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Bwrdd Iechyd Prifysgol  
Cwm Taf  
University Health Board

Ref: FAC10

## Security Policy

<b>INITIATED BY:</b>	Assistant Director of Facilities Board Secretary / Corporate Director
<b>APPROVED BY:</b>	Quality, Safety and Risk Committee
<b>DATE APPROVED:</b>	6 <sup>th</sup> December 2018
<b>VERSION:</b>	4.0
<b>OPERATIONAL DATE:</b>	6 <sup>th</sup> December 2018
<b>DATE FOR REVIEW:</b>	3 years from date of approval or if any legislative or operational changes require
<b>DISTRIBUTION:</b>	All Health Board Units Security, Violence and Aggression Group Quality, Safety and Risk Committee Staff Side Working in Partnership Group CHC South Wales Police All staff via the intranet
<b>FREEDOM OF INFORMATION STATUS:</b>	Open

## Summary

### **Who this document is aimed at:**

All Cwm Taf University Health Board Employees.

### **Key issues:**

Cwm Taf University Health Board shall ensure a secure environment by following the principles deter, deny, detect, respond and review.

#### **Deter**

In security, as in healthcare, prevention is better than cure. Deterrence will normally be achieved by publicising counter measures and the degree of success they have.

#### **Deny**

In the real world, illegal or inappropriate behaviour is bound to occur despite efforts to stop it. Appropriate physical protection measures should be taken to deny unlawful access to patients, staff, service users, goods and assets.

#### **Detect**

The earlier that physical acts are detected, the smaller their chances of success. Raised awareness and technical aids to security is the route to success.

#### **Respond**

Without an effective response, other counter measures may be ineffective.

#### **Review**

Review security strategies after every incident, also after counter measures have been put in place, to evaluate their effectiveness.

### **Brief summary of document:**

Cwm Taf University Health Board recognises its duty to ensure the safety and security of its employees, service users, assets and property. The Health Board is committed to meeting the requirements of the Security Management Framework (2005) and the NHS Wales Health & Care Standards 2015.

### **Policy Definition**

A policy is a high level overall guide, which sets the boundaries within which action will take place, and should reflect the philosophy of the organisation or department.

It provides a prescribed plan for staff to follow, which should not be deviated from.

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## 1. Purpose

The safety and security of staff and service users and the protection of physical assets is paramount to the continued effective delivery of services within Cwm Taf University Health Board (Health Board).

This Policy details the core security principles for the Health Board, from which all other security related procedures will stem. Security incidents are a risk to the Health Board and a danger to the health and safety of staff and service users. Consequently, this Policy should be read in conjunction with other Health Board Risk Management policies, procedures and guidance documents for example:

- Major Incident Plan;
- Violence and aggression guidance documents situated within the violence and aggression website on the HB intranet
- Counter Terrorism Prevention;
- CCTV policy;
- Suspect Package procedure;
- Persons Armed with Weapons Procedure
- Control of Contractors Policy.

It is not intended to supersede or conflict with these policies but instead aims to support them by setting out measures, specific to security, to be taken by the Health Board in the creation of an environment within which security related risks and incidents of crime and violent or intimidating behaviour are kept to a minimum.

## 2. Policy Statement

The Health Board recognises its duty to ensure the safety and security of its employees, service users, assets and property. The Health Board is committed to meeting the requirements of the Security Management Framework (2005) and the NHS Wales Health & Care Standards 2015.

It is a priority to ensure that staff, service users, assets and property are protected against violence, fraud, theft and damage, allowing a smooth and uninterrupted delivery of health care. Perpetrators of crime or anti-social behaviour will be reported to the Police and where a criminal action has occurred, prosecution will be actively encouraged.

The Health Board has developed a security and violence strategy with agreed strategic aims to take forward its commitment to reducing security and violence related risks. Progress with the strategic aims will be performance managed.

Cwm Taf University Health Board will work closely and in partnership with South Wales Police, neighbouring police forces and Local Community Safety Partnerships in tackling crime and anti-social behaviour.

### **3. Principles**

The Health Board shall ensure a secure environment by following the principles deter, deny, detect, respond and review.

#### **3.1 Deter**

In security, as in healthcare, prevention is better than cure. Deterrence will normally be achieved by publicising counter measures and the degree of success they have.

