

Safe & Secure Newsletter

September 2017

Bridgewater's useful update on Health, Safety, Fire and Security matters

Health & Safety Policy

The Trust's Health and Safety Policy has been updated and details the organisation's strategic approach to managing health, safety and welfare of all its employees, visitors, patients and contractors who may be affected by its work activities. The document explains how the Trust will achieve compliance with the Health and Safety at Work etc. Act 1974, associated Regulations and statutory instruments.

The roles and responsibilities of all staff are explained and it includes a signed 'declaration of commitment' from Christine Samosa, Executive Director of People & Organisational Development and Deputy Chief Executive.

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Bomb Threat Procedure

Bridgewater has issued a new [Bomb Threat procedure](#) which covers the actions staff should take in these circumstances as well as the suspicious activities to look out for. Although it is an unlikely event, we need to ensure staff know what actions to take in all emergency situations and that includes if they receive or find a suspect package or if they receive a threat via telephone or email of a bomb or suspect package on or near the premises. Every member of staff should read the [procedure and related documents](#).

Reporting of Injuries, Diseases and Dangerous Occurrences

[RIDDOR—Health and Social care:](#)

As an employer we have a statutory duty to report specific incidences/accidents to the Health and Safety Executive (HSE) . This regulation is known as RIDDOR and depending upon the type of accident, injury and whether it resulted in a member of staff being absent from work, there are reporting timescales to follow e.g.

- An over seven day injury (i.e. employee away from, or unable to perform their normal duties for more than seven consecutive days) must be reported within 15 days of the incident to the HSE.
- A specified injury or dangerous occurrence must be notified to HSE straight away and report within 10 days of incident.

The regulations also apply to patients and visitors who may be affected by the undertakings of the Trust.

Reporting RIDDOR incidents to the HSE is an on-line submission via www.hse.gov.uk/riddor/.

Counter Terrorism Training

Following recent terrorist attacks in Manchester and London, Bridgewater is holding Counter Terrorism Training delivered by the Merseyside and Cheshire Police Counter Terrorism Security Advisors. If you are interested in attending please contact Bridgewater's Head of Emergency Preparedness, Resilience & Response (EPRR) Pauline Hoskyn on pauline.hoskyn@bridgewater.nhs.uk or 01744 621745 .

Hoax / Bogus Telephone Calls

Staff at Leigh Walk-in Centre, St Helens Walk-in Centre and premises at Crow Wood have experienced hoax calls from people trying to obtain personal information. The hoax callers claimed to be from IT on one occasion and TPP SystemOne on the other occasion and the calls were said to be in relation to smartcards. The callers were insistent on obtaining staff member's personal mobile phone numbers.



All Bridgewater staff are reminded to be extra vigilant and not to give out any personal information without first verifying a caller's identity.

To report any security incidents please access Ulysses and contact Bridgewater's Local Security Management Specialist Michaler Kan on 01942 482689 or michaler.kan@bridgewater.nhs.uk.

What's coming—Lone Working Procedure

The lone working procedure is being updated. The procedure details managers' responsibilities regarding staff who undertake lone working as part of their duties and also the responsibilities of staff who undertake lone working. The emphasis is upon risk assessment and identifying suitable and sufficient control measures to be put in place to protect staff that undertake lone working.



A combination of control measures such as: a lone worker device, a panic alarm and any buddy system should be put in place, and should not be considered in isolation from one another. Please bear in mind that staff must not put themselves at risk and if they feel and/or believe that a situation is escalating they must remove themselves straight away and notify their manager/colleague/buddy.

A manager must undertake a risk assessment and complete the actions detailed within the lone working procedure. If after completing the risk assessment it is identified that a lone working device is required, the manager should contact H&S.

10 essential steps towards safety and security

- Keep personal belongings safe and secure at all times.
- When leaving the office, ensure windows are locked.
- Don't leave anything visible in your car, e.g. clothing, money, laptop, documents, satnav.
- Report all breaches of security to your Line Manager.
- Report any weaknesses in existing processes/systems to your Line Manager.
- If safe to do so, challenge unknown people in your workplace: have they got ID, don't allow tailgating.
- Make use of existing systems/policies/guidance/ personal alarms/lone working devices.
- Always think 'safety' and be aware of your surroundings especially when undertaking community work.
- Report all incidences, violence/aggression/theft/loss to your Line Manager and complete Ulysses form.
- Ensure your escape route is clear when dealing with service users and the public.



For all security issues...

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michaler.kan@bridgewater.nhs.uk.

Got a comment about the newsletter?

Send your comments and feedback to michaler.kan@bridgewater.nhs.uk.