

Health Board Security Management Group

12th May 2025 at 9am

Via Microsoft Teams

In attendance:

Joanne Jones	Head of Support Services
Paul Coode	Business Support Manager - Operations
Matthew Evans	Head of Local Counter Fraud Services
Jonathan Fairhurst	South Wales Police
Alexander Guthrie	Health and Safety
Damian Jones	EPRR manager
Des Keighan	Assistant Director of Commercial and Contract Management - PFI
Elaine Lewis	Service Manager for Hospital Operations (Singleton)
Ricky Morgan	Assistant Head of Operations – MH & LD
Outi Morris	Antenatal Day Assessment Unit, RCM H&S
Oliver Newman	Divisional Manager Pharmacy
Chris Phillips	Deputy Cyber Security Manager
Mike Powell	Portering Team Manager (Morrison)
Nicola Watts	Service Manager Hospital Operations & EPRR (Morrison)
Jessica Williams	South Wales Police

1	SMG/ 12/05/01	<p>Apologies: AG, JR, AJ, NH, EJ, RC, VT, LS, IM, KJ, RD, CAR, DE.</p> <p>JJ – agreed to rearrange agenda for next meeting.</p> <p>PC – gave brief summary of recent incidents on Cefn Coed site –</p> <ul style="list-style-type: none"> • Attempted break in to old building via yard; one individual fell and damaged leg & hand and was airlifted to Cardiff. Noted – lessons learned with regards to response to incident as although procedure followed, response too rushed. • 6 youths broke into ducts and set off sensor alarms. Security escorted individuals out of building; police attended site – no charges as nothing criminal. <p>JJ – queried if SWP aware of current situation as incidents ongoing for 18 months+.</p> <p>PC – Capital Planning considered demolition of building but delayed due to costs although building falling down and ducts full of asbestos (police refused to enter to look for potential 2 more youths due to Health and Safety concerns).</p> <p>JF – agreed to look into incidents in more detail before advising as unsure of rationale of police officers not following up with charges. JF also noted situation concerning as youths entering dangerous buildings; agreed to follow up regarding police patrols in area.</p> <p>JJ – raised concern regarding liability to Health Board if injury occurs even though numerous precautions already in place.</p> <p>RM – noted some security measures put in place to deter thieves previously effected access to emergency services; option to build wall around perimeter however costs and limited visibility of suspicious activity would need to be considered. Police attendance to operational subgroup would be beneficial.</p>
----------	--------------------------	--

		<p>DK – suggested discussing situation with legal and risk, option for police to utilise area for training. PC – buildings too unsafe for use.</p> <p>RM – suggested using comms team to help share message, JF raised no concerns.</p>
2	SMG/ 12/05/02	<p>Notes of Last Meeting:</p> <p>No issues raised.</p> <p>MP – 51 CCTV cameras still not working on Morriston site although a number of upgrades and additional cameras have been put in place including some 360 cameras.</p>
3	SMG/ 12/05/03	<p>Action Log:</p> <p>4 – Table top exercises to be confirmed.</p> <p>MP and NW – recent exercise identified number of weaknesses from ED perspective, walkaround carried out as result – ‘quick fixes’ completed however further issues identified e.g., shutters broken awaiting funding from Capital.</p> <p>DJ – contaminated casualties exercise also taken place; report being finalised; lockdown issues identified specifically relating to ED main entrance/reception.</p> <p>5 – Lockdown update: Singleton (10/05/24) & Morriston.</p> <p>EL – met with SWP to look at issues on Singleton site, it was agreed for SWP to carry out covert walkaround on each main site and develop detailed report (end of May).</p> <p>JJ – suggested Cefn Coed site to be included from Security pov.</p> <p>7 – CCTV – Camera (update – re 47 broken cameras).</p> <p>Already discussed in agenda point (2).</p> <p>8 – Salto locks – ID card.</p> <p>JJ – action to be transferred to RS.</p> <p>DK – provided detail of action: Aim is to integrate ID badges with Salto access.</p> <p>MP & EL – confirmed process already being implemented with new staff ensuring access granted only where required.</p> <p>9 – Fire Brigade information to be shared with the meeting.</p> <p>EL – full debrief with fire brigade not taken place, will follow up.</p> <p>10 – Blue Light services to meet ref contents of Gerda.</p> <p>DJ – EPRR Strategy Group meeting arranged for Thurs (15/05), gerda boxes to be discussed. Previously told by Capital no funding available and would need to be provided by each service group, suggested to liaise with AG as suitable option sourced – work ongoing across sites to collate appropriate information to be included (specifically regarding Salto).</p> <p>AT – suggested generic key card to access key areas.</p> <p>13 – Ensure all members of group receive agenda for next meeting.</p> <p>Actioned, no issues raised.</p> <p>15 – Contact Morriston representative to discuss status of Lockdown policy and provide update in next meeting.</p> <p>Actioned.</p> <p>16 – Schedule meeting with MPowell and GA to discuss status of CCTV and plan for repairs/replacements.</p> <p>MP – meeting not taken place, will follow up.</p> <p>17 – Follow up regarding procurement and implementation of body cameras for ED staff.</p> <p>MP – implementation approved 09/05, should be in place in coming weeks.</p> <p>18 – Follow up with Inspector Andy Price to discuss presence of full-time police office and PCSOs at Morriston Hospital.</p> <p>JF – 1 PC and 1 PCSO based on site but will also be covering other areas (changes due to cuts in police force).</p>