#### **3.2 Deny**

In the real world, illegal or inappropriate behaviour is bound to occur despite efforts to stop it. Appropriate physical protection measures should be taken to deny unlawful access to patients, staff, service users, goods and assets. Any Estates major or minor works are to adopt the principles of 'Secure by Design' in their planning and choice of security products

#### **3.3 Detect**

The earlier that physical acts are detected, the smaller their chances of success. Raised awareness and technical aids to security is the route to success.

#### **3.4 Respond**

Without an effective response, other counter measures may be ineffective.

#### **3.5 Review**

Review security strategies after every incident, also after counter measures have been put in place, to evaluate their effectiveness.

### **4. Scope**

This Policy applies equally to all staff, service users, contractors and any other person affected by the Health Board's security arrangements.

### **5. Legislative and NHS Requirements**

The legislation and national guidance considered in the development and maintenance of this policy can be found under References at section 13.

### **6. Procedure**

#### **6.1 Security Management**

In general, security issues fall under the policies of Risk Management and Workplace Safety and Health. Security risks will therefore be managed in a

similar way to any other risk or health and safety issue within the Health Board.

Risk Management and Workplace Safety and Health are the responsibility of the Board Secretary / Corporate Director.

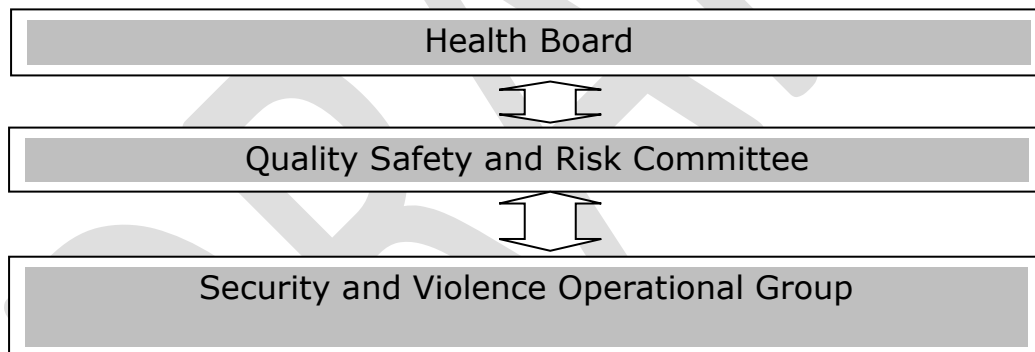
Due to the specialised nature and potential risk to Health Board staff, service users and property from security incidents, security has become an increasingly specialised subject. Consequently, an appropriately trained, qualified and experienced person has been delegated responsibility for Security Management and this role is delegated to the Head of Facilities.

## 6.2 Counter Terrorism

The Health Board will liaise closely with the Police to ensure all appropriate operational measures are taken to deter, deny and detect acts of terrorism against its estate, staff, patients or visitors.

## 6.3 Reporting Channels

The following diagram, illustrates the reporting channels for security and violence related matters.



## 6.4 Risk Assessment

As with general workplace safety and health, security specific risk assessments are to be conducted by all departments within the Health Board. The results of these assessments are to be maintained in compliance with the Risk Management and Workplace Safety and Health Policies and the Risk Assessment Procedure.

To assist managers in the identification and management of security specific risks, a Departmental Security generic risk assessment form has been developed. The form is available via the Health Board's Health and Safety intranet site or through the Health Board's Facilities Security Team.

## **6.5 Estate Major and Minor Security Works**

All Estates major and minor refurbishment or maintenance works relating to Security are to follow the principles of 'Secure by Design' in the planning and choice of security products. The design is to be risk assessed and then approved/signed off by the appropriate person responsible for security management and crime prevention and monitored by the Facilities and Estates governance and compliance group. Support in the principles of 'Secure by Design' is available from South Wales Police Architectural Liaison Officers who specialise in crime prevention.

## **6.6 Reporting of Security Incidents**

It is the responsibility of all staff, at all levels, to promptly report all security related incidents in line with the organisations Incident Reporting Policy. The prompt reporting of incidents will allow the Police and the Health Boards Facilities Security Team to respond in a timely, suitable and effective manner.

