OA Reablement Service	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
x	✓	✓	x	✓	x	✓	✓

K1
KEY SECURITY

POLICY

To ensure staff are fully aware of the safety and security of all keys.

PROCEDURE

1. All keys must have some form of identification e.g. this can be either numbered or colour coded.

2. Keys must be kept secure at all times.

3. If issued with or using keys, staff are responsible for their security.

4. If a safe is available the keys to this must be kept separate to other keys and held in a separate key safe. Keys to the controlled drugs cupboard must be kept separate to the main drugs keys and held in a secure place.