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Appendix 1: Premises, Fire, Health and Safety Committee – Terms of Reference
1.0 STATEMENT OF INTENT

The intent of the Security Policy is to ensure that the Health and Social Care Board meets its legal responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 to provide a safe and secure environment and to comply with the Controls Assurance Standard (Security Management) issued by the Department of Health, Social Services and Public Safety.

“There is a secure environment that protects all service users, staff and visitors and their property and the physical assets of the organisation”

This is underpinned by National and European Health and Safety legislation, Department of Health, Social Services and Public Safety policy and by their common duty of care as well as the Health and Safety at Work Policy.

The Health and Social Care Board is committed to providing a safe and secure environment and, as far as is reasonably practicable, eliminate or minimise the security risks to its employees, visitors, members of the public, agency and other contracted staff, contactors, trainees and students on placement, voluntary workers, other staff working on behalf of the Health and Social Care Board and other Health and Social Care staff based in Health and Social Care Board premises, including leased premises.

The Health and Social Care Board will continue to develop and implement appropriate security management procedures within all premises occupied by the Health and Social Care Board and will take cognisance of the links between security management and other organisational functions such as Health and Safety, Fire Safety, ICT Security and Internal Audit. This policy should be read in conjunction with the ICT Security Policy. The Health and Social Care Board will ensure key indicators capable of showing the effectiveness of the policy are in place and will regularly review these to ensure the efficacy and usefulness of the indicators.

The Health and Social Care Board supports a Zero Tolerance approach to Violence against staff.

The Security Policy is part of the Health and Social Care Board’s overall Governance Framework and is one of the key requirements of the Controls Assurance Standards established by the Department of Health, Social Services and Public Safety.

Signed ___________________________ Chief Executive

Date April 2011
2.0 SECURITY ACCOUNTABILITY STRUCTURE

- **Health and Social Care Board**
  - Governance and Audit Committee
  - Chief Executive
    - Directors
      - Director with responsibility for Security (Head of Corporate Services)
        - Lead Nominated Security Officer (Corporate Business Manager, HQ)
          - Site Nominated Security Officers (Corporate Business Managers, Local Offices)
        - Premises Committees HSCB/PHA/BSO representatives
          - External provider of security services as appropriate
      - All Staff
3.0 ROLES AND RESPONSIBILITIES

3.1 Health and Social Care Board

The Health and Social Care Board is committed to providing a safe and secure environment for its staff and those from other organisations based in its premises.

3.2 Governance and Audit Committee

The Governance and Audit Committee provides an assurance to the Board of the Health and Social Care Board each year on the adequacy and effectiveness of the system of internal controls in operation within the HSCB.

3.3 Chief Executive

The Chief Executive has the overall statutory responsibility for security management within the organisation.

3.4 Directors

Security management in Health and Social Care organisations is the responsibility of senior management. It is the responsibility of Directors to:

- implement the Security Policy within their respective directorates;
- disseminate this policy and procedures to staff within their area of responsibility, including new staff as part of their induction, and ensure its promotion and implementation by providing leadership, support and advice to staff on security issues;
- make suitable arrangements to facilitate the attendance of staff at training on security awareness;
- ensure that general day to day security precautions are in place;
- liaise with the Nominated Security Officers (Corporate Business Managers) on security matters within their own department;
- promptly report security incidents to the Nominated Security Officers (Corporate Business Managers);
- report any defects in equipment to the Nominated Security Officers (Corporate Business Manager);
- be aware of any security hazards involved in their working environment and manage any risks; and
- practise and promote security awareness.
3.5 Director with responsibility for Security

The Head of Corporate Services will provide an assurance to the Chief Executive and the Governance and Audit Committee that the policy is developed, monitored and reviewed and that staff receive the relevant training.

He/she will provide an annual report on Security to the Governance and Audit Committee.

3.6 Premises Committees

In recognition of the Health and Social Care Board’s responsibilities under the Health and Safety at Work Order (Northern Ireland) 1978, Safety Representatives and Safety Committee (NI) Regulations 1979, Health and Safety (Consultation with Employees) Regulations (NI) 1990 and relevant European legislation, the Premises Committee of each Local Office will act as a mechanism for ensuring that all matters relating to the Health and Social Care Board and its tenants’ fire health, safety and premises management are addressed effectively and in line with all relevant standards and applicable legislation. Details of the Premises Committees, its terms of reference and membership is attached at Appendix 1.

