

Security In Staff Residences

- Watch out for prowlers
- Inform the Police immediately
- Keep all ground floor windows closed or locked

Crime Prevention

If you have any ideas which could help prevent crime in the hospital, please let your Hospital Watch representative know.

Hospital Watch Coordinator

the Hospital Watch Coordinator is James Pretty, Local Security Management Specialist (LSMS), extension 3533, who will be able to give you more information on Hospital Watch representatives and the scheme itself.

In Conclusion

It is the duty of all West Suffolk Hospital staff to assist in creating a pro-security culture amongst staff, professionals and the public; to engender a culture where all accept the responsibility for security and the actions of the minority who breach security are not tolerated.

West Suffolk Hospital **NHS**
NHS Trust

"Your hospital of choice"

Security / Personal Safety Information



Reference: WSHT/LSMS

Issued: March 2008

Review date: March 2010

Introduction

By reading this leaflet, you will find ways to be more secure at work. Always remember to question the 'Stranger' and report all suspicious behaviour.

Aims and Objectives of Hospital Watch

- To create security awareness
- To remove or reduce the risk of crime
- To prevent criminal injury or distress to staff and patients
- To protect property against theft or criminal damage
- To maintain the working relationship between the hospital and the police.

Security in the Hospital

- ASK strangers to identify themselves
- ALL visitors to wards or departments should identify themselves and state the nature of their business
- DON'T allow the removal or ANY equipment without proper authorisation
- KEEP offices, windows and storerooms locked outside normal working hours
- CHECK that there is no-one left in the office or department
- ENSURE that portable items are locked away when not in use. Make sure they cannot be seen from outside the window.
- ENSURE that all equipment is security marked by the Estates Department
- REPORT vandals immediately
- DON'T remove HNS property from the hospital—this is theft
- DO report anything suspicious.

Reporting Security Incidents

- All incidents/attempted incidents must be reported
- When an incident has occurred a Trust Incident Report form must be completed

- If you or a colleague are involved in a serious physical attack, threat and are requiring immediate assistance, use the 'panic attack' alarm where fitted or call Switchboard on 2222.
- In the case of theft or other serious crime it is the responsibility of the individual involved to report it to the Police and then complete a Trust Incident Report form
- Minor incidents should be reported on a Trust Incident form
- In either case the Local Security Management Specialist (LSMS) / Line Manager must be informed.

Protect Your Property

- DON'T leave your handbag where it invites theft. Lock it away.
- DON'T leave your purse in a shopping basket, in an office or empty room. Lock it away.
- DON'T leave money or other valuables in your coat or jacket pocket. If you take your jacket off, take your wallet with you.
- DO use clothes lockers in cloakrooms, where they are provided. Otherwise use a lockable drawer or cupboard.
- DO NOT bring items of value into the work place.

Protect Yourself

- DO avoid ill-lit streets and car parks, wasteland and unoccupied compartments on trains
- DO consider keeping a personal attack alarm in your hand or pocket
- DON'T leave house or car keys in your handbag—put them in your pocket
- DO check your car—an unnecessary breakdown could put your at risk.
- DO sign up for Conflict Resolution Training.

Your Car

- DO make sure your car is locked, windows shut and valuables kept out of sight
- DO remove the ignition key
- DO display your permit/parking ticket in the windscreen
- DON'T leave valuables in the car. Lock them in the boot.