risks to people and property are minimised from any actions that may lead to personal injury, threat to life or the disruption of the business activity of the CCG.

Effective security management is linked to other policy areas, including but not limited to counter fraud, the management of violence and aggression and lone working.

2. Definitions

The following terms are used in this document:

CCG – Clinical Commissioning Group
NHS – National Health Service
LSMS – Local Security Management Specialist

2.1 Designated Manager for Security

The Designated Manager for Security within the CCG is the Chief Finance Officer.

3. Security Policy

3.1 Responsibilities of CCG managers

All managers in the CCG are responsible for security within their work area. Managers are required to assess security risks as part of the general assessments for their department/service, develop action plans and implement security measures.

Managers' responsibilities are summarised in section 8, below.

3.2 Responsibilities of all employees

All employees, whether permanent, temporary or working through an agency or other third party, are responsible for acquainting themselves with this policy, following the guidance contained in it and complying with all security measures in their department.

Employee responsibilities are summarised in section 4, below.

3.3 CCG Premises

Following risk assessment, managers are required to ensure security of premises.

- Unlocking and locking of premises
- Responding to violent, aggressive or abusive behaviour.
- Access to CCG premises including staff identification badges.
- Lone working/ personal safety.
- Relevant arrangements for contractors to access premises as required.

3.4 Access Fobs

Access fobs will be given to staff when joining the CCG, if possible. When staff leave CCG employment, all fobs should be returned to the Manager and deactivated.

Fobs should not be swapped or given to unauthorised personnel at any time. Lost or missing fobs should be reported immediately via the CCG incident reporting system.

3.5 Identification Badges

ID Badges are issued to all staff on commencement of employment. ID badges must be worn at all times whilst on CCG premises or business. Persons not wearing an ID badge should be challenged and asked to identify themselves.

When staff leave CCG employment, all ID badges should be returned to the Manager and destroyed. If an ID badge is lost or stolen this must be reported to the Manager and reported via the CCG incident reporting system.

3.6 Visitors / Contractors

All visitors/contractors are to be signed in and out of CCG premises and issued with a visitor pass, which must be displayed at all times whilst on CCG premises. For security reasons all visitors must be escorted to and from their destination within CCG buildings.

3.7 CCG Property/assets

Where appropriate, items should be placed on an asset register. Managers should review CCG property held by their department on a regular basis to ensure that all items are securely managed.

All managers and staff should take all reasonable steps to safeguard CCG property whilst it is in their care. It is an offence for members of staff to remove property belonging to the CCG without prior authority from their line manager or the custodian of the equipment. Failure to seek authority could result in disciplinary action or criminal proceedings being taken.

3.8 Personal Property

Staff should be aware that the CCG cannot accept liability for loss or damage to staff property brought onto its premises.

Staff are advised to take adequate precautions to ensure the safety of their possessions and not bring valuables to work. Where storage has been provided for personal use, the individual to whom it is allocated will be responsible for ensuring it is locked.

Staff must report any loss of, or damage to, their belongings and co-operate in any consequent inquiry into the loss or damage. If private property has been stolen then it is the owner's and not the CCG's responsibility to report the matter to the Police. This should be after notifying a line manager and reporting the incident. Any reference number assigned should also be recorded on the incident log.

3.9 Security of Information - Confidentiality

All safeguards should be taken by staff that handle, receive and use confidential patient/personal information. It is essential that all staff taking up employment with the CCG understand and follow the CCG's confidentiality policy. The relevant CCG information governance policies should be referred and adhered to..

3.10 Security of Motor Vehicles

The CCG cannot accept liability for any private motor vehicle or its contents when they are parked on a CCG site or when the car is being used by an employee on CCG business.

3.11 Lease Cars

In the event of an incident or accident involving a lease car, the employee must notify their manager and the lease car management company in accordance with the lease car policy issued to them.

3.12 Prevention of violence to staff

The CCG has a duty to provide a safe and secure environment for all employees and visitors as well as delivering care and treatment to patients and has a zero tolerance approach to violence or abusive behaviour. The CCG takes a very serious view of violence, abuse and aggression at work and recognises its responsibility to protect employees and others who may be subjected to any acts of violence, abuse or aggression whether or not the act results in physical or non-physical assault and whether carried out by members of the public, patients, relatives or by members of staff. Violent or abusive behaviour will not be tolerated and decisive action will be taken by the CCG to protect staff, patients and visitors.