## **7. Training Implications**

The training of staff is essential if they are to be provided with the skills required to effectively deal with varied security related challenges encountered on a daily basis. Training can bring about the following:

- reduction in the number of incidents;
- reduction in the seriousness of incidents;
- reduction in the psychological effects of incidents;
- improved response to incidents;
- improvement in staff morale.

### **7.1 General Security Awareness and Guidance Training**

The Facilities Porter Services management team and the Corporate Services Health and safety team has a responsibility to support security and violence and aggression incident crime prevention measures which includes staff training. This training may also where required be supplemented by support from South Wales Police and other security agencies. The sessions are designed to promote and provide guidance on the following:

- general security and crime prevention;
- counter terrorism awareness;
- civil contingency measures;
- completion of departmental security risk assessments;
- site vulnerability assessments;
- tackling anti-social behaviour;
- tackling violence and aggression in the workplace;

### **7.2 Security Industry Authority Training**

All contracted and in-house staff employed on security and where required employed on CCTV duties will be trained to accredited Security Industry Authority (SIA) standards. In addition, all security contracts are to be

approved by the SIA and contracted staff are required to hold an in date license issued by the SIA.

## **8. Review, Monitoring and Audit Arrangements**

The Health Board will monitor changes in its security environment through regular audit of security and violence incident trend analysis. Problem solving techniques will be used along with action plans for specific areas of risk identified and implementation monitored.

### Compliance Score Card

The key areas of risk will be reviewed and monitored by the Facilities Governance and Compliance Manager using a risk management scorecard approach. This approach is summarised as follows:

- Identify the key areas of security and violence against staff risks to the organisation.
- Identify the gaps at the specific environmental areas where the highest risks requiring control are.
- Identify the existing level of control.
- Provide a target level of control.
- Specify the action that is required and any resource implications.
- Identify responsible leads.
- Provide target dates for progress.
- Performance managed and reviewed at the Security Violence & Aggression Group and the Quality, Safety and Risk Committee.

Health Board department and ward line managers will be responsible for undertaking security health and safety risk management audit assessments to ensure the Policy is being followed and that risk assessments and risk profiles / action plans, detailing the priorities and actions required to manage the risks, have been produced and implemented. The Facilities security management team are available to support the assessments in particular at high risk functional areas.

This Policy will be reviewed at least once every three years. An earlier review may be warranted if one or more of the following occurs:

- as a result of regulatory / statutory changes or developments;
- due to the results/effects of critical incidents;
- for any other relevant or compelling reason.

## **9. Managerial Responsibilities**

The Risk Management Policy and the Workplace Safety and Health Policy document the responsibilities of staff at all levels and security issues should routinely be considered as part of these responsibilities. The relevant responsibilities are highlighted as follows and in detail at Appendix A.



### **9.1 Executive Board**

The Executive Board has the overall responsibility for ensuring that the correct policies, procedures and systems are in place and that they are constantly under review. The Executive Board discharges its responsibilities through the post of Chief Executive who has delegated responsibility for security to the Board.

### **9.2 Security and Violence Operational Group**

The role of the Security and Violence Operational Group (SVOG) is to identify the key areas of security and violence and aggression risk, prioritise goals and the appropriate actions and resources required to tackle and reduce the risks within the Health Board.

The SVOG will produce and take forward a security strategy and provide reports on progress against the policy and strategic aims to the Quality, Safety and Risk Committee.

The functions and membership of the group are set out in the group Terms of Reference (Appendix B).

## **10. Retention or Archiving**

Copies of this Policy will be archived and stored in line with the Organisation's Records Management Policy.

## **11. Non Conformance**

There is a requirement for all staff to comply with this Policy, and where requested, to demonstrate such compliance. Failure to comply will be regarded as a disciplinary incident, and will be dealt with under the appropriate Health Board Workforce and Organisational Development Policy.

Security information and regular security bulletins are provided on the organisations share point intranet news and where appropriate are also displayed throughout the Health Board to encourage members of the public to comply with this Policy.

## **12. Equality Impact Assessment Statement**

This Policy has been subject to a full equality assessment and no impact has been identified.

