

- Check that your curtains are properly closed
- Don't mark your keys with any form of identification
- If you lose keys report the loss immediately
- Do not duplicate keys: doing so may give someone access when you are not there.

### **CRIME PREVENTION**

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

### **HOSPITAL WATCH CO-ORDINATOR**

The Hospital Watch Co-ordinator is Mr T J Owens, Fire/Security Adviser, extension 3468, who will be able to give you more information on Hospital Watch Representatives and the scheme itself.

### **IN CONCLUSION**

Hospital Watch can only work with your co-operation. All crime results in distress and inconvenience for all concerned. If everyone participates, Hospital Watch WILL succeed.



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*Communicating at Work*

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## **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 of 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 NHS 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 ring Switchboard on 2222

- In the case of theft or other serious crime it is the responsibility of the individual involved to report to the Police and then complete an Incident Report form
- Minor incidents should be reported on an Incident form
- In either case the Site Manager/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.

## **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 you at risk.

## **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.

## **SECURITY IN STAFF RESIDENCES**

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