



## LSMS – Security Management Work Plan – 2017/18

Date: 12/03/18	Action	Lead	By When	Progress Update	RAG Status*
1					
	<b>Business Continuity Planning (BCP)</b> Agree BCP with Shield Security following a major incident on site. Provide documentation to Business Resilience Group.	KW	June 2017	<ul style="list-style-type: none"> <li>If there is an increased threat level or incident Shield would risk assess the situation and continually do this. Basic risk assessments are carried out every year and will change time to time depending on any incidents or threats that have taken place over the course of that year. These are sent to the LSMS and the security guards have access to these.</li> <li>To increase security we are able to provide an extra 6 officers within an hour of the phone call been made to Shields control room. This request needs to come from a member of the DRI Senior Management Team.</li> <li>The regular review is carried out yearly and all policies and procedures are checked every 6 months by the NSI.</li> </ul>	5

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<b>RAG Status Key:</b>	<b>5</b>	<b>Complete</b>	<b>4</b>	<b>On Track</b>	<b>3</b>	<b>Some Delay – expected to be completed as planned</b>	<b>2</b>	<b>Significant Delay – unlikely to be completed as planned</b>	<b>1</b>	<b>Not yet commenced</b>
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

2					
	<p><b>Lockdown – Access Control</b>  Work towards an agreed lock plan down with Fire Safety Advisor, Emergency Planning, Health and Safety Advisor and advice from local Crime Prevention Officer.</p>	<p>KW,MJ,JR,  ND,EL</p>	<p>Sept 2018</p>	<ul style="list-style-type: none"> <li>• Initial meeting taken place with emergency planning June 17 and doors highlighted. Further meeting to arrange in April 2018.</li> <li>• Discussion with Fire Safety and Health and Safety Advisors- agreed further discussions required with full team.</li> <li>• Met with Crime Prevention Officer (CPR) who will advise as required. Awaiting report from CPR officer – April 2018</li> <li>• Viewed lockdown procedures at Rotherham. The A&amp;E department has been recently refurbished; a full lock down plan was included within the tender specification and incorporated into the on-site control room, enabling a one switch lockdown for the department.</li> <li>• Quotations received to enable a full lockdown of the Emergency Department at Bassetlaw Hospital. Awaiting approval to commence with orders.</li> <li>• Internal door audit completed at DRI. A number of recommendations have been proposed, with remedial works commenced. A new electric door with access control and CCTV has been installed in the EWB main staircase basement.</li> <li>• Dates arranged for 2018, for monthly tests of the lockdown doors at DRI and BDGH to ensure that the system is fully operational. To be undertaken by LSMS and Fire Safety Advisor.</li> </ul>	<p><b>3</b></p>

3					
	<p><b>Conflict Resolution</b> Review and update current training programme – with a view to incorporate break away training for staff working within high risk areas.</p>	KW	July 2018	<ul style="list-style-type: none"> <li>• Attended meeting with Education Leads, it was agreed the current package requires updating for the next financial year. As topic lead the LSMS has evaluated the current conflict resolution training package an agreed to reduce the current content to a 2 hour and 3 hour delivery, this will provide compliance assurance for all identified staff members.</li> <li>• LSMS to review current conflict resolution and breakaway training offered by RDASH. Possible joint collaborative training, RDASH staff to attend conflict resolution provided by DBTH. DBTH staff to attend RDASH breakaway training.</li> <li>• A Task and Finish group is now in place with the inaugural meeting taking place on February the 19th to include both Conflict Resolution and Breakaway training. The group includes topic lead, education leads and representatives from identified high risk areas (including Emergency Care Group and MSK &amp; Frailty). Positive feedback from MSK who are willing to pilot RDASH breakaway training amongst their staff members.</li> </ul>	4