		<p>JJ – raised concern regarding lack of police attendance as incidents increasing including weapons being brought on site.</p> <p>MP – PCSO presence vital in ED, lack of attendance concerning for safety of Security guards.</p> <p>JF – incidents will be monitored over next few months to understand demand and look at capability within hospital, JF reiterated importance of dialogue between site and SWP.</p> <p>MP – gave examples of lack of support from police force regarding police dropping off individuals to ED and having to be recalled, weapons left on site regularly (occurrence number received) etc. JF – requested occurrence number to follow up.</p>
4	SMG/ 12/05/04	<p>TOR:</p> <p>JJ – TOR circulated for comments, will review and update.</p> <p>JJ mentioned NH previous comment ‘the meeting of 03/02 recorded that we could review when received, please take my comments to the next meeting in case I can’t attend’ – no comments received.</p>
5	SMG/ 12/05/05	<p>Alerts:</p> <p>The alerts circulated prior to the meeting were confirmed.</p>
6	SMG/ 12/05/06	<p>Security Incidents and Issues of Violence:</p> <p>Singleton + Neath</p> <p>3 Datix incidents (not all incidents included in report, will raise with Datix team)</p> <ul style="list-style-type: none"> • Access code compromised. • Car theft from staff car park. • Suspicious package with Mental Health patient – police attended. <p>Total incident Oct 24 – Mar 25 = 23, mainly patient to staff aggression.</p> <p>Recent incident not yet included in report where an elderly man gained access to old SAU area and couldn’t get out so set off fire alarm for assistance, investigation ongoing.</p> <p>Further points:</p> <ul style="list-style-type: none"> • External CCTV not working in NPT due to ground work (part of handover of PFI), Singleton awaiting completion to meet with contractor and look at Capital bid for internal and external cameras. • Work ongoing for Lockdown policy, awaiting assessment. <p>Morrison</p> <p>MP –</p> <ul style="list-style-type: none"> • V+A incidents increasing across site • Increase of DOLS patients – difficult for Security guards to manage due to specific requirements. • Issues with car parking leading to more people becoming agitated and aggressive. • No. of weapon incidents increased to 2 per month in last 3 months. • Missing persons from ED and wards also increasing although new Salto locks added to areas helping to lockdown and restrict access. <p>JJ – requested Morrison site representatives to link and agree contents of report for next meeting (black copy of report to be shared).</p> <p>LD + MH</p> <p>PC – 12 Datix incidents 01/01 – 30/04, including break ins and members of the public taking photos of buildings.</p> <ul style="list-style-type: none"> • 111 V+A incidents in first 3 months of year, mainly physical assault, low severity. • Awaiting CCTV upgrades for Cefn Coed, waiting for SAS to confirm start date. • Additional CCTV put into old building by Estates – all destroyed by intruders. • No. of break ins in old building in Garngoch. <p>MP – queried if intruder alarms/sensors in ducts in old building would alert to all movement (including rodents etc) and if fire brigade would have to assist instead of ambulance service/police if intruder has injury.</p> <p>PC – confirmed alarms should only register human movement and are monitored in separate location as old building not regularly accessed – Estates advise any person entering should be in full PPE.</p> <p>JJ – raised concern regarding liability if injury occurs in ducts.</p>

