

# STANDARD OPERATING PROCEDURE FORENSIC - EMERGENCY ACCESS TO PINE VIEW AND SOUTH WEST LODGE BY HUMBER CENTRE STAFF

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<b>Ratified and Quality Checked by:</b> <b>Date Ratified:</b>	Forensic Security Committee 7 August 2023
<b>Name of Trust Strategy / Policy / Guidelines this SOP refers to:</b>	N/A

**VALIDITY – All local SOPS should be accessed via the Trust intranet.**

### CHANGE RECORD

Version	Date	Change details
2.0	9.10.19	Updated to new Trust format ahead of unit reopening
2.1	October 2020	Review no significant changes
2.2	October 2021	Review
2.3	6 June 2022	Reviewed, no changes. Corrected the date of next review to 3 years after the approval date (confirmed by Paula Phillips' sign-off).
2.4	7 August 2023	Reviewed to include routes to, in/out Pine View & South West Lodge and Duty Manager key handling. To be reviewed yearly until solution regarding storage of medication keys is found. Approved at Security Committee (7 August 2023).

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## 1. INTRODUCTION

In exceptional and extreme circumstances, it may be impractical or impossible for staff at Pine View to operate external doors to facilitate access to the building (or South West Lodge) by support staff from the Humber Centre main building. It is possible (by design) for Pine View and South West Lodge to be accessed from without if staff have the correct equipment. This procedure is intended to support and guide that process.

## 2. SCOPE

This procedure applies to all clinical staff working in the Forensic Service. By definition, this procedure is likely to be used in extraordinary and unique circumstances. Clinical and risk judgements will need to be made. However, it is expected that this decision will be made with due consideration for the safety, security and integrity of the entire service.

All new staff will be required to read the service procedures as part of their service security induction and security refresher.

Nursing staff of Band 6 and above will be familiar with this procedure and will have undergone a practical demonstration. They will then be responsible for inducting junior staff in this process. This induction will be recorded in managerial supervision notes.

Any implementation of this procedure will be, at the very least, an adverse incident. It will be reviewed as part of the consequent investigation.

## 3. DUTIES AND RESPONSIBILITIES

The decision to issue the emergency access keys will be made by the unit co-ordinator, in the event that:

- Pine View/ South West Lodge personal alarms have been activated and/or
- Humber Centre staff have been unable to contact staff at Pine View by telephone, radio or other means
- and/or
- Humber Centre staff have been made aware of a situation at Pine View by other means

## 4. PROCEDURE

### 4.1. Equipment and Storage

Two sets of the following will be stored in the Humber Centre Reception Area (key sets 448 & 449):

- A secure key ring holding a Pine View and South West Lodge Grand Master Key (GMK), a key fob that will operate all magna lock doors in Pine View and South West Lodge, access guidance (as in pages 6 & 7 of this procedure) – illustrated in Fig 1 (page 5).