4					
	<b>Trust Security Policies:</b> Prison Policy Violence and Aggression Policy Lockdown Policy Use of Weapons Policy CCTV Policy Dealing with individuals who are violent and abusive over the age of 18 Security Policy Abduction Policy Security Strategy	KW	Sept 2018	<ul style="list-style-type: none"> <li>The Prisoner Patient Policy is now complete and published on the intranet.</li> <li>Violence and Aggression Policy is now complete and published on the intranet.</li> <li>Dealing with individuals who are violent and abusive over the age of 18 complete and published on the intranet.</li> <li>Abduction Policy is now complete and published on the intranet.</li> <li>Security Policy has been reviewed, and circulated to the Trust Health &amp; Safety committee for comment prior to next meeting.</li> <li>Security Strategy has been updated and will be circulated for comment ...</li> </ul>	4
5					
	<b>External Engagement</b> Attend 136 meetings with Mental Health Team. Continue demand reduction work South Yorkshire Police. Maintain meetings with South Yorkshire and Nottinghamshire Police. Local Prisons and policy effectiveness Crime Prevention Continue to share Information with Counter Terrorism Police and Advisors (CTSA)	KW	Continuous Progression	<ul style="list-style-type: none"> <li>Attending meetings with RDASH</li> <li>Work with staff and Police and agree set template for requesting Police assistance.</li> <li>Sharing information with Police and continue gathering evidence for regular attendees for community orders.</li> <li>Arranged bi monthly site meetings at BDGH with Police and Trust staff.</li> <li>Meeting arranged with Doncaster Crime Prevention team.</li> <li>Working with South Yorkshire Police on a call reduction programme.</li> </ul>	4

6					
	<b>Internal Engagement</b> Arrange quarterly meetings with Emergency Planning and Safe Guarding. Meet Monthly with Local Counter Fraud Specialist (LCFS) Assist Health & Safety Advisor with investigations when required. Estates and Facilities Compliance monthly meetings.	KW	Continuous Progression	<ul style="list-style-type: none"> <li>Initial introduction meeting taken place with New Emergency Planning lead. Quarterly meetings to be arranged.</li> <li>Meetings in diary for LCFS</li> <li>Regular communication with Health &amp; Safety Advisor and sharing of information.</li> <li>Meet with Estates and Facilities Compliance team monthly.</li> </ul>	4
7					
	<b>Car Parking and Security Contract</b> Meet monthly with Operations Manager Ensure Security Guards are following procedures for patrols and reporting of incidents. Assist with mobilisation of new security contract once awarded.	KW	Continuous Progression	<ul style="list-style-type: none"> <li>Monthly meetings arranged for Security contract, to include LSMS, Operations Manager Shield, Head of Compliance Estates and Facilities and Assistant Hospital Manager Montagu Hospital.</li> <li>Ongoing monitoring of security incidents.</li> <li>Contract tender, ITT to be issued by procurement on 5<sup>th</sup> March 2018. For proposed contract award 14<sup>th</sup> May 2018.</li> </ul>	4
8					
	<b>Lone Working</b> Cleanse of current system Staff training Staff usage of devices Meetings with Reliance Protect	KW,ND, DMK	April 2018	<ul style="list-style-type: none"> <li>Initial meeting with Maternity Lead has taken place; staff list needs to be updated.</li> <li>Current contract is due for renewal in March 2018. Options appraisal has taken place. Meeting with procurement undertaken, outcome from meeting tender specification required. Specification in draft format with input from Children and Families Care Group leads.</li> </ul>	4

9					
	<b>LSMS to attend following meetings and provide security reports as required.</b> Health and Safety Committee Audit and Non Clinical Risk Committee (ANCR) Estates and Facilities Health and Safety Compliance Management Meetings Multi Agency Meetings Emergency Planning Meetings Cyber Security working Group	KW	Continuous Progression	<ul style="list-style-type: none"> <li>Regular reports provided to Health and Safety Committee</li> <li>Reports provided to ANCR</li> <li>Health, safety and security site inspection reports provided to both the Trust and Estates and Facilities Health &amp; safety Committees.</li> <li>Reports provided for the Business Resilience Committee.</li> </ul>	4
10					
	<b>Continued Professional Development (CPD)</b> <b>To attend:</b> National Professional Advisory Group (NPAG) National Association of Health Care Security (NAHS)	KW	Continuous Progression	<ul style="list-style-type: none"> <li>Attending quarterly meetings for NPAG</li> <li>Dates in diary for NAHS - September &amp; November 2018</li> </ul>	4
11					
	<b>Datix</b> Conduct a review of reported incidents; provide acknowledgement or feedback to staff. Conduct investigations or interventions in response to reported security incidents. Update all outstanding reports and close incidents down.	KW	Continuous Progression	<ul style="list-style-type: none"> <li>The LSMS is presently identifying relevant training sessions to deliver local ward/departmental security refresher information, including posters, hand outs and security updates presented in Buzz.</li> <li>Undertake full review of ward/departmental security Risk Assessments – 2018/2019.</li> </ul>	3
12					
	<b>LSMS – Security Management Work Plan</b>	KW	Continuous Progression	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	4