

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

S6

SECURITY IN SERVICE UNITS

POLICY

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

PROCEDURE

1. Staff and service users should know which doors are to be kept secured at all times, and the time of day the other doors are locked / unlocked.
2. Managers should nominate key holders from within the staff team.
3. Staff should only admit visitors who can demonstrate the legitimacy of their visit and produce identification (if in any doubt).
4. Staff should challenge unidentified visitors who enter the building and inform the supervisor / manager on duty about anybody acting suspiciously in the grounds of the establishment. Night staff should notify the police.
5. Offices should be left secure at all times and items of value should not be left on show.
6. Service users should be offered the key to their own room where applicable (Residential services only).
7. Service users will be responsible for their own keys and possessions unless stated in the person centred care plan. Domiciliary care should follow the K1 procedure.
8. The manager / supervisor on duty should check all security points in the building at the end of the working day or at the point of hand-over to night staff and this should be recorded in writing. Night staff should start a security check of the building within the first 30 minutes of their shift and at least a minimum of 2 hours thereafter. Where there is any potential risk of breach of security in your building e.g. un-alarmed door or a breakdown in fire alarm system more frequent monitoring must take place. The security checks must be recorded on Appendix 1 S6 Security / H5 Health and wellbeing check recording sheet.
9. If a security risk arising from any building maintenance issue, it should be reported for repair following the M12 procedure. If further advice is required, contact the relevant person.
10. Staff responsible for securing the building must be able to set the door alarm and / or security alarms.

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Amendment	1	2						01/10/04 P&P

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11. In the event of an intruder, staff must not approach the intruder and must contact the police immediately.

12. The key code to the entrance door of an establishment should be changed at least every 6 months or as required. A list must be maintained of the people who have been given the key code (e.g. relatives, and district nurses).

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