### 4.2. Usage

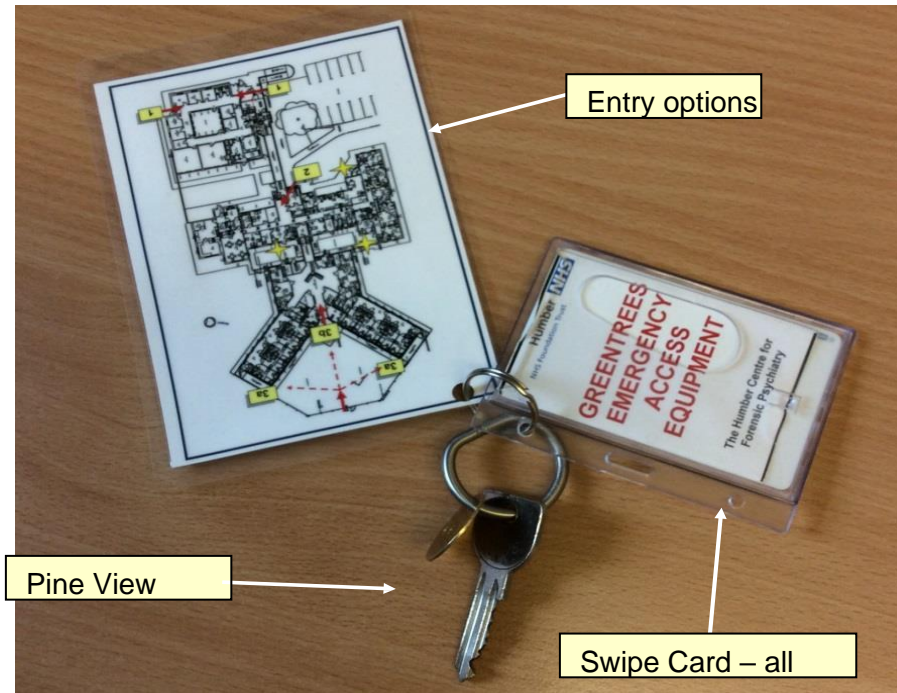
- A minimum of 2 staff will attend Pine View, carrying Emergency Access Equipment which will be secured to belts prior to leaving the Humber Centre. Additional staff may also attend, but will not, initially, carry keys.
- All Humber Centre keys will be handed in prior to leaving the building. Staff will retain their personal alarm (which will operate in the grounds between the Humber Centre and Pine

View).

