Security Policy

BRITISH ASSOCIATION FOR PERFORMING ARTS MEDICINE

CARING FOR PERFORMERS' HEALTH

Category	Policy
Summary	This policy outlines BAPAM's principles and procedures for protecting its staff, clinicians, and patients within BAPAM's working environments. It places particular emphasis on security of personnel, property and premises. More details of specific hazards are outlined in the *Health & Safety* and *Lone Working* Policies.
Valid from	15 May 2018
Version	2.1
Date of next review	May 2021
Approval date/ via	BAPAM Medical Committee
Distribution	BAPAM clinicians e-mail & online forum Staff e-mail and meetings Public website
Related documents	*Employees Handbook* *Health & Safety Policy* *Lone Working Policy* *Incidents Policy*
Author	Dr Deborah Charnock, CEO
Further information/contacts	*7-9 Bream's Buildings* Security: Office hours *0207 404 8444* Out of Hours: 0781 203 3439

Context

This policy outlines BAPAM's principles and procedures for protecting its staff, clinicians, and patients within BAPAM's working environments. It places particular emphasis on security of personnel, property and premises.

The policy is primarily relevant to personnel working in BAPAM's London office premises, although general principles apply in all settings.

Clinicians working in regional locations must familiarise themselves with local security procedures, which may be accessed with the support of the BAPAM Office and Clinics manager. The same applies to staff undertaking offsite educational work and running events in hosted facilities.

Specific guidance on workplace hazards (e.g. Fire procedures, equipment safety) is provided in the *Health and Safety* Policy and personal security in the *Lone Working* policy.

1. BAPAM's administrative offices: 7-9 Bream's Buildings, EC4A 1DT

1.1 General Access and Security

The BAPAM office at 7-9 Bream's Buildings is on the top floor of the Royal College of Emergency Medicine (RCEM). Most security procedures are determined and overseen by RCEM.

The following are key points, with additional guidance specific to BAPAM staff:

1.1.i Building - Office hours security

The RCEM offices have a manned reception between 9am and 5pm Monday to Friday..

Only authorised personnel are allowed into the offices and facilities within the building. Entry is by electronic pass: all BAPAM staff will be issued with their own electronic pass, and should not share it with unauthorised personnel. Colleagues working with BAPAM for extended periods will be treated as staff and will be issued with a temporary pass.

RCEM and the BAPAM Office and Clinics Manager will maintain a log of all passholders. Any personnel leaving the BAPAM permanently must surrender their security pass on departure.

Visitors must report to Reception and sign the log. BAPAM staff must, as much as possible, let Reception know the names of expected visitors and of any special access needs (wheelchair, etc).

BAPAM staff should only allow a visitor for BAPAM into the building if they are expected or known to the staff member.

BAPAM staff should not provide any visitors (to BAPAM or to other resident organisations) with access to other parts of the building unless they have evidence that this has been authorised.

BAPAM staff are entitled to deny entry to any personnel they consider a security risk or unwanted visitor.

Cleaners are security checked by RCEM.

1.1.ii Building - Out of hours security

BAPAM staff can only access the premises any time outside office hours in exceptional circumstances and by prior agreement with RCEM.

The Office and Clinic Manager is the key/security alarm pass holder for the building, and is the contact for the security alarm company via mobile phone. The Office and Clinic Manager also accesses the building without RCEM permission on very rare occasions e.g. resolving an IT problem .

Staff working outside office hours should also follow guidance outlined in the *Lone Working* policy.

1.2. BAPAM office access and security

BAPAM's office in 7-9 Bream's Buildings consists of one outer office room with two smaller clinic rooms.

All permanent BAPAM personnel will be issued with a fob to the outer office door.

All patient records not in use are kept in a cupboard which is locked when not in use. Visitors are not allowed unauthorised access to BAPAM records or property and should never be left unattended, particularly with access to the inner office. (Issues relating to data security, particularly patient records, are outlined further in *Information Governance* policies).

The last staff member to depart on any occasion is responsible for locking all office doors and closing windows.

The Director and the Office and Clinics Manager are responsible for approving keyholders. The Office and Clinics Manager is responsible for maintaining a record of keyholders and instructing staff in office security and safety procedures.

1.3 Items for security

The Director and Clinics Manager hold keys to the filing cabinet in the inner office. The following items must be stored in the safe:

Petty Cash
Cheque books

The collection box should be stored in the cupboard unless there is a clinic in progress.

The Director, Office and Clinics Manager and Deputy Manager and the Treasurer have access to online banking details.

Trust Deed, Board and Medical Committee minutes are kept online and in the filing cabinet in the office.

Hard copies of staff records and other confidential BAPAM personnel information are kept in the Director's locked desk cabinet in the inner office. Summary electronic records are kept on the Shared Drive. Clinicians' records are kept in hard copy in the Office and Clinics Manager's locked desk and/or filing cabinet, and summary records are kept on the CRM database.

BAPAM maintains all electronic data on the secure server installed in the outer office. All passwords for general office admin and IT should be recorded on the Passwords file on the W drive.

BAPAM staff are responsible for the safety of their personal belongings.

1.4 Health and Safety: workplace hazards

BAPAM staff safety is the responsibility of the Office and Clinics Manager, who is also the Fire Safety and First Aid officer. BAPAM has an overarching Health and Safety policy provides and procedures for workplace hazards and safety.

RCEM also outlines local procedures for fire safety, use of electrical items and cleaning/maintenance issues.

Staff will receive training at induction and regular updates on all aspects of workplace safety and security.

2. Personnel-related security issues

Any issues arising from the behaviour of BAPAM personnel (staff, clinicians, volunteers) in any setting should be handled according to the Incidents or Whistle-blowing policies.

3. Reporting & Communication

All security incidents must be reported to the Office and Clinics Manager as outlined in the Incidents Policy. Additional reporting to personnel responsible for the host premises as outlined in their local policies and procedures must also be implemented.

Security issues for policy development, communication and shared learning will be the responsibility Director as outlined in the Incidents Policy.

4. Training & Support

All personnel will be offered appropriate training in Security, including dealing with difficult patients and in conflict resolution. The Director will be responsible for providing appropriate support to staff and clinicians involved in security incidents, in consultation with the Honorary Medical Director where appropriate.

6. Breach of Policy

All BAPAM personnel (staff, clinicians, trainers) will receive a copy of this policy as well as detailed operational guidance and will be required to comply as a condition of working at BAPAM. Breaches may constitute professional misconduct and could lead to a termination of contract and disciplinary action.

First edition January 2013
Revised October 2014
Second edition March 2016
Revised May 2019
Review May 2021