

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.

Search and screening procedures

All visitors and their belongings are searched before entering the Hospital.

Security measures are similar to airport screening and carried out by trained staff to ensure a smooth process. Searches are gender-specific, recorded on CCTV, and private facilities are available on request.

Entry may be refused if consent to search is not given. Searches may also occur when leaving the Hospital.

Restricted / prohibited items

The State Hospital is responsible for maintaining a safe, secure, and therapeutic environment for all.

All persons entering the Hospital including staff, visitors and contractors, are required to comply with security procedures and cooperate with Security staff.

This list is not exhaustive and serves as a reference guide. Security staff may inspect any item and prohibit any item identified as presenting a safety, security or operational risk.

Weapons and Firearms	Guns, ammunition, replica weapons, explosives and explosive materials, flammable liquids and substances, glass items.
Sharp or Bladed Objects	Knives, cutting implements and metal cutlery, cans of juice, metal, tinned containers.
Escape Risk	Maps, GPS devices and navigation equipment, rope, string, cables, chains, padlocks, locks and similar items.
Contraband	Alcohol and alcohol-based products, controlled drugs or illicit substances, tobacco products, vaping devices and associated materials, pornographic, offensive or otherwise inappropriate material.
Technology	Mobile phones, cameras and devices fitted with cameras, audio or video recording devices, radios, transmitters / communication devices, headphones and earphones (unless State Hospital approved).
Wearable Technology	Wearable technology containing cameras, SIM cards, telephone functionality, recording capability, or communication / transmission capability.
IT & Storage Media	Computers, laptops and tablets, USB storage devices and removable media, copied CDs / DVDs, SIM cards and SD cards.
Tools & Equipment	Any item not included on a State Hospital Visitor Application Form.
Medical Devices	Medical devices, including wearable medical devices.
Medication	All medication (unless approved by security personnel).
Miscellaneous	Bags / clothing or accessories containing integrated technology, office equipment not required for official duties, sports / recreational equipment.

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

- 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. *Rationale* - 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. *Rationale* - 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. *Rationale* - 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. *Rationale* - Stiletto type heels could be used as an improvised weapon.
- ID to be always worn and visible. *Rationale* - 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

Smoking is not allowed anywhere including grounds, car parks, and entrances/exits. This applies to all individuals at all times.

Individual needs

We are committed to ensuring that, as far as it is reasonably practicable, the way we provide services reflects individual needs, and does not discriminate against individuals identified and protected within the Equality Act 2010. We aim to make our service information clear and accessible. Where reasonable, we can provide documents in alternative formats such as large print, Braille, audio, sign language, or plain English / images. To request a different format, contact the Person Centred Improvement Service on 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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