Please refer to the relevant Violence, Aggression and Abuse Policy.

3.13 Bomb Threats and the law

The vast majority of bomb threats are hoaxes. Making such malicious calls is an offence contrary to *Section 51 of the Criminal Law Act 1977* and should always be reported to the police. Any member of staff receiving such a call should seek the immediate advice of the most senior manager available.

3.14 Reporting of Security Incidents

All staff have a responsibility to report all crimes and breaches of security and should refer to the relevant Incident Reporting and Management Policy.

Reporting falls into the following categories:

- **Assault or abuse of a staff member or visitor:** All incidents of assault or abuse must be reported through the CCG incident reporting system and should be reported as soon as practical after the incident. Staff incidents should be dealt with in line with NHS protocols regarding violence and aggression against staff. All physical assaults to staff should be reported by the Manager through the Incident Reporting System system. Visitors, patients and staff should always be asked if they wish the police to be involved.
- Where a **security incident or crime is in progress** staff safety is paramount therefore staff should go to a place of safety and it should be reported immediately to the Police and the senior manager on site. An incident must be logged onto the Incident reporting system as soon as possible after the incident and passed on as per CCG incident reporting policy.

- Where a **criminal incident is discovered after the fact** and the time of the offence is not known, the incident should be reported on the CCG system as soon as the crime is discovered and then passed on as per the incident reporting policy. The manager should then inform the police, e.g. it may be necessary to obtain a police reference number for insurance purposes etc
- Where a security incident involved the **theft of patient identifiable information** this must immediately be reported to the Caldicott Guardian; SIRO and Head of Governance. Any theft or loss of data storage e.g. computer, laptop etc should all be reported in this way as well as via the incident reporting system. Also incidents where systems are suspected of being compromised should be reported to the SIRO and Head of Governance. Staff should refer to relevant CCG policy.
- All cases of **suspected fraud or corruption** should be notified immediately to the Chief Finance Officer who will then give advice or arrange investigation of the incident, in accordance with the CCG Prime Financial Policies.

3.15 PREVENT Duty

The CCG should have due regard to compliance with the requirements of the PREVENT Duty guidance for England and Wales. With regards to security management this will include:

- Ensuring that if there are concerns around rooms or buildings being used for radicalisation/terrorism that these are reported immediately within the CCG who will then inform the CSU health and safety team for further guidance via necsu.healthandsafety@nhs.net
- Ensuring staff know which personnel to contact if there are concerns relating to the use of the building this will include contact details for Governance Manager H&S who has responsibility for Security within the CCG premises and to also ensure Prevent Referral Pathway followed if applicable.
- Ensure staff have received Prevent training as per Prevent Policy and that staff, as a result of training report issues to relevant managers for escalation relating to terrorism and radicalisation.
- Have an identified Prevent Lead.

4. Duties and Responsibilities

Quality and Safety Committee	The Quality and Safety Committee has delegated responsibility from the Governing Body (GB) for setting the strategic context in which organisational process documents are developed, and for establishing a scheme of governance for the formal review and approval of such documents.
Chief Officer	The Chief Officer, as Accountable Officer, has overall responsibility for the strategic direction and operational management, including ensuring that CCG process documents comply with all legal, statutory and good practice guidance requirements. In addition, the Chief Officer is required to have appropriate health and safety policies and programmes of work in place in order to improve and maintain procedures within the organisation's premises.
Chief Finance Officer	<p>The Chief Officer, as Accountable Officer, has overall responsibility for the strategic direction and operational management, including ensuring that CCG process documents comply with all legal, statutory and good practice guidance requirements. The responsibilities of the Chief Officer are discharged through the Nominated Executive for Health and Safety.</p> <p>They will ensure that:</p> <ul style="list-style-type: none"> • the CCG complies with all statutory obligations in relation to health and safety. • mechanisms are in place to effectively monitor performance on behalf of the Governing Body and that they are fully implemented. • the Governing Body and appropriate committees are informed and advised regarding action needed on any significant health and safety event and actual or potential risk. • the establishment and maintenance of an effective health and safety advisory service to the CCG through the appointment and/or training of adequate numbers of Competent Persons. • the availability of adequate health and safety training programmes for all levels of staff. • adequate resources are made available to ensure compliance with statutory health and safety obligations. • update and review with the Health and Safety team the Health and Safety Policy in accordance with the Health and Safety at Work etc. Act 1974 and the associated regulations issued by the Health and Safety Executive. • the appropriate committees function in accordance with statutory and mandatory health and safety regulations. • so far as is reasonably practicable that all Managers are aware of their responsibilities. • a management system exists for reporting and investigating incidents. • health, safety and welfare performance is measured, strategic targets set and progress monitored and reviewed. • adequate provision for health and safety is included in any service level agreements/contracts