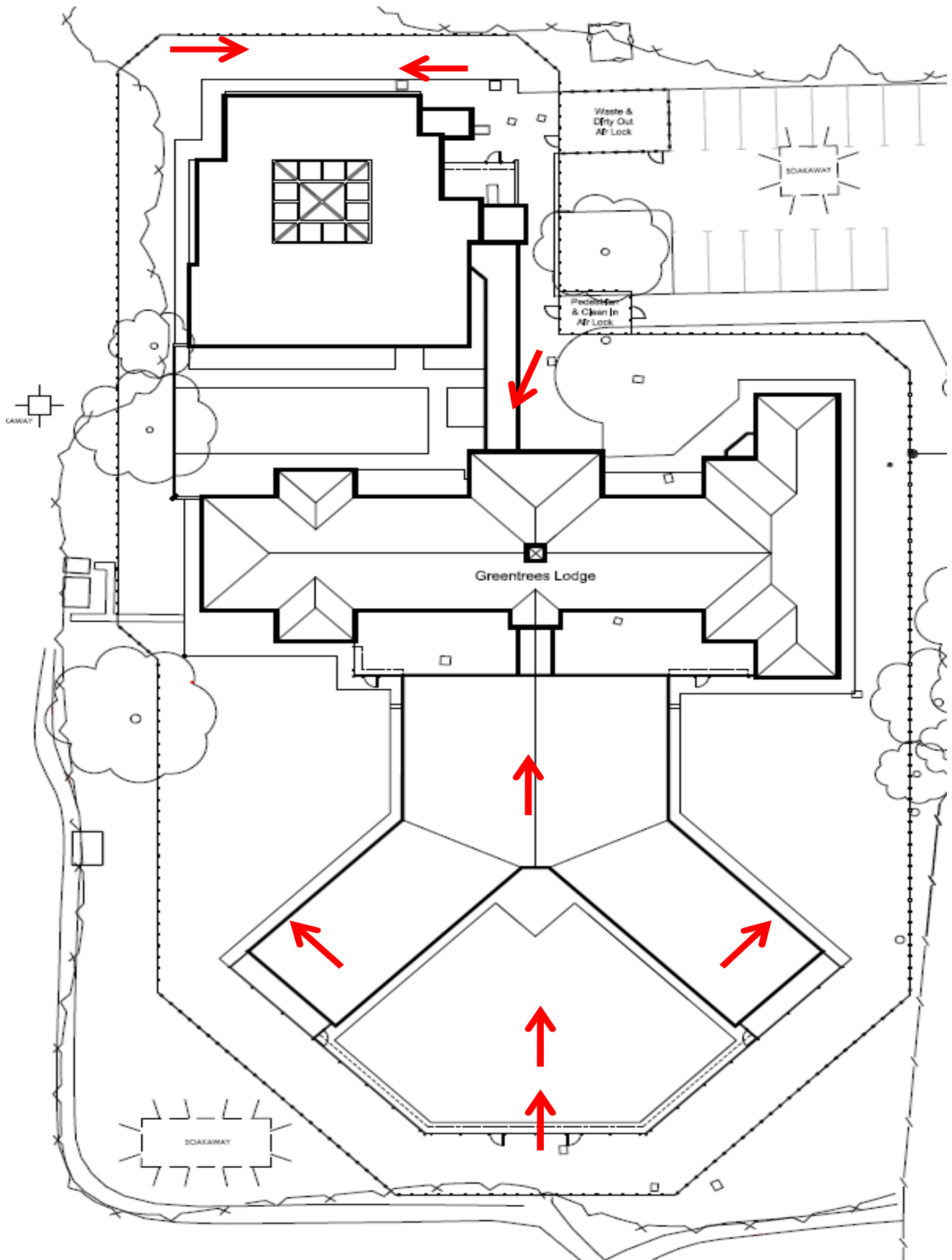
- The qualified member of staff acting as the Duty Manager will allocate another qualified nurse to attend the patient airlock if the alarms are activated at Pine View, this is to hand ward medication keys over. If the other qualified nurse is not present at the airlock the keys in the duty managers possession will be left at reception and to be collected by the other qualified nurse as soon as possible.
- Staff will carry personal radios, unit mobile (and torches if necessary) and a copy of this procedure (including map of entry points).
- Consideration will be given to travelling to Pine View in unit or personal transport – this may make the journey safer and quicker.
- Consideration will also be given for the route to Pine View – out of hours normal working hours the route to Pine View involves using a busy main road and roundabout.
- As staff approach Pine View they will continue to attempt to contact Pine View by requesting a radio check – they will not inform Pine View of their approach (this may jeopardise their safety on entering Pine View), though this can be done by telephone if possible.
- Upon arrival at Pine View, Humber Centre staff will consider which point of access to use having made an assessment of the situation based upon whatever information is available. In light of the circumstances, it is unlikely that entry through the pedestrian airlock will be possible, meaning that staff will initially have to use the gate at South West Lodge or the back of the unit to cross the secure perimeter, thereafter the options to enter the building are illustrated on page 6.
- Staff should note that anyone able to view CCTV screens (in reception or the nursing office) may see staff as they approach the secure perimeter and within that perimeter.
- Access to South West Lodge is via using the side gate into the car park, using the Grand Master Key.
- Once in the building, all doors can be operated using the Grand Master Key. As soon as is possible, staff should enter the reception control room and issue themselves with Pine View keys.
- It is not possible to give further directions that will take into account all possible scenarios once in the building, but decision making must primarily consider the safety of all people inside the building, whilst addressing whatever situation has prompted the need for emergency access.
- Radio / telephone communication with staff inside Pine View will aid decision making.