## **13. References**

The principal legislation and NHS requirements relating to security is encompassed within the following:

- Health and Safety at Work etc Act 1974;
- Crime & Disorder Act 1998;
- Public Order Act 1986;

- Protection from Harassment Act 1997;
- Theft Act 1968;
- Criminal Damage Act 1971;
- Fraud Act 2006;
- Data Protection Act 2018;
- The Counter-Terrorism and Security Act 2015;
- Anti-Social Behavior, Crime and Policing Act 2014;
- Anti-Social Behavior Act 2003;
- Civil Contingencies Act 2004;
- BS 16001:2015 Security Management Strategic and Operational Guidelines;
- Security Industry Authority (SIA).
- All Wales Security Management Framework (2005);
- NHS Wales Health & Care Standards 2015;
- HBN 00-01 – General Design Guidance for Healthcare Buildings;
- HBN 00-07 – Planning for a Resilient Healthcare Estate;

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## Appendix A - Roles and Responsibilities Matrix

	All Staff	Governance Groups	Department/Ward Responsible Manager	Directorate Management Team	Clinical Directors	Executive Directors	Central Departments
All staff have knowledge of and understand the Security Policy and its supporting procedures.	√ Full understanding	√ Monitor compliance	√ Prime responsibility	√ Prime responsibility	√ Full support	√ Full support	
Security management is on the agenda at unit, directorate, ward and department meetings.		√ Monitor compliance	√ Full understanding √ Prime responsibility	√ Prime responsibility	√ Full support	√ Full support	
Actively reviewing the security risks within their area of responsibility by carrying out routine audits in partnership with staff side organisations and in line with the Health Board's Risk Management Policy.		√ Monitor compliance	√ Full understanding	√ Prime responsibility	√ Full support	√ Full support	
The need for additional funding or other resources, recognised as a result of undertaking security risk assessments, is identified.		√ Monitor compliance	√ Full understanding	√ Prime responsibility	√ Full support	√ Full support	
To undertake what is required to meet the legal responsibilities of the Health and Safety at Work etc Act 1974 to ensure that all employees are trained in procedures for working safely.		√ Monitor compliance	√ Full support	√ Prime responsibility	√ Full support	√ Full support	H&S Training
Ensuring staff attend appropriate Security Management training.	√ Prime responsibility	√ Monitor compliance	√ Prime responsibility	√ Full support	√ Full support	√ Full support	

	All Staff	Governance Groups	Department/ Ward Responsible Manager	Directorate Management Team	Clinical Directors	Executive Directors	Central Departmen ts
Security risk assessments are undertaken, risk profiles / action plans arising are implemented and reviewed and that any security risks identified are recorded in the ward/department risk register.		√ Monitor compliance	√ Prime responsibility	√ Prime responsibility	√ Full support√	Full support	
Safe systems of work are developed to protect staff and draw up clearly defined safe operating procedures.	√ Full understanding	√ Monitor compliance	√ Full support √ Prime responsibility	√ Prime responsibility √ Full support	√ Full understanding	√ Full understanding	Corporate risk and Safety
Staff are notified of security risks relating to their job and provided with appropriate training in accordance with the All Wales Violence and Aggression passport scheme.	√ Full understanding	√ Monitor compliance	√ Prime responsibility	√ Full support	√ Full understanding	√ Full understanding	Corporate risk and Safety
Ensuring that security incidents are reported in line with the Health Board's Incident and Hazard Reporting Policy.	√ Prime responsibility	√ Monitor compliance	√ Prime responsibility	√ Full support	√ Full understanding	√ Full understanding	Corporate risk and Safety
Safeguard themselves, colleagues, service users etc., in so far as is reasonably practicable.	√ Prime responsibility	√ Monitor compliance	√ Prime responsibility	√ Full support	√ Full understanding	√ Full understanding	Corporate risk and Safet
Ensure and safeguard the security of their building, premises, department etc.	√ Prime responsibility	√ Monitor compliance	√ Prime responsibility	√ Full support	√ Full understanding	√ Full understanding	Facilities Security Manager
Familiarise themselves with any special security requirements relating to their place of work or work practices and the action to be taken in the event of a security incident.	√ Prime responsibility	√ Monitor compliance	√ Monitor Systems	√ Full support	√ Full understanding	√ Full understanding	Facilities Security Manager
Ensure that neither equipment nor property are put in jeopardy by their actions; either by instruction, example or behaviour.	√ Prime responsibility	√ Monitor compliance	√ Monitor Systems	√ Full support	√ Full understanding	√ Full understanding	

