

 <p><b>BAY OF PLENTY</b> DISTRICT HEALTH BOARD HAUORA A TOI</p> <p><b>TRESPASS</b> <b>PROTOCOL</b></p>	<p><b>TRESPASS – STANDARDS</b></p>	<p><b>Policy 5.5.3</b> <b>Protocol 0</b></p>
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### STANDARD

1. The issuing of a verbal or written trespass notice requiring a person to leave Bay of Plenty District Health Board (BOPDHB) property is to be made in accordance with the provisions of the Trespass Act 1980. A written notice is preferred wherever possible.
2. Security staff or Senior Management are responsible for issuing of trespass notices on behalf of the Chief Executive Officer (CEO), ensuring an accurate record of trespass notices is maintained and accessible for use by NZ Police. Hard copies must be retained in the Security Office and an appropriate Trespass entry made in the electronic Security Shift Report.
3. Staff issuing trespass notices are responsible for keeping themselves safe throughout and taking actions which meet the requirements of the Trespass Act 1980. No action should be taken by any staff member that would constitute a compromise to personal safety.
4. Managers of staff responsible for issuing Trespass Notices are responsible for ensuring staff are familiar with the provisions and requirements of the Trespass Act 1980.
5. Where an individual who is subject to a trespass notice requires access to hospital facilities for a medical emergency he / she shall be entitled to immediate access. In the event of an immediate family member being declared seriously ill by a clinician, the trespassed person shall be entitled to an urgent review.
6. Where an individual who is subject to a trespass notice requires access to hospital facilities on grounds not set out in Standard 5 above, Security and those involved in issuing the trespass notice must undertake a risk assessment. The results of this risk assessment must be recorded in writing along with the rationale of any conditions of entry for the person.
7. The risk assessment should consider:
  - 7.1 The reason for the individual wanting access
  - 7.2 The previous history of the individual
  - 7.3 The continued risk from allowing admission
  - 7.4 Any danger to patients, medical and support staff and stakeholders
8. Any waiving of a trespass notice will be discussed with the Manager responsible for Security. In the absence of the Manager responsible for Security, should a Trespassed Person be entitled to an urgent review, the Hospital Duty Manager will be involved and will make the determination in the Security Manager's absence. Where a Trespass Notice is waived, on duty Security must be notified and records updated, including a note on the original Trespass notice, updated notification to Police and an entry in the Security Shift Report.

### ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.5.3 Trespass
- Bay of Plenty District Health Board policy 5.5.3 protocol 1 Trespass - Issuing a Trespass Notice
- Bay of Plenty District Health Board policy 1.4.4 Maori Cultural Safety
- Bay of Plenty District Health Board policy 5.3.1 Employee Health and Safety (EHS)
- Bay of Plenty District Health Board policy 5.5.1 Security
- Bay of Plenty District Health Board Form FM.T8.1 Trespass Notice
- Bay of Plenty District Health Board policy 6.1.5 Alerts
- Bay of Plenty District Health Board policy 6.1.5 protocol 2 Alerts - Social
- Bay of Plenty District Health Board Form FM.A11.2 Alert - Social

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<p>Protocol Steward: Operations Co-ordinator</p>	<p>Authorised by: GM Governance &amp; Quality</p>	