3.7 Lead Nominated Security Officer (Corporate Business Manager, Headquarters)

The Lead Nominated Security Officer (Corporate Business Manager Headquarters) reports to the Head of Corporate Services and will be responsible for the co-ordination of security matters across the Local Offices.

He/she will ensure that all premises comply with security procedures, that the policy is monitored and reviewed and that staff receive security awareness training that is commensurate with the risks in their work area. He/she will also:

- liaise with Directors on any security issue;
- liaise with landlord and tenants as appropriate;
- liaise with external providers of security services;
- liaise with PSNI and other statutory bodies;
- ensure prompt reporting and investigation of any security related incident;
- report any defects in security related installations and equipment;
• ensure that the Controls Assurance Standard (Security) is met;
• ensure that security risk assessments are carried out as necessary;
• monitor security standards within facilities; and
• prepare an annual report on Security for the Governance and Audit Committee.

3.8 Site Nominated Security Officer (Local Office)

The Corporate Business Manager in each Local Office will be the appointed Site Nominated Security Officer. He/she will be responsible for monitoring and reviewing procedures to ensure compliance with the Security Policy and for ensuring that staff receive the relevant training. He/she will:

• ensure that all security matters are addressed in the appropriate fora in the Local Offices
• liaise with Directors and Line Managers on security issues;
• liaise with landlord and tenants as appropriate;
• liaise with external providers of security services;
• liaise with PSNI and other statutory bodies;
• ensure that appropriate security assessments are carried out as necessary;
• ensure the promotion of security procedures and provide advice on security matters;
• monitor security standards within all facilities; and
• ensure the Controls Assurance Standard (Security) is met.

3.9 All Staff

All staff have duties and responsibilities in relation to security. Training is the essential foundation for reducing risk to personal safety and for crime prevention. Security awareness training will form part of an annual overall training package for all staff. The Lead Nominated Security Officer will ensure that all staff receive training that is commensurate with the risks in their work area.

Staff have been made aware of the key elements of the Health and Social Care Board ICT Security Policy. This policy should be read on conjunction with the ICT Security Policy.

All staff will:

• make themselves familiar with and conform to the measures/procedures set out in this policy;
• comply with all security instructions and procedures as they apply to their work eg, securing of windows and doors before leaving their office/building at night;
• be aware of the security issues relevant to their working environment; and
• practise and promote good security measures.

3.10 Tenants within Health and Social Care Board Premises

In order to develop appropriate policies and procedures regarding security, the co-operation of and collaboration with other parties is essential. This will be progressed and monitored by the Premises Committees.

Where tenants are based within Health and Social Care Board premises, the Nominated Security Officers (Corporate Business Managers, Headquarters and Local Offices) must ensure that line managers are aware of their duties and responsibilities in respect of security. They must comply with the Security Policy and

- attend security awareness training;
- be aware of security risks within the premises; and
- report any breaches in security precautions to the Nominated Security Officers (Corporate Business Managers, Headquarters and Local Offices).

3.11 Landlord Procedures

Where Health and Social Care Board staff are tenants in a building, there may also be additional specific landlord procedures for the building. Where applicable, these will be available to staff.

3.12 External Providers

A regional contract for the provision of security has been awarded to Chubb. Its security staff are present in 12/22 Linenhall Street Belfast and also provide a specific service to the Health and Social Care Board’s Western Office, Gransha Park House, Clooney Road, Londonderry. The competency and performance of security personnel is monitored to ensure that a high standard is maintained.

In the Southern Office, Tower Hill, Armagh, an out of hours service is provided through a Service Level Agreement with the local Trust. In the
Northern Office County Hall, Ballymena, a security service is provided by the landlord.

4.0 REPORTING AND MONITORING OF INCIDENTS

It is incumbent on all staff to report any untoward security breach or practice. Such reports should be made as soon after discovery as possible to their Director or Senior Manager and to the Nominated Security Officers (Corporate Business Managers, Headquarters and Local Offices) in line with the Health and Social Care Board incident reporting procedures.