	All Staff	Governance Groups	Department/ Ward Responsible Manager	Directorate Management Team	Clinical Directors	Executive Directors	Central Departments
Follow prescribed working methods and security procedures at all times.	✓ Prime responsibility	✓ Monitor compliance	✓ Monitor Systems	✓ Full support	✓ Full understanding	✓ Full understanding	
Co-operate with management to achieve the aims of the Security Policy and Strategy.	✓ Prime responsibility	✓ Monitor compliance	✓ Monitor Systems ✓ Prime responsibility	✓ Full support	✓ Full understanding	✓ Full understanding	
Notify their manager of any potential security risks, problems or concerns and report all incidents involving criminal or suspected criminal activity to the appropriate manager and/or the Police.	✓ Prime responsibility	✓ Monitor compliance	✓ Prime responsibility	✓ Full support	✓ Full understanding	✓ Full understanding	Corporate Risk and Safety
Follow any advice, procedures, systems or training introduced in order to reduce or eliminate risks identified.	✓ Prime responsibility	✓ Monitor compliance	✓ Prime responsibility	✓ Full support	✓ Full understanding	✓ Full understanding	
Complete incident forms detailing the circumstances of any incidents relating to security, including violence, aggression, anti-social behaviour or criminal activity, in line with the Incident Reporting Policy;	✓ Prime responsibility	✓ Monitor compliance	✓ Prime responsibility	✓ Full support	✓ Full understanding	✓ Full understanding	Corporate Risk and Safety
Draw to the attention of their manager any apparent non-compliance with this Policy.	✓ Prime responsibility	✓ Monitor compliance	✓ Prime responsibility	✓ Monitor Systems	✓ Full understanding	✓ Full understanding	Corporate Risk and Safety
To include in new starters pack appropriate information related to the Security Policy.			✓ Full support				✓ WOD
To support staff who are victims of crime and violence in accordance with the Security and Violence Policies.	✓ Full understanding	✓ Monitor compliance	✓ Full support ✓ Prime responsibility	✓ Full support	✓ Full understanding	✓ Full understanding	Occupational Health Board Secretary

	All Staff	Governance Groups	Department/Ward Responsible Manager	Directorate Management Team	Clinical Directors	Executive Directors	Central Departments
The formulation, implementation and maintenance of an effective Security Policy and strategy in consultation with all Health Board Unit Directors, staff representatives, and for ensuring that managers co-ordinate and implement the policy in their respective areas.	√ Full support	√ Full support	√ Full support	√ Full support	√ Full support	√ Prime responsibility	Board Secretary
Reviewing and amending the Policy to ensure compliance with any new legislation or guidance	√ Full support	√ Full support	√ Full support	√ Full support	√ Full support	√ Prime responsibility	Board Secretary
Ensuring that periodically, and at least annually, a report is presented to the Executive Board informing them of progress against the security and violence strategic aims.	√ Full support	√ Full support	√ Full support	√ Full support	√ Full support	√ Prime responsibility	Board Secretary
Monitoring, in conjunction with the Corporate Quality Risk Committee, the performance of the Health Board, its Units and Directorates with regard to the implementation of this Policy.	√ Full support	√ Full support	√ Full support	√ Full support	√ Full support	√ Prime responsibility	Board Secretary
Providing direction to the Health Board Security Operational Group.	√ Full support	√ Full support	√ Full support	√ Full support	√ Full support	responsibility	Board Secretary
Fulfilling, in so far as is reasonably practicable, the requirements of the All Wales Security Management Framework (2005) and the NHS Wales Health & Care Standards 2015.	√ Full support	√ Full support	√ Full support	√ Full support	√ Full support	√ Prime responsibility	Board Secretary