# APPENDIX A: EQUIPMENT AND INSTRUCTIONS

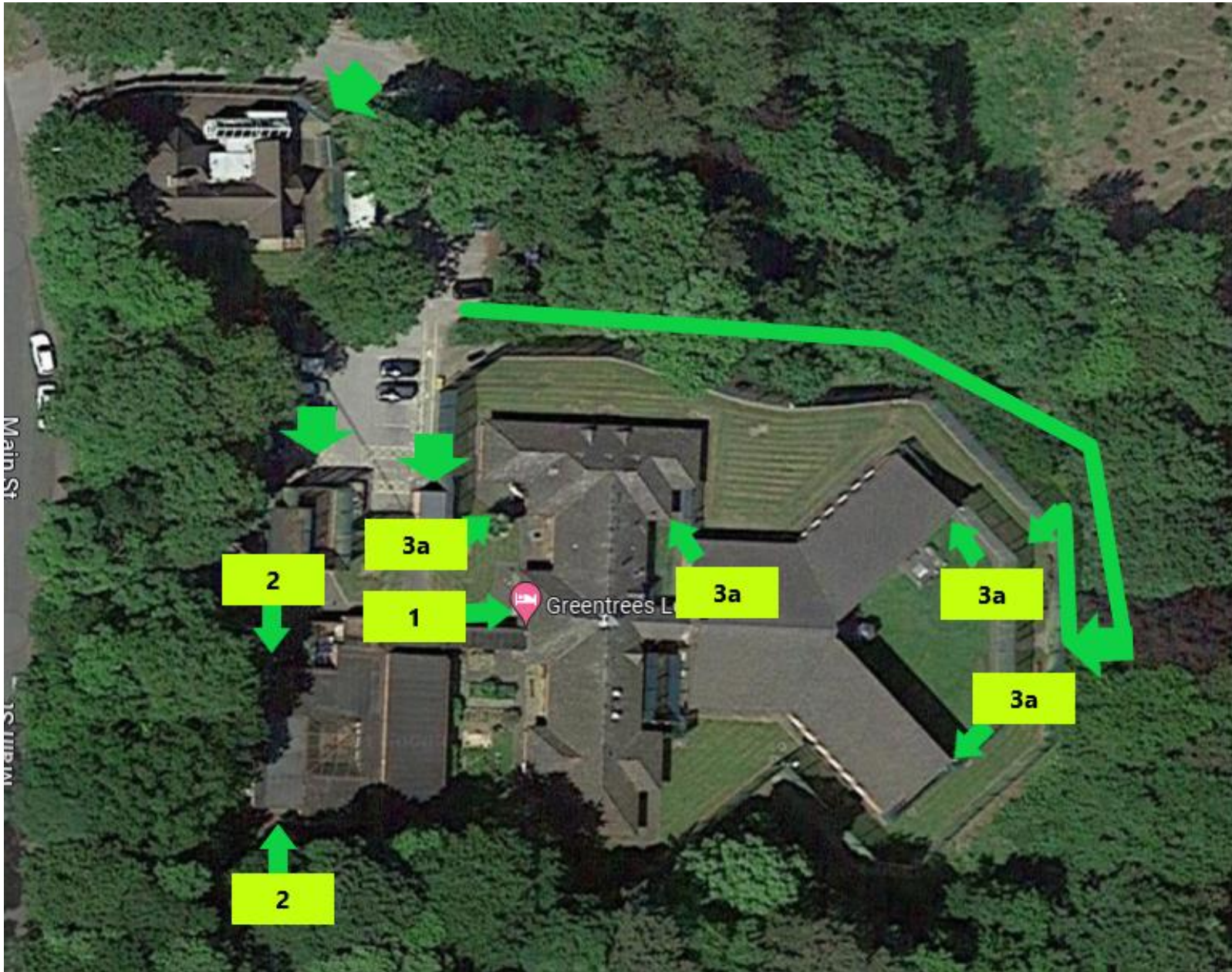
Fig 1



# Entry points to Pine View and South West Lodge

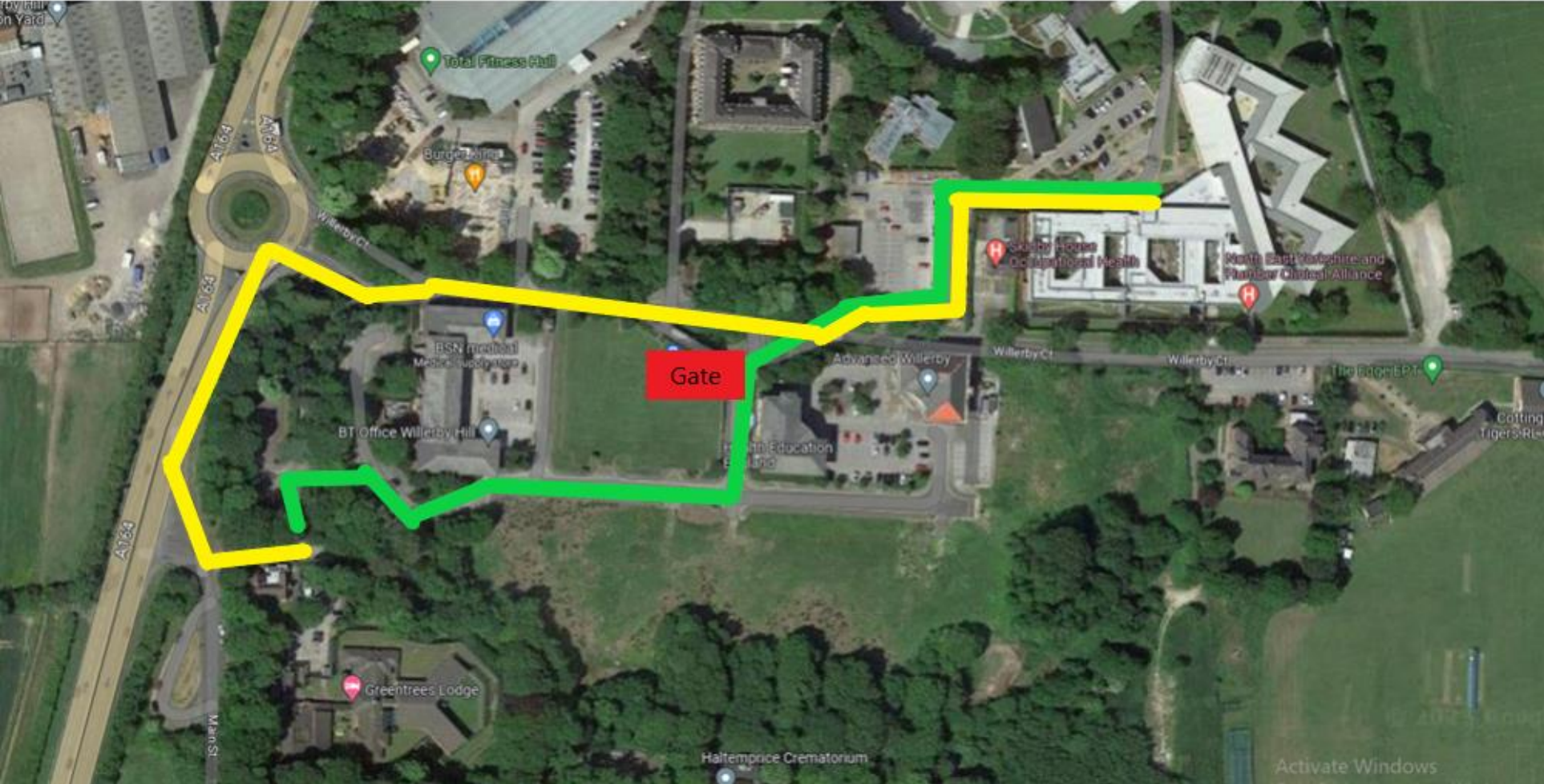








**Route to Pine View**



**Green route – quicker route, cannot guarantee access 24/7 due to gate**

**Yellow route – Access to Pine View via roundabout and main road**



		<b>Benefits</b>	<b>Potential Drawback</b>
<b>1</b>	Main airlock	Central – access to all areas, quickest way in.	Lines of sight are not clear on leaving airlock.
<b>2</b>	Office corridor in annex	Probably the safest point of access, allows for 'graded' access to the remainder of the unit. Lines of sight are generally good. Opportunity to	Office corridor in annex
<b>3a</b>	Bedroom corridors (via secure garden)	Hemispherical mirrors eradicate 'blind spots' on the bedroom corridor.	Approach through the secure garden can be observed from bedrooms.  Will trigger door alarm (audible in reception and nursing office)
<b>3b</b>	Main ward area (via secure garden)	Direct to the main ward area.	Approach through the secure garden can be observed from bedrooms.  Potential for blind corners around corners as staff enter the central seating area.

The above list is not definitive, since there are other options, which may be necessary to consider but this will require further 'on-the-spot' assessment.