In addition, any concerns regarding the security of the building should be reported directly to the relevant Director or Senior Manager and the Nominated Security Officers (Corporate Business Managers, Headquarters and Local Offices).

All incidents will be investigated, analysed and a report prepared for the Head of Corporate Services and Premises Committees, as appropriate.

To monitor working conditions and to ensure that safe working practices are being followed, the following action will be taken:

- A quarterly programme of unannounced security, health and safety and fire safety inspections will be devised and implemented.
- An annual security inspection will be carried out.
- Security risk assessments will be carried out as appropriate.
- Complaints and adverse incidents will be monitored and reported to the Board on an annual basis, recording corrective action as required.
- An annual report on Security will be prepared for the Governance and Audit Committee

5.0 SECURITY PROCEDURES

5.1 Within Offices

- All departments will normally be staffed during normal working hours.
- Confidential papers and documents must be removed from desks and stored in locked cabinets/drawers during periods outside working hours.
When not in use, all confidential files must be kept in lockable cabinets at all times.

Keys to safes and lockable cabinets must be kept in a locked drawer or mounted key boxes with a senior officer being responsible for the keys.

5.2 Valuable Items

Portable ICT devices must be kept secure and locked away when not in use. (This advice should be read in conjunction with the HSCB ICT Security Policy.)

Valuable items should not be brought to the workplace. If it is absolutely necessary to do so, staff must keep such items with them at all times or lock them away.

5.3 Staff Identification

Health and Social Care Board staff will be issued with an identity pass (ID Badge). These badges must be worn by all staff in the course of their duties and returned to their Line Manager when leaving the employment of the Board.

5.4 Visitors/Contractors

All visitors and contractors must be signed in at Reception when entering Health and Social Care Board premises. A pass will be issued which must be returned to Reception before exiting the building.

5.5 Handling of Cash

Cash/cheques should not be kept in the workplace. If this is unavoidable, the responsible Director should ensure that adequate security measures are in place.

5.6 Access Control

- Access to all premises should normally be via the main entrances.
- Aside from the main entrances, all external doors to premises will normally be kept locked and provided with access systems as appropriate.
- The number of access points to premises will be kept to a minimum while maintaining sufficient exit routes in the event of a security or other emergency.
All windows should be securely closed before leaving the premises and blinds closed on ground floor windows as appropriate.

HSCB owned premises shall have CCTV cameras to support security procedures for the buildings.

5.7 Register of Authorised Key Holders for Premises (Out of Hours)

- The issue of keys is controlled by the Corporate Business Manager, Headquarters and Corporate Business Managers in Local Offices.
- A register of authorised key holders will be maintained by the Corporate Business Manager. A personal signature will be required before keys will be issued to staff.
- Staff who are key holders will be required to return their keys when leaving the employment of the Board.

5.8 Procedure for Access by Authorised Key Holder (Out of Hours)

- External doors must be locked behind you when you have entered the premises.
- De-Activate Intruder Alarm.
- Upon leaving, ensure that all doors and windows are securely closed in work area or premises as appropriate.
- Reset the intruder alarm.
- Always lock main access doors when leaving premises vacant.

5.9 Key Holding for Out of Hours

Appropriate key holding arrangements will be put in place in the event of an untoward incident occurring outside of normal working hours.

5.10 Lone Working

Risk assessments will be carried out to assess the risks to lone workers and action taken to avoid or control identified risks.

6.0 EQUALITY AND HUMAN RIGHTS CONSIDERATIONS

6.1 Using the Equality Commission’s screening criteria, no significant equality implications have been identified. This policy will therefore not be subject to an equality impact assessment.
6.2 This policy has been considered under the terms of the Human Rights Act, 1998, and was deemed to be compatible with the European Convention Rights contained in that Act.

6.3 This policy will be included in the Health and Social Care Board’s Register of Screening Documentation and maintained for inspection whilst it remains in force.

6.4 This document can be made available on request in alternative formats and in other languages to meet the needs of those who are not fluent in English.

7.0 POLICY APPROVAL

7.1 This policy was presented in final draft to the Health and Social Care Board Senior Management Team and subsequently approved on 5 October 2010.