	All Staff	Governance Groups	Department/Ward Responsible Manager	Directorate Management Team	Clinical Directors	Executive Directors	Central Departments
Advising the Health Board of any requirements; statutory, legislative or other relating to security, security and crime prevention risk assessments, Secure by Design, crime reduction and the supply of suitable security system solutions and services. Responsible person for approving the suitability of Estate major and minor works that impact on security and crime prevention management.		√ Monitor Systems	√ Full support	√ Full support		√ Full support	Head of Facilities √ Prime responsibility
Developing and reviewing the security strategy, policy and procedures.		√ Monitor Systems	√ Full support	√ Full support		√ Full support	Head of Facilities √ Prime responsibility
Ensuring Health Board representation on partnership working groups such as; local Community Safety Partnerships, Local authority, Police and any other public or private body that could assist the Health Board on security related matters.		√ Monitor Systems	√ Full support	√ Full support		√ Full support	Head of Facilities √ Prime responsibility
Liaising with local Community Safety Partnership, the Police and the Health Board Business Contingency Manager to ensure that, where appropriate, crime prevention and counter terrorism measures considered within the Health Board.		√ Monitor Systems	√ Full support	√ Full support		√ Full support	Head of Facilities √ Prime responsibility

## **Appendix B - Security and Violence Operational Group Terms of Reference**

### **THE SECURITY AND VIOLENCE OPERATIONAL GROUP**

#### **TERMS OF REFERENCE**

##### **1. Constitution**

The executive lead for security within Cwm Taf University Health Board is the Board Secretary / Corporate Director. A Health Board Non Officer member has also been nominated to monitor progress.

The Security and Violence Operational Group have been established to coordinate security and the response to violence against Health Board staff on his behalf.

The group have no executive powers, the group will report to the Corporate Quality and Risk Committee.

##### **The purpose of the Operational Group is to:-**

Ensure there is a safe and secure environment and systems are in place to protect, staff, service users, their property and the assets of Cwm Taf HB Supporting the Health Board's commitment to meeting the requirements of the [Security Management Framework \(2005\)](#) and the [NHS Wales Health & Care Standards 2015](#).

- Provide progress reports to the Quality and Risk Committee.
- Encourage and develop a community approach to security and crime prevention through working collaboratively with the Police, the Community Safety Partnership(s), Community Health Council and other relevant security agencies and organisations with responsibility for community safety and security.
- Review, coordinate and monitor the management of Unit / Directorate Security and Violence and Aggression risks;
- Support external requirements and initiatives that contribute, to tackling Security violence and Aggression risks. Incorporate these initiatives and directives into the Health Board Strategy and Action plan.
- Develop an audit process and coordinate the violence and aggression management audit program across the Health Board.
- Monitor and review key performance indicators of violence, security and crime incident trends, review risks and recommends appropriate actions



- Monitor all Estates major and minor refurbishment or maintenance works relating to Security follow the principles of 'Secure by Design' in the planning and choice of security products. The design is to be risk assessed and then approved/signed off by the appropriate person responsible for security management and crime prevention and monitored by the Facilities and Estates governance and compliance group. Support in the principles of 'Secure by Design' is available from South Wales Police Architectural Liaison Officers who specialise in crime prevention.
- Review procedures for recording violent and security incidents and actively encourage staff to report every incident of violence.
- Take forward the development of the Violence and Aggression communication strategy through the Health Board Communication group.
- Make recommendations on Security Policy and the Violence and Aggression guidance and any resource requirements required for the Quality, Safety and Risk Committee.

**The objectives of the Operational Group are to:-**

- Identify the key areas of security and violence and aggression risk, prioritise goals and the appropriate actions and resources required to tackle and reduce the risks within the Health Board.
- Reduce the number of incidents and the risk to staff and at its premises from physical and verbal violence.
- Reduce the number of incidents and the risk to the physical assets of the Health Board.
- Produce and take forward a Security Policy and Strategy document along with associated procedures and guidelines which will support managers in the effective management of violence and aggression and security incidents.
- Continually monitor and review the security and violence strategic plans, implementation progress and effectiveness; recommending any improvements that may be required in terms of procedure and identifying any resource implications.
- Develop procedures, guidance and information that will support Case Management and the Police in the prosecution and anti-social behaviour referral of perpetrators.

