



<b>Policy No:</b> SJD/HS/19	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b> 24th October 2023
<b>Policy Date:</b> 21st April 2021		<b>Date of Next Review:</b> 23rd October 2024
<b>PERSONAL SAFETY</b>		

### **Policy Statement**

SJD Homes believes that its staff should be safe at work and should not be exposed to undue or unreasonable risk. In particular, SJD Homes is committed to implementing measures that increase the personal safety and security of staff wherever possible, along with safety of their personal property, and which ensure an effective response to personal safety and security incidents. SJD Homes also seeks to encourage service users, staff and visitors to have care and concern for the safekeeping of equipment and property, and for the personal safety of all.

### **The Policy**

This policy sets out the values, principles and policies underpinning SJD Homes' approach to ensuring that staff are as safe as is reasonably practical while at work and when travelling to and from work.

### **Responsibilities of SJD Homes**

SJD Homes will

- Seek to ensure that it can respond effectively to all personal safety and security incidents including incidents involving violence or threats of violence to staff through the preparation of plans, management of incidents and appropriate follow-up and recovery actions, as necessary
- Seek to ensure that the personal safety of staff is always considered when planning individual care plans with service users, especially with regard to staff travelling to and from a home care site; and, wherever possible, arrangements should be avoided that involve staff travelling to and from houses alone during the hours of darkness and in isolated areas or in known high crime areas
- Be responsible for crime prevention and loss reduction measures, including assessing threats to personal safety of staff, investigating and initiating follow-up actions in response to all incidents
- Provide staff with a personal alarm, where necessary, and raise awareness of personal safety and security issues by offering training and advice to staff and service users.

### **Responsibilities of Staff**

SJD Homes believes that personal security is also the responsibility of every member of staff. It expects every member of staff to accept that responsibility and therefore to

- Behave in a way that ensures their own safety and security at all times
- Ensures the safety and security of service users and property in the areas in which they are working

- Report all personal safety and security incidents, including violence or threats of violence to themselves, and suspicious activities or incidents.

### **SJD Homes' premises**

SJD Homes' Security Lead will arrange to conduct regular risk assessment checks around home that are specifically designed to identify security issues. Checks should be carried out on:

- alarms
- security lights
- window and door locks

Staff should always be aware of who is in the building at all times. When staff admit a visitor to the home they must ensure they sign the Visitors' Book. If they are uncertain of the identity this should be checked before allowing them access to the home.

Note: SJD Homes pursues a zero-tolerance policy towards aggression and violence directed against staff.

### **Related Policies**

Accident and Incident Reporting (RIDDOR)  
Health and Safety  
Challenging Behaviour, Violence and Aggression  
Lone Working

### **Training Statement**

The home manager is responsible for organising and co-ordinating training. All staff should be trained to recognise the early warning signs of potential aggression and in de-escalating potentially violent situations. All staff should be trained to know what to do in response to a complaint of violence made by a member of staff. Dealing with aggressive or potentially violent service users is included in the induction training for all new staff. In-house training sessions should be conducted at least annually and all relevant staff should attend. These sessions should cover how staff should act in an emergency situation.

### **Monitoring and Review**

This policy will be reviewed, amended and signed off by home manager annually or as required.