



<b>Meeting Date</b>	<b>02 December 2019</b>	<b>Agenda Item</b>	<b>2.5</b>
<b>Report Title</b>	<b>Lockdown Procedure</b>		
<b>Report Author</b>	Des Keighan, Assistant Director of Operations		
<b>Report Sponsor</b>	Chris White, Chief Operating Officer		
<b>Presented by</b>	Des Keighan, Assistant Director of Operations		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	The lockdown procedure provides guidance to departments on how to deal with security incidents that necessitate locking down a room, areas or departments within the health board.		
<b>Key Issues</b>	<p>The lockdown procedure provides advice and guidance to departments within the health board, outlining roles and responsibilities for security and management. It goes onto explain the different types of lockdown procedure that can be initiated: These are defined as:</p> <p><b>Partial Lockdown (Static or Portable):</b> A partial lockdown is the locking down of a specific building or part of a building. The decision to implement a partial lockdown will usually be in response to an incident. This response will help to ensure that identified critical assets such as personnel and property are protected.</p> <p><b>Progressive Lockdown:</b> A <b>progressive</b> or <b>incremental lockdown</b> can be a step-by-step lockdown of a site or building in response to an escalating scenario.</p> <p><b>Full Lockdown:</b> A full lockdown is the process of preventing freedom of entry to and exit from either an entire NHS health board site; specific NHS building or premises that offer NHS services.</p> <p>The lockdown procedure provides a framework which can be utilised by the service directorate to develop their own lockdown procedure for the services under their control. In order to ensure a safe and secure environment it is essential that all relevant stakeholders engage in the</p>		

	development of a robust action plan to be utilised in the event that a lockdown of a department or area is required.			
<b>Specific Action Required</b> <i>(please choose one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>	<b>Approval</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Recommendations</b>	<ul style="list-style-type: none"> <li><b>NOTE THE CONTENTS OF THE LOCKDOWN PROCEDURE.</b></li> </ul>			

## **Lockdown Procedure**

### **1. INTRODUCTION**

The chair of the Health & Safety committee has asked for an update on the lockdown procedure. This report sets out to highlight the purpose of the procedure.

### **2. BACKGROUND**

The lockdown procedure provides guidance to departments on how to deal with security incidents that necessitate locking down a room, areas or departments within the health board.

The committee is asked to note the framework that this document provides.

### **3. GOVERNANCE AND RISK ISSUES**

The lockdown procedure as previously explained provides a framework within which service directorates and departments can develop their own lockdown procedures. These procedures need to take into consideration how a department or service will deal with different levels of risk. From dealing with a minor incident to the need to lock down a full department. Obviously different departments will be faced with different challenges and in the majority of areas, the need for a full lockdown would be unlikely. However it is important that departments have procedures in place which reflect the risks that they face.

### **4. FINANCIAL IMPLICATIONS**

The lockdown procedure framework assumes that departments will develop their procedures to utilize existing resources.

### **5. RECOMMENDATION**

The committee are asked to note the lockdown procedure.

<b>Governance and Assurance</b>		
<b>Link to Enabling Objectives</b> <i>(please choose)</i>	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>	
	Partnerships for Improving Health and Wellbeing	<input type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>	
	Best Value Outcomes and High Quality Care	<input type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>	
<b>Health and Care Standards</b>		
<i>(please choose)</i>	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input type="checkbox"/>
<b>Quality, Safety and Patient Experience</b>		
The lockdown procedure helps departments by providing the framework around which they can develop lockdown procedures for their departments or services.		
<b>Financial Implications</b>		
It is not envisaged that the lockdown procedure will have financial implications as the expectation is that lockdown procedures will be developed utilising resources and staff already available to the departments.		
<b>Legal Implications (including equality and diversity assessment)</b>		
It is important to note that the health board does not have the ability to stop an individual leaving its buildings under normal circumstances. However, it can restrict access from areas due to either service or safety reasons.		
<b>Staffing Implications</b>		
These should be considered as part of the individual service directorates' development of their lockdown procedures.		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		
The purpose of the procedures is to ensure that the health board has suitable lockdown procedures in place across its services. This is to ensure the health & safety and welfare of staff, patients and visitors alike.		
<b>Report History</b>	The lockdown procedure was developed by the health & safety security subgroup and approved previously by the health & safety committee. The document is also available via the health board intranet website.	
<b>Appendices</b>	Appendix 1 - Lockdown Procedure.	