

SECURITY MANAGEMENT WORK PLAN 2012-13

Area	Task/Objective	Target / Progress Review Date
Policy/Compliance	<p>Liaison</p> <p>Attend all regional (West Midlands) NHS SMS meetings on behalf of Trust. Attend Safer Shrewsbury Shop/Pub Watch meetings.</p> <p>Reporting</p> <p>Complete annual report for current financial year and work plan for next financial year. Prepare quarterly report for Health, Safety & Security Committee. Prepare for annual NHS Violence Against Staff (VAS) submission Prepare and participate as required in the annual NHS VAS (external) audit</p> <p>Committee Work</p> <p>Organise and administer security aspects of Health, Safety & Security Committee.</p>	<p>Meetings are held quarterly Meetings are held bi-monthly</p> <p>1-5-12</p> <p>Meetings are held quarterly 1-6-12 1-7-12</p> <p>Meetings are held quarterly¹.</p>

	<p>NHSLA Assessment Process</p> <p>Complete and co-ordinate all security management aspects of NHSLA assessment process.</p> <p>Preventative Security Risk Assessment</p> <p>Continue to provide assistance to managers at all levels on security reviews and annual security risk assessment work, providing where appropriate full reports to provide management with a means for evidencing risks and developing departmental action plan. Where required liaise and review progress at regular/appropriate intervals.</p>	<p>Through year task</p> <p>Through year task</p>
<p>Protecting People</p>	<p>Incident Review</p> <p>Continue with daily review of incident reports and security staff assignment logs and complete all necessary investigation/follow up action and partner agency (police/SMS) liaison.</p> <p>Manned Security</p> <ul style="list-style-type: none"> • Monitor case for increased numbers of security staff and ensure matter remains as an aspiration of the Trust. • Oversee and work with procurement/finance colleagues to see through manned security contract re-tender ensuring the new contract meets all legislative and required standards of quality. • Monitor contract performance and compliance with contract and assignment instructions; maintain liaison with and attend monthly contract meetings with contract security company. 	<p>Through year task</p> <p>Through year task</p> <p>1-10-12</p> <p>Through year task.</p>

	<p>Police Liaison</p> <p>Maintain effective liaison with command and local police teams and provide support to investigate work and prosecution as required.</p> <p>Sanction & Redress</p> <p>Assess, investigate and formulate an appropriate response all security related incidents.</p> <p>Lone Working</p> <p>Continue to oversee completion of training schedules and monitor/investigate usage of both on site and off site solutions and maintain liaison with and attend monthly contract meetings with service providers and service users.</p>	<p>Through year task.</p> <p>Through year task.</p> <p>Through year task.</p>
<p>Protecting Property & Assets</p>	<p>Security Advice, Assessment & Guidance</p> <p>Provide regular advice, assessment and guidance on day to day security issues to allow introduction of minor improvement plans to work areas be this preventative or as post incident follow up/investigation.</p> <p>CCTV/Body Worn Video Equipment</p> <p>Monitor equipment serviceability and output standards. Deal with partner agency requests to assist (police, social services etc.) and inquiries from general public. Pro-actively monitor security incident reporting to identify occasions where CCTV evidence may be available to support investigations/prosecutions.</p>	<p>Through year task.</p> <p>Through year task.</p>

	<p>Access Control</p> <ul style="list-style-type: none"> • Re-refresh business case for investment in high grade access control and seek funding for expansion of recently upgraded facilities. • Regularly liaise with Estates Management to highlight individual weaknesses in existing access control arrangements and seek Estates support and funding for ongoing improvement/upgrade of individual/specific issues. 	<p>31-3-13</p> <p>Through year task.</p>
<p>Communications Awareness & Training</p>	<p>Written & Verbal Briefings</p> <p>Continue to generate regular articles for Staff News/Team Brief, provide advice/briefings to staff groups (inc Corporate induction) as required.</p> <p>Alerts & Warnings</p> <p>Distribute and originate as appropriate security alerts and warnings.</p> <p>Project Griffin (Counter Terrorist awareness training)</p> <p>Oversee delivery of Project Griffin Counter Terrorist awareness training supplied by West Mercia Police to security staff and other key nurse managers.</p> <p>Conflict Resolution Training</p> <p>Support Training & Development Staff with delivery of training and training needs analysis review.</p> <p>Induction</p> <p>Carry out twice monthly corporate security induction training and support to medical trainee's and medical staffing rotations as required/advised.</p>	<p>Through year task.</p> <p>Through year task</p> <p>30-7-12</p> <p>Through year task</p> <p>Through year task</p>