7.2 This policy was presented to and approved by the Health and Social Care Board’s Governance and Audit Committee, subject to consultation, at its meeting on 11 October 2010.

7.3 This policy was circulated for consultation to Trade Unions on 12 October 2010.

8.0 POLICY IMPLEMENTATION, TRAINING AND EDUCATION

8.1 The Security Lead Officer will ensure the provision of any necessary training with regard to this policy.

8.2 A copy of this policy will placed on the Health and Social Care Board’s intranet.

8.3 All Health and Social Care Board Managers must ensure that their staff have access to this policy, understand its content, and are aware of its aims and purpose immediately upon its release.

8.4 All Health and Social Care Board staff must comply with the requirements of this policy.
8.5 Staff from other HSC organisations, visitors, contractors to Health and Social Care Board premises must comply with the requirements of this policy.

9.0 REVIEW OF POLICY

9.1 The Health and Social Care Board is committed to ensuring that all policies are kept under review to ensure that they remain compliant with relevant legislation.

9.2 This policy will be reviewed bi-annually by the Head of Corporate Services and may be subject to review, consistent with any new guidance, legislation or corporate change being introduced. That review will be noted on a subsequent version of this policy, even where there are no substantive changes made or required.
PREMISES, FIRE, HEALTH AND SAFETY COMMITTEE

TERMS OF REFERENCE

1 BACKGROUND

Under the provisions of the HSC (Reform) Act (NI) 2009, the facilities of the four legacy HSS Boards, and associated statutory responsibilities, transferred to the HSCB from 1 April 2009. As well as staff of the HSCB, these facilities also provide accommodation and services for other bodies including PHA, BSO and HSC Trusts.

These terms of reference take cognisance of the previous MIPB paper 175/08 and also the statutory responsibilities of the HSCB in terms of Health and Safety legislation, Fire Safety requirements and the Disability Discrimination Act, including the provision of necessary assurances to other organisations based in the premises. The terms of reference also address issues relating to Healthy Workplace requirements.

It is proposed that a committee shall operate as a Premises, Fire and Health and Safety Committee and shall be known as the ‘Premises Committee’.

It is intended that there shall be four Premises Committees, one operating in each of the Local Offices in Belfast, Armagh, L/Derry and Ballymena.

2 ROLE OF THE PREMISES COMMITTEE

In general terms, the role of the Premises Committee will be to consider the following:

2.1 Issues relating to allocation of and general accommodation requirements, catering, domestic services, car parking, security and common services.

2.2 Facilities Management including routine maintenance, minor works, decants, renovations, acquisitions and equipment.
2.3 Health and Safety, Fire Safety and Disability Discrimination legislation requirements.

2.4 Healthy Workplace requirements.

3 FUNCTION

The functions of the Committee are:

3.1 Issues relating to allocation of and general accommodation requirements, catering, domestic services, car parking, security and common services

- Discuss any issues relating to the allocation of and general accommodation requirements of the HSCB, PHA, BSO and HSC Trusts. This will include general accommodation allocation and organisational requirements, security issues that are specific to each local office, common services, e.g. catering, domestic services etc, and car parking requirements.

- Monitor and make recommendations in respect of catering, domestic services, car parking, etc.

- Ensure timely maintenance of CCTV cameras and equipment, and in conjunction with the Information Governance Manager, make recommendations for the installation of new equipment in line with the CCTV policy and procedures.

- Monitor compliance with Waste management and Environmental policies.

3.2 Facilities Management including routine maintenance, minor works, decants, renovations, improvements/ refurbishments acquisitions and equipment

- Monitor and review all aspects of maintenance and improvement or repair to buildings or grounds
Discuss and consider issues in relation to proposed accommodation improvements and refurbishment projects, including any potential impact on staff welfare.

Monitor, review and make recommendations in relation to Service Level Agreements with external Estates Services (HSC Trusts).

Make recommendations in relation to Capital Expenditure and building needs.

Consider annual inspection of the premises and grounds and prepare reports for consideration by Head of Corporate Services.

Ensure reporting mechanisms for minor works and repairs are effective and efficient and recommend and instigate changes where necessary.