<p>All managers</p>	<p>Managers are responsible for:-</p> <ul style="list-style-type: none"> • Ensuring the release of staff time to undertake Manual Handling Training as set out in the CCG Mandatory Training requirements for commencing employment and at refresher training at appropriate intervals; • Ensuring that risk assessments of manual handling activities are carried out and appropriate control measures put in place to manage the risks as far as reasonably practicable. This may include provision to provide appropriate equipment; • Enabling staff to utilise their learning from the training when back in their learning environment; • Determining that all agency staff and short-term staff carrying out manual handling activities, receive Manual Handling Training. • Identification and provision of moving and handling equipment needs through assessment and practical evaluation of equipment suitability and compatibility; • Ensuring that moving and handling equipment is maintained in a safe and serviceable working state. That its use remains appropriate to the task for which it is intended and that relevant staff are trained and competent to operate the equipment in use in line with the Provision and Use of Work Equipment Regulations (PUWER) 1998 (7) and the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 (8); • Identification of moving and handling risks by monitoring practices, auditing department incident reports and thorough, prompt, accident investigation and reporting to the Governance Manager, Health and Safety.
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<p>All Staff</p>	<p>CCG employees are responsible for actively co-operating with managers in the application of this policy to enable the CCG to discharge its legal obligations and in particular;</p> <p>Regulation 5 of the Manual Handling Operations Regulations 1992 (as amended) states that:</p> <p>“Every employee while at work shall make full and proper use of any system of work provided for his use by his employer in compliance with Regulation 4(1)(b)(ii) of these regulations.”</p> <p>All employees already have a duty under the Health and Safety at Work Act 1974 to report any areas where they feel they are working at risk to themselves or their colleagues.</p> <p>Shall ensure that:</p> <ul style="list-style-type: none"> • They take care of their own health and safety and that of others who may be affected by their activities when involved in manual handling operations; • They know their role in the implementation of the Moving and Handling Policy and comply with the policy; • They participate in any training (including required updates) given in manual handling principles relevant to their work prior to undertaking any hazardous manual handling operations as part of their duty. This training is mandatory; • They are competent in the use of, and do utilise any equipment that has been provided to reduce the risk of injury in moving and handling activities or other factors relating to this activity; • They bring to their manager’s attention to any equipment that is needed to reduce the potential risk of injury in moving and handling operations or report any defects/problems in mechanical aids relating to this activity; • They participate in the risk assessments of hazardous moving and handling operations to determine measures to reduce the potential risk of injury; • They report any change in working conditions, personnel involved in moving and handling operations or a significant change in the nature of the task or the load that may necessitate a review of the risk assessment procedure; • They report to their managers any medical conditions (including pregnancy) that might affect their ability to undertake manual handling operations; • They report promptly to their managers any accidents and incidents resulting from moving and handling operations and complete an incident report form. • They self-refer to Occupational Health if they suspect their injury resulted from a manual handling operation.
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CSU staff	Whilst working on behalf of the CCG, CSU staff will be expected to comply with all policies, procedures and expected standards of behaviour within the CCG, however they will continue to be governed by all policies and procedures of their employing organisation.
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5. Implementation

- 5.1 This policy will be available to all Staff for use in the circumstances described on the title page.
- 5.2 All managers are responsible for ensuring that relevant staff within the CCG have read and understood this document and are competent to carry out their duties in accordance with the procedures described.

