



## STATEMENT OF SAFETY/SECURITY ARRANGEMENTS

**Date:** 1 October 2017

**Review date:** 1 October 2018

---

Omega Care Group believes the safety, wellbeing and security of its staff and of the young people engaged with its services to be of paramount importance.

Omega Care Group acknowledges and accepts that it has both moral and statutory responsibilities and duties to promote safety and security and that it should put in place pre-emptive and precautionary measures where possible. This includes:

- The use of CCTV monitoring systems in communal areas and covering the front and back of the house.
- Securing all windows and doors, prior to commencing sleep-in duties.(24:00)
- Ensuring unit is in good repair and that maintenance issues are addressed in a timely manner.
- Implementing the Visitors' Protocols fully, including signing in/out.
- Ensuring sensitive material is locked away (this may include material on computer screens).
- Use of ID badges, both Omega issue and those of visitors where relevant.
- Ensure **all** 1<sup>st</sup> Aid issues are recorded within the Accident Book.
- Use of the on-call Duty Manager rota - ensure currency.
- Valuable items should not be brought to work, all personal possessions should be secured.
- Ensuring that replacement light bulbs are on site.
- Ensuring emergency flashlight is on site.
- Staff should have a clear understanding of Emergency Procedures.
- All incidents should be recorded.

### **Building Security**

All maintenance issues should be reported, and recorded in the maintenance log and daily records.

If an immediate repair is needed, that is, if safety or security may be compromised, the Duty Manager should be contacted to arrange a repair as soon as possible.

### **Aggression/Destructive Behaviour by young person**

- Staff should use distraction/diffusion techniques.
- Staff should maintain distance and personal safety.
- If situation escalates, staff should return to office and lock the door.
- The police should then be contacted.
- The on-call Duty Manager should be contacted with all details.
- Staff to remain in office until arrival of police.
- Effect any emergency repairs necessary after resolution of incident.
- All details of incident should be recorded.
- Staff should be offered support and a de-brief supervision.

### **Home Invasion/Intruder**

- Do not engage.
- Enter/remain in office-ensure secure.
- The police should be contacted with all known details.
- The on-call Duty Manager should be contacted.
- Staff to remain in office until arrival of police.
- Monitor situation on CCTV.
- Effect any emergency repairs necessary after resolution of incident.
- All details of incident should be recorded.
- Determine with Duty Manager if Reportable Incident - if so contact the HSE
- Staff should be offered support and a de-brief supervision.

### **Reporting and Recording**

All accidents and incidents are to be recorded. If young people are involved, these are to be retained in their individual files with details provided to their social worker or EDT dependent on the nature/seriousness of the incident.

All incidents and accidents should be reported to a Manager, either on site or through the on-call rota system.

Certain levels of incident/accident are Reportable, this includes acts of violence towards staff, home invasion and some accidents. Reporting is to the HSE as laid out in the Health and Safety File, and should be undertaken as soon as practicable.

Managers should review incidents/accidents monthly at both staff and managers' meetings, with any learning or additional measures to be implemented fed back to all staff.

An audit of events/incidents will be undertaken on a 6 monthly cycle, through the management team, and information/learning disseminated across the organisation to develop and improve practice.