3.3 Health and Safety, Fire Safety and Disability Discrimination legislation requirements

In recognition of the HSCB’s responsibility for the health, safety and welfare of its employees, tenants, contractors and visitors under the Health and Safety at Work Order (Northern Ireland) 1978, Safety Representatives and Safety Committee (NI) Regulations 1979, Health and Safety (Consultation with Employee’s) Regulations (Northern Ireland) 1996 and relevant European legislation the Premises Committee will act as a mechanism for ensuring that all matters relating to the Board and its tenants’ fire, health, safety and premises management are addressed effectively and line with all relevant standards and applicable legislation.

The Premises Committees through their operation will encourage and promote a culture of partnership in relation to the management of health and safety in all premises.

The Premises Committee will seek opinion on any matters that require external expertise and will consider the following aspects of health and safety, fire safety and Disability Discrimination Act requirements:
• Promote and encourage a health and safety culture within the Board/PBA/BSO and tenant organisations.

• Facilitate and initiate reviews of Local Office risk assessment reports, accident/incident/near miss/fire reports/unannounced security and health and safety inspections within the local offices, and ensure that any lessons learned and remedial follow up actions are implemented and shared with other local office Premises Committees as deemed appropriate.

• Review and consider any referrals that have been made to RIDDOR.

• Ensure that the Board meets its obligations under the Disability Discrimination Act 1995, with particular attention to accessibility of Board locations, making recommendations for adjustments where required.

• Initiate, develop, roll out and monitor measures designed to ensure the health, safety and welfare at work of employees.

• Assist in the resolution of issues relating to fire, health and safety or welfare at work of employees.

• Assist in the development, review and distribution of health, safety and welfare practices, procedures and policies to employees within the workplace.

• Consider, and take action as appropriate on, reports from Trade Union health and safety representatives.

• Monitor the adequacy of health and safety training, communication and publicity and initiate action to maintain a high standard.

• Discuss and agree any proposed changes to health, safety or welfare practices, procedures or policies and take forward the implementation of the changes within the Local Offices.
3.4 **Healthy Workplace Requirements.**

HSC Bodies have a responsibility for addressing health improvement across a range of settings, with the workplace being a key priority. There is a responsibility for HSC bodies to champion and show leadership in terms of supporting their workforce to make healthier choices and ensure that health improvement is at the core of the health and safety agenda. The Premises Committees will take consideration of these requirements.

3.5 **Communication with Staff**

The Premises Committee will ensure that staff receive regular updates on issues discussed and agreed by the Committee and that all relevant information is posted on the Intranet.

4 **MEMBERSHIP**

- In line with health and safety legislation, employees and management should have equal representation on a (Health and Safety) Committee. It would therefore be proposed to adopt this approach for the Premises Committees.

- Membership of the Premises Committees will include:
  - Senior Corporate Services staff from the HSCB, PHA and BSO;
  - Representatives from Facilities Management, Corporate Business Services, Estates (where possible);
  - One representative per Directorate function within the HSCB/PHA/BSO and other tenant organisations where appropriate.

- The Premises Committees will be chaired by the Commissioning Leads in the Western, Northern and Southern Offices. In the Eastern Office, the Premises Committee will be chaired by the Head of Corporate Services.

The quorum for the Premises Committees should be 4 persons including at least one representative from PHA, BSO and HSCB. A
quorum of 4 members must be present before a meeting can proceed with one member being the Chair.

Internal or external persons may be invited to attend the meetings at the request of the Chair on behalf of the committee to provide advice and assistance where necessary.

5 TRAINING

The Premises Committees will facilitate training and awareness sessions on a regular basis for all existing and new staff.

Joint training initiatives will be implemented, where appropriate.

6 MEETINGS

The Premises Committees should normally meet quarterly (a minimum of 3 times per year). This will not preclude the convening of a meeting at any time for a special purpose for example in the event of a specific incident having occurred.

The Premises Committees shall be supported by Corporate Business staff. The agenda and minutes of the previous meeting will be distributed at least 1 week prior to each meeting

7 ACCOUNTABILITY

The Premises Committees shall be responsible through the HSCB Head of Corporate Services to the Chief Executive, HSCB.

8 REVIEW

The terms of reference shall be reviewed annually.