6. Training Implications

It has been determined that there are no specific training requirements associated with this policy/procedure.

7. Related Documents

- 7.1 Other related policy documents**
- Violence, Aggression and Abuse Policy
 - Health, Safety and Wellbeing Strategy
- 7.2 Legislation and statutory requirements**
- Health and Safety Executive (1974) *Health and Safety at Work etc Act 1974*. London HSE.

8. Monitoring, Review and Archiving

8.1 Monitoring

The Chief Officer will oversee, on behalf of the Governing Body, a method for monitoring the dissemination and implementation of this policy.

8.2 Review

- 8.2.1 The Governing Body will ensure that this policy document is reviewed in accordance with the timescale specified at the time of approval. No policy or procedure will remain operational for a period exceeding three years without a review taking place.
- 8.2.2 Staff who become aware of any change, including legislative changes, which may affect a policy should advise their line manager as soon as possible. The Governing Body will then consider the need to review the policy or procedure outside of the agreed timescale for revision.

8.2.3 For ease of reference for reviewers or approval bodies, changes should be noted in the 'version control' table on the second page of this document.

8.3 Archiving

The Governing Body will ensure that archived copies of superseded policy documents are retained in accordance with Records Management: NHS Code of Practice for Health and Social Care 2016.

9. Equality Impact Assessment

Initial Screening Assessment (STEP 1)

As a public body organisation we need to ensure that all our current and proposed strategies, policies, services and functions, have given proper consideration to equality, diversity and inclusion, do not aid barriers to access or generate discrimination against any protected groups under the Equality Act 2010 (Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion/Belief, Sex, Sexual Orientation, Marriage and Civil Partnership).

This screening determines relevance for all new and revised strategies, policies, projects, service reviews and functions.

Completed at the earliest opportunity it will help to determine:

- The relevance of proposals and decisions to equality, diversity, cohesion and integration.
- Whether or not equality and diversity is being/has already been considered for due regard to the Equality Act 2010 and the Public Sector Equality Duty (PSED).
- Whether or not it is necessary to carry out a full Equality Impact Assessment.

Name(s) and role(s) of person completing this assessment:

Name: Lee Crowe

Job Title: Governance Manager (Health and Safety)

Organisation: North of England Commissioning Support Unit (NECS)

Title of the service/project or policy: Security Policy

Is this a;

Strategy / Policy

Service Review

Project

Other Not applicable

What are the aim(s) and objectives of the service, project or policy:

The aim of the policy is to ensure CCG considers Health and Safety along with its other business objectives and to ensure that the CCG follows the details stipulated within H&S Regulations

Who will the project/service /policy / decision impact?

(Consider the actual and potential impact)

- **Staff**
- **Service User / Patients**
- **Other Public Sector Organisations**
- **Voluntary / Community groups / Trade Unions**
- **Others, please specify** Not applicable

Questions	Yes	No
Could there be an existing or potential negative impact on any of the protected characteristic groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has there been or likely to be any staff/patient/public concerns?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could this piece of work affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could this piece of work affect the workforce or employment practices?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the piece of work involve or have a negative impact on: <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing quality of opportunity • Fostering good relations between protected and non-protected groups in either the workforce or community 	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you have answered no to the above and conclude that there will not be a detrimental impact on any equality group caused by the proposed policy/project/service change, please state how you have reached that conclusion below:

Not applicable.

If you have answered yes to any of the above, please now complete the ‘STEP 2 Equality Impact Assessment’ document

Accessible Information Standard	Yes	No
Please acknowledge you have considered the requirements of the Accessible Information Standard when communicating with staff and patients. https://www.england.nhs.uk/wp-content/uploads/2017/10/accessible-info-standard-overview-2017-18.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If any of the above have not been implemented, please state the reason:		
Not applicable		

Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Quality and Safety Committee	Approval	November 2020

Publishing

This screening document will act as evidence that due regard to the Equality Act 2010 and the Public Sector Equality Duty (PSED) has been given.