		<p>PC – confirmed numerous security measures in place to try to reduce no. of incidents and concern regularly raised in H&S Ops meetings. Capital Planning also attended site recently to consider demolition and costs.</p> <p>DJ – ambulance service has separate unit (HART) trained to access and manage in difficult situation with full PPE.</p> <p>PC – mentioned the potential of site not being aware of an intruder in the ducts as sensors only located near main pipes and raised concern as from HSE perspective HB would be liable for injury as building still accessible.</p> <p>JJ – will request Jayne James to attend Cefn Coed site for further assessment and advice.</p> <p>Pharmacy No update (blank copy of report to be shared).</p> <p>Maternity No update (blank copy of report to be shared). OM – suggested to contact Abigail Morris for Maternity representative.</p> <p>Pathology No update (blank copy of report to be shared).</p>
7	SMG/ 12/05/07	<p>Review of Policies:</p> <p>DK – Lockdown, Bomb Threat and Fire Arms policies shared with JJ, will share with colleagues for comments.</p> <p>Lockdown policy only includes reference to incidents inside of the building, Martins Law states that outside of the building also needs to be considered.</p> <p>JJ – suggested focussing on other 2 policies until clarification received regarding Martins Law from HB pov.</p> <p>DJ – not currently aware of all implications of Martins Law however majority of mitigations already in place but need to determine smaller nuances now law formally in place.</p> <p>JJ – confirmed Bomb Threat and Fire Arms policies will be shared for comments for final version to be presented and signed off in next meeting.</p>
8	SMG/ 12/05/08	<p>Update – RCRP:</p> <p>MP – reiterated previously raised concern of patients brought to ED by police and left, leading to police having to be recalled.</p> <p>JJ – requested MP and NW to follow up with RCRP and share report produced for H&S.</p> <p>JW – agreed to link with MP separately to discuss, concerns raised will be included in report of issues occurring due to cuts in police force.</p>
9	SMG/ 12/05/09	<p>Capital Priorities:</p> <p>MP – some funding secured from Capital for CCTV works, SAS to carry out Ty Olwen project.</p>
10	SMG/ 12/05/10	<p>Update – EPRR:</p> <p>DJ – CT Surveys out, KJ shared links.</p> <p>JJ – agreed to include in agenda for next meeting.</p> <p>DJ – with regards to Action Log point (4), once Lockdown procedures finalised and in place, will use to develop HB wide exercise.</p>
11	SMG/ 12/05/11	<p>South Wales Police:</p> <p>Nothing further to discuss.</p>
12	SMG/ 12/05/12	<p>Update – Counter Fraud:</p> <p>ME – noted use of AI becoming more prevalent as cybersecurity threat, specifically job applications/recruitment, liaising with Cyber Security to manage although no current consideration to utilise software to check for AI when interview taking place.</p> <p>CP – confirmed NHS looking at how to utilise and develop AI despite some problems raised.</p> <p>ME – option to carry out interview face to face to combat AI use.</p>
13	SMG/ 12/05/13	<p>Update – Cyber Security:</p> <p>CP – a number of articles regarding recent cyber attacks have been shared via Intranet to ensure staff aware of what information should/shouldn't be shared.</p>

		CP also mentioned recent incident when approx. 30 members of staff clicked on phishing link sent via email – usernames & passwords were changed efficiently – unexpected documents should not be opened.
14	SMG/ 12/05/14	<p>Protect:</p> <p>JJ – fact sheet circulated prior to meeting including a lot of information regarding risk assessments, will link with MP and Security team on how to move forward and provide presentation of sites in next meeting.</p>
15	SMG/ 12/05/15	<p>Any Other Business:</p> <p>JJ – mentioned Emergency Preparedness Welsh Conference 2025 taking place 20/11, will circulate all information.</p> <p>DJ – limited in-person spaces, KJ managing attendees and will advise who will attend in-person/via Teams at later date.</p> <p>MP – queried police stance on social media posts specifically regarding post online relating to a Security guard causing harm to an individual’s relative – incident fully investigated and statements made online are untrue. Post needs to be removed.</p> <p>DJ – suggested ‘reporting’ post directly via the social media website.</p> <p>EL – suggested liaising with comms team for assistance.</p> <p>MP – confirmed reporting to comms and legal teams, 101 advised to manage internally. Guards looking for reassurance and support from HB, option to share via Intranet that post is untrue.</p> <p>MP – queried if guards are legally allowed to pursue patients absconding from hospital site perimeters and if HB insurance covers this.</p> <p>JF – no issue with guards following patient if concerned for safety from police pov. DK stated HB would likely be supportive of staff supporting patients without endangering themselves.</p> <p>JJ – circumstance to be included in policy/code of practice.</p> <p>MP – suggested implementation of ‘spit hoods’ to be used on patients spitting at guards when safe handling methods being used, spitting now occurring more regularly and safety risk to staff. JF – agreed to follow up.</p> <p>AG – stated any risk of harm needs to be assessed and appropriate method of ensuring safety to be provided; no issue from H&S pov.</p> <p>MP – mentioned SCAN (See Check and Notify) training planned with police, JJ requested feedback in next meeting.</p>
16	SMG/ 12/05/16	<p>Date and Time of Next Meeting:</p> <p>13.08.25 @ 2pm.</p>