- Develop a performance monitoring process, produce and review the Security and Violence and Aggression action plan / progress report scorecard.
- Provide a report regarding violence and aggression case management action to the Quality, Safety and Risk Committee.
- Take measures to ensure that, as far as is reasonably practicable, staff and others who are required to work alone for significant periods of time are protected from risk to their health and safety from security related threats.
- Assist the Units and Directorates to develop best practice for the management and prevention of violence and intimidation within the overall health and safety framework.
- Develop an audit process, implement, monitor and report progress on the violence and aggression and security management audit using a scorecard approach.
- Ensure that line managers are instructed on the requirement and necessary knowledge and skills associated with risk assessments and incident investigation.
- Provide a training progress scorecard report to the Quality, Safety and Risk Committee.
- Establish and maintain effective channels of communication to relevant sub-groups and for all staff on matters relating to security and violence.
- Receive at group meetings and review reports from national and local Community Safety partners e.g. neighbourhood Police units and Police Community Support Officers (Health Board patrol areas) on security, volume violent crime, anti-social behaviour and crime prevention.
- Review and complete Welsh Government self-assessment and security and violence and aggression management report returns.

## **2. Chair and Vice Chair**

The Operational Group will be chaired by the Head of Facilities Vice Chair shall be the Head of Operational Health and Safety and Fire.

## **3. Secretarial Support**

Secretarial support to the Group will be provided by the Corporate Risk and Safety Department.

#### **4 The Operational Group will comprise of a representative from the following areas:-**

##### **Internal**

- Strategic and Operational Planning Unit – Estates, Capital projects
- Acute Directorate Manager Medicine, Accident and Emergency.
- Primary, Community and Mental Health Unit – Integrated Services, Mental Health, CAMHS, Therapies, Localities, and Women and Children;
- Patient Care and Safety Unit - Clinical Support, Outpatients, Radiology;
- Case Manager;
- Workforce and Organisational Development Unit;
- Facilities Manager (Security)
- Head of Operational Health, Safety and Fire;
- Personal Safety Advisor;
- Staff Side representative

##### **External**

- South Wales Police, Community safety and crime prevention
- Violent and Hate crime representative;
- Community Health Council representative.

##### **N.B.**

Where a member is unable to attend, an appropriately briefed deputy should be nominated.

#### **5. Responsibilities**

The Executive Board has the overall responsibility for ensuring that the correct policies, procedures and systems are in place and that they are constantly under review. The Executive Board discharges its responsibilities through the post of Chief Executive who has delegated responsibility for security to the Corporate Director.

Health Board organisational reporting arrangements, Unit and individual responsibilities are detailed in the Security Policy.

#### **6. Co-opted Members**

External and internal members may be co-opted onto the group for purposes relating to particular agenda items.

#### **7. Quorum**

The group is an advisory group and therefore does not require a quorum.

#### **8. Task and Finish Groups**

If appropriate, problem solving task and finish groups will be formed to examine particular topics or problems related to the objectives of the group.

The group will set guidelines and deadlines for the Task and Finish Groups and receive regular feedback.

## **9. Frequency of Meetings.**

The Operational group will meet every three months and the frequency will be reviewed at a later date and dependant on agenda progress.

## **10. Communication**

### **Agenda**

An agenda and relevant meeting papers will be distributed to all members prior to any meeting of the group. Members wishing to include additional agenda items should contact the Chair at least two weeks prior to a forthcoming meeting. A typical agenda can be found at Appendix C.

### **Meeting Notes**

Action points will be recorded by the Secretary. Action Notes are to be distributed to all group members within two weeks of a group meeting taking place.

## **11. Review**

These Terms of Reference shall be subject to review at least on an annual basis.

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## Appendix C - Typical Agenda

### Cwm Taf University HB Security and Violence Operational Group Meeting - Typical Standing Agenda

Date:

Time:

Location:

	<b>Agenda</b>	By whom	Attachment
1.	Welcome and Introductions	Chair	Verbal
2.	Apologies for Absence	Chair	Verbal
3.	Meeting action notes of the previous meeting.	Chair	Attachment
4.	Matters arising	Chair	Verbal
5.	Report – review of the latest incident data, KPI's and trends held on DATIX	Health and Safety	Attachment/ Verbal
6.	Community Safety/Police Report	CS/Police	Attachment/ Verbal
7.	Scorecard Report and Progress against strategic Goals and action plan	PSA	Attachment/ Verbal
8.	Policy and procedure review	Group	Attachment/ Verbal
9.	Case Management Report/ Key Performance Indicator Review	PSA	Attachment/ I
10.	Violence and Aggression update report	PSA	Attachment/
11.	Any Other Business	Group	Verbal
12.	Date, time and location of next meeting	Chair	Verbal