


# PERSONAL SAFETY

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| <b>VERSION No</b>      | 3                 |  |
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## Policy Statement





*This organisation believes that its staff should be safe at work and should not be exposed to undue or unreasonable risk. In particular, the organisation is committed to implementing measures that increase the personal safety and security of staff wherever possible, along with safety of their personal property, and which ensure an effective response to personal safety and security incidents. The organisation also seeks to encourage residents, staff and others to have care and concern for the safekeeping of equipment and property, and for the personal safety of all.*

## The Policy

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to ensuring that staff are as safe as is reasonably practical while at work.




## Responsibilities of the Organisation

The home will:

-  Seek to ensure that it can respond effectively to all personal safety and security incidents including incidents involving violence or threats of violence to staff through the preparation of plans, management of incidents and appropriate follow-up and recovery actions, as deemed necessary
-  Seek to ensure that the personal safety of staff is always considered a factor when planning individual care plans with residents, especially with regard to staff travelling to and from a home care site; and, wherever possible, arrangements should be avoided that involve staff travelling to and from houses alone during the hours of darkness and in isolated areas or in known high crime areas
-  Be responsible for crime prevention and loss reduction measures, including assessing threats to personal safety of staff and investigating and initiating follow-up actions in response to any reported incidents
-  Provide staff with a personal alarm, where necessary, and raise awareness of personal safety and security issues by offering training and advice to staff and residents on personal safety and security.




## Responsibilities of Staff

**The organisation believes that personal security is also the responsibility of every member of staff. It expects every member of staff to accept that responsibility and therefore to:**

-  **Behave in a way that ensures their own safety and security at all times**
-  **Behave in a way that ensures the safety and security of residents and property in the areas in which they are working**
-  **Report all personal safety and security incidents, including violence or threats of violence to themselves, and suspicious activities or incidents.**

## The Organisation's Premises

The home's Facilities and Emergency Manager should conduct or arrange to conduct regular risk assessment checks around the home that are specifically designed to pick up on security issues. Checks should be carried out on a regular basis and should include:

-  alarms
-  security lights
-  window and door locks.

Staff should always be aware of who is in the building at all times. When staff admit a visitor to the home they must ensure they sign the visitors book. If they are uncertain of the identity this should be checked before allowing them access to the home.

*Note: This organisation pursues a zero-tolerance policy towards aggression and violence directed against staff.*

### **Training Statement**

The administrative assistant is responsible for organising and co-ordinating training. All staff are trained to recognise the early warning signs of potential aggression and in de-escalating potentially violent situations. RGN in charge and admin assistant are also trained to know what to do in response to a complaint of violence made by a member of staff. Dealing with Aggressive or Potentially Violent Service Users is included in the induction training for all new staff. In-house training sessions are conducted at least annually and all relevant staff should attend. These sessions cover how staff should act in an emergency situation.

*Related Policies*  
*Accident and Incident Reporting (RIDDOR)*  
*Health and Safety*  
*Challenging Behaviour, Violence and Aggression*