

SAFETY AND SECURITY REQUIREMENTS

Your safety is important to us. These requirements are entirely based upon our duty to protect you and our patients from suffering harm. During your visit please take time to read this information.

Identification

All official visitors are required to provide Reception staff with appropriate photographic ID, (i.e. passport, driving license or warrant card). In the absence of these items, two of the following must be produced: recent utility bill, credit / bank card, or employer ID.



Once you have produced your ID, your photograph will be taken and stored on the Hospital Identification System. You will be given a Hospital computer generated photo ID which you must attach to your outer clothing. Your host will be notified, and you will be escorted either by them or by a member of staff to the area / department you are visiting.

Restricted / prohibited items

In order to maintain a safe and secure environment for everyone, the State Hospital's Board has exercised its powers under the National Health Service (Scotland) Act 1978, the Mental Health (Care and Treatment) (Scotland) Act 2003, and the Mental Health (Safety and Security) (Scotland) Regulations 2005 to restrict or prohibit certain items from entry to the Hospital.

Security staff will give you guidance on the various items that are excluded or restricted, and what to do if you think you need to bring such an item into the Hospital e.g. dictaphones, medical equipment etc. We will endeavour to allow essential items into the Hospital, but these will only be allowed if prior permission is obtained from the Security Director and / or appropriate Security Manager. In order to prevent possible security alerts, please tell the staff about any items you wish to take into the Hospital before you visit / when booking your visit.

The use or possession of the following item types is not permitted in the Hospital without permission.



In order to ensure safety and security some of the definitions are broad; staff will exercise their judgment and discretion as to whether items fall within these definitions:

- Items that may be used to cause or be adapted to cause injury e.g. metal items, sharp items, glass, umbrellas.
- Items that could assist in an escape e.g. maps, sat navs or other Global Positioning System, rope, blue tac, chewing gum.
- Substances that may be abused e.g. drugs, alcohol.
- Items that can be used to access funds e.g. cash cards, bank book.
- Items that can be used to create or support an identity e.g. passport, driving licence, ID cards.
- Items that are brought into the Hospital if their use may be for the purpose of trading - We recognise this is a broad definition and decisions will be taken by staff on a case-by-case basis.
- Items used to assist unauthorised communication e.g. mobile phones, any item containing a SIM card, pagers.
- Items that can be used to take a photograph e.g. cameras, phones, iPods, handheld games.
- Electrical items that can connect to the Internet via a wireless connection or have Bluetooth facility e.g. computers, smart phones & watches, Activity Trackers (with Screen) computer games. (Some Bluetooth items will be considered e.g. Bluetooth headphones without microphone).
- Any item that is illegal to have or use.
- Items that can be used as pornography and have not been authorised by the clinical team.
- Items that assist in the use of tobacco related products including tobacco e.g. tobacco, cigarettes, electronic cigarettes, lighters, gas, matches.
- Electronic devices that can record or playback recorded media e.g. dictaphones, tape recorders, DVDs, CDs, memory sticks.
- Any item that could be used to undermine security - We recognise this is a broad definition and decisions will be taken by staff on a case-by-case basis.

Search and screening procedures

Everyone visiting the Hospital, and their possessions, is searched prior to entry. The security measures are similar to airport style security and are carried out by trained Security staff who will make the process as easy as possible for you. The search will be gender specific and captured on CCTV. Private searching facilities are available upon request. Security staff have the right to refuse entry to anyone who fails to give consent to their person or belongings being searched. On occasions you may also be searched when leaving the Hospital.



Medical conditions and pregnancy

If you are suffering from a medical condition which you think might affect your safety and security, please ensure your host is aware of it before your visit starts. For safety and security reasons, some visitors with medical conditions may be excluded from parts of the site which could give rise to concerns about their personal safety. In certain situations pregnant visitors may be restricted from visiting certain parts of the site. In applying this condition, the Hospital is exercising its responsibility towards the mother and unborn child. For medical reasons or pregnancy, please ensure that you advise the Hospital prior to your visit.

Dress code applicable to any designated clinical environment

Required	Rationale
Pens or similar items should be concealed when in patient areas e.g. in internal jacket pockets, briefcases / other bags used to transport paperwork / work related items.	May be used as an improvised weapon resulting in injury.
Clothing should be professional in appearance, enabling the wearer to exit from an aggressive incident when required.	Clothing should be worn that enables the wearer to complete their role without restricting their movement.
Loose clothing worn around the neck such as neck ties, scarves, unsecured similar draped items, necklaces (fine chained necklaces are acceptable), etc are not permitted in the clinical environment.	Unsecured items may be used intentionally or inadvertently to cause harm. Risk of strangulation.
Low or block heels are acceptable. Stiletto type heels are not.	Stiletto type heels could be used as an improvised weapon.
ID to be always worn and visible.	To ensure that visitors are easily identified.

Due to diversity and culture there may be deviations (on an individual basis) from the dress code. If you feel this refers to your attire, please contact the Person Centred Improvement Service (in writing or by telephoning 01555 842072) in advance of your visit.

If your attire is not in keeping with the dress code, this will be raised with you. If you continue to breach the dress code, you may be declined entry to the clinical environment. We do, however, note that there are some official visitors e.g. the Mental Welfare Commission, whose powers are such that they cannot be declined entry to the Hospital.

Smoking policy

The State Hospital is a smoke free environment. Smoking is not permitted by any individual, anywhere on site, including the grounds, car parks, and entrances / exits of the premises.

Individual needs

We are committed to ensuring that, as far as it is reasonably practicable, the way we provide services to the public and the way in which we treat our staff, reflects their individual needs, and does not discriminate against individuals identified and protected within the Equality Act 2010.



The State Hospital recognises the need to ensure all stakeholders are supported to understand information about the services we provide. Based on what is proportionate and reasonable, we can provide information / documents in alternative formats and are happy to discuss with you the most practical and cost-effective format suitable for your needs. Some of the services we are able to access include interpretation, translation, large print, Braille, tape recorded material, sign language and the use of plain English / images. If you require information in another format, please contact the Person Centred Improvement Service on telephone 01555 842072.

If you have any questions about these requirements, please ask a member of the Reception staff or contact the Physical Security Manager on telephone 01555 842020.

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