

HSP 64 Security management

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Briefings

Having read this procedure all key points must be communicated to all relevant staff.

1. Introduction

The aim of this procedure is to ensure that all of Elizabeth Finn care homes (EFHL) and associated properties are as secure as possible and that they provide a safe and secure environment for staff and residents alike, free from the threat of theft, burglary, assault or injury.

2. Control of access to care homes

All EFHL care homes have a dedicated main entrance and Reception area
All visitors to the home will be able to announce that they have arrived by using the entrance intercom system. Staff should answer the intercom politely and ask the visitor who they are and who they have come to see.
When the main door is closed staff may enter via the keypad-controlled entrance. Codes for the keypad should be kept secret by staff and never disclosed to members of the public, relatives, friends, patients, contractors or agency staff. Keypad numbers should only be made known to staff on a “need to know” basis and should be changed every 6-12 months.

3. Security maintenance and inspection

All security features of the home, including fixtures and fittings, should be well maintained according to the maintenance schedule.
Staff are expected to report to the Maintenance Manager any features of the premises that they believe may constitute a breach of security, for example, broken windows, broken locks, etc. All reports should be recorded in the maintenance book.
The Health, Safety & Environment manager and Estate Manager conducts regular visits checks around the home specifically designed to pick up on security issues.
These visits check lighting, window and door locks, exterior fences and grounds security, the risk of intruder entry and staff adherence to security processes.

4. Vehicle Security

All EFHL care homes have dedicated off street parking for staff and visitors. Adequate lighting is provided within the car parks and arrangements are in place for night staff to park nearest to the building.

Staff or visitors should be encouraged to park in a safe place and to always leave their car locked.

5. Personal Security – Residents

All residents have access to a call bell system with an emergency alarm facility in their rooms and arrangements can be made whereby residents can have mobile pendant units if moving around the home.

Windows are secured to limit opening and external doors are included in the call bell system. A central secure safe is provided for resident valuables and resident rooms have lockable drawers for their use.

6. Personal Security – Staff

All staff are provided with a secure locker and are encouraged to lock any valuables within their locker.

7. DBS Checks

Elizabeth Finn Homes Limited (EFHL) recognises the importance of pre-employment checks on newly appointed employees and volunteers. The DBS Procedure details the Disclosure and Barring Service (DBS) checks that are required to ensure that employees and volunteers that are recruited are trustworthy and reliable.

8. Data Security

EFHL has a number of dedicated data security procedures which are available on the HR intranet site. Further information is available in within these.

Type	Name
	10.0 - EFHL IT Use Policy
	10.1 - EFHL Data Protection Policy
	10.2 - EFHL Information Governance Policy
	10.3 - EFHL IT Data Retention Policy
	10.4 - EFHL IT Data Security Policy
	10.5 - EFHL Data Breach Policy
	10.6 - EFHL Subject Access Policy
	10.7 - EFHL General Data Retention Policy

9. Staff Training

All new staff will receive induction training which will include a thorough tour of the premises and thorough guidance on security systems and procedures. Training will be given to all appropriate staff in all aspects of the security implementation at the premises. This is particularly important with respect to security systems which need to be operated both routinely and in the event of an incident.

All staff undergo mandatory GDPR training every 1 year.

10. Securing the Premises Procedure

All staff should be responsible for switching off electrical equipment and lights when they are leaving any area of the home which will not be used again that day, securing windows, doors and cupboards and locking up where appropriate. Staff should also draw blinds or curtains to prevent opportunist thieves from looking into the building at night.

Night duty staff starting work each night should:

- ensure that all vulnerable windows and doors are shut and locked and that curtains and blinds are drawn if appropriate
- ensure that unnecessary internal lights are turned off

- ensure that the call bell alarms on doors are activated.
- ensure that the front door is securely closed and locked.

11. Reporting and Recording Breaches of Security

Any breach of security or potential breach of security should be reported immediately to the General Manager or a senior member of staff.

Upon notification the General Manager will: -

- where appropriate report the incident to the police and obtain a crime reference number and complete a confidential crime report form.
- Report to CQC using CQC's Police involvement in an incident – notification form.
- If appropriate report as Safeguarding incident

All incidents, no matter how minor, should be recorded in the incident book and an incident report form completed as necessary.

12. Associated documents

- Visiting & Visitor Policy
- RAG 16 Security traffic management

13. A Summary of the main points

Check that:

- All staff are made aware of security requirements as part of their induction.
- Any incident is reported, recorded and investigated.

14. Document history

Author	Steve Andrews (Health & Safety Manager)
Date of Implementation	04/06/2021
Date of next full review	01/01/2027

Issue	Date	Author	Reason
1.0	04/06/2021	Steve Andrews	New document.
2.0	02/02/2024	Steve Andrews	Full document review – Added section 12 (Associated documents)

2.0	02/02/2024	Steve Andrews	Banner updated, no other changes, issue number kept same.
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