

## SECURITY AND SAFETY

Name

Date Completed

**Q1 How do you report an incident involving security which is not urgent in nature? (Select one)**

- Complete a Trust Accident form
- Tell a close friend
- Discuss with your family when you get home

**Q2 Who manages security and fraud across the NHS? (Select one)**

- NHS choices
- NHS Protect
- Security Management Services

**Q3 How do you get an ID badge? (Select one)**

- Wait for one to turn up sooner or later
- Fill in appropriate ID form, signed by your manager, and take it to the main reception
- Ask a work colleague to do it for you.

**Q4 If you see someone forcibly gaining entry to a closed area, what should you do? (Select one)**

- Walk away and do nothing
- Challenge them if you feel safe doing so or inform security on the nearest phone
- Join them to see what is in the closed area

**Q5 Where should you secure your bicycle when at work? (Select one)**

- To a plastic drain pipe
- Any convenient item in the car park
- In the secure bike sheds provided on site or to a designated metal bicycle rack.

**Q6 What should you do with door codes? (Select one)**

- Keep them secure from everyone
- Write them on the door frame in case you forget
- Tell your mate where they are

**Q7 What is tailgating? (Select one)**

- Purchasing a gate with a tail design
- Walking into a secure area behind someone else
- Pushing in at the queue in the dining room

**Q8 What does the Trust use to help identify potential problems? (Select one)**

- Risk assessments
- Hold long meetings
- Wait for something to happen and react to it

**Q9 How should staff keep any keys that are issued to them as part of their job (Select one)**

- Leave them in the lock all day so that they are ready to secure the door when you leave
- Place on the desk by the computer
- Keep on you at all times

**Q10 Where should you park your car when volunteering at the Trust? (Select one)**

- Anywhere there is space outside the Trust car park
- In the designated car park
- Outside the front of the hospital

**Q11 If you've witnessed a crime in progress, what should you do? (Select one)**

- Dial 999 and ask for the Police
- Call home to spread the news and record on the phone
- Walk away and hope someone else reports it

Thank you for completing this Q and A session. We will feedback your score in due course.

Score \_\_\_/11  Pass

Resubmit