

## Introduction

This briefing note is intended to provide, in one document, links to existing guidance that organisations working with individuals who may pose a risk already have access to. It is not intended to take responsibility from government departments providing policy for the management of offenders, or organisations working in the fields of offender management and rehabilitation, for the safety of their staff. This note is to act as a reminder around the types of threat and provides links, for ease of reference, to existing guidance that can and should be applied to help mitigate any risk that is identified.

## Initial Risk Analysis

Not all organisations have access to dedicated security specialists such as Counter Terrorism Security Advisors (CTSA) or Counter Terrorism Security Coordinators (SecCo) to conduct a risk assessment. However, all organisations should continue to use established methods of risk assessments in their operational practice and processes. The guidance within this note is designed to supplement, support and assist that practice where it is considered appropriate by the reviewing organisation. The links below and the information required to undertake a risk assessment should already be available to the organisation.

Areas that should be considered (and for which further guidance is given) are:

- The risk to staff involved in engagement – both in the workplace and elsewhere.
- The risk at events attended by terrorism offenders or radicalised individuals (either by invite or an open event).
- Management of the residual risk posed by terrorism offenders under offender management.

## Risk to Staff

All staff should be encouraged to understand the basic fundamentals of Counter Terrorism. This is most easily achieved through the ACT E-learning product - <https://ct.highfieldlearning.com/>

Generic guidance on security at the work place can be found in the NaCTSO Crowded Place's Guidance - <https://www.gov.uk/government/publications/crowded-places-guidance>

Where there is a risk to an individual member of staff, either through lone working or because of personal contact with the individuals who pose a risk, there are additional resources that could be considered:

- At the lower level, or where separation from police is preferred, the Suzy Lamplugh Trust provides guidance on personal safety - <https://www.suzylamplugh.org/>
- At a higher level, a request should be made through the local force for personal security advice. NaCTSO produce the Personal Security Guide (Blue Book) which can on request be made available and personal security advice is available through CTSA's if the police deem it necessary.

Ongoing engagement allows staff to gain an understanding of the individuals they are engaging with. Behavioural change should be considered in the first instance as a concern, and staff should be trained to identify risk and to report it:

<https://www.cpni.gov.uk/its-ok-to-say-education-programme> provides organisations with educational and support material developed by CPNI for this purpose.

Staff can be made aware of the signs of radicalisation <https://www.ltai.info/> provides details.

## Risk to Events

Generic guidance on security of events can be found in the NaCTSO Crowded Place's Guidance –

<https://www.gov.uk/government/publications/crowded-places-guidance>

In addition, forces have received a guide to Local and Non-Policed Events prepared by the SecCo Unit within the Metropolitan Police's Protective Security Organisation. This will enable local officers to provide simple security guidance to help organisers mitigate any risks they have identified.

At the very least, consideration should be given to a search and screening process. Guidance on this, from CPNI, is available - <https://www.cpni.gov.uk/content/search-and-screening>

**Terrorist attacks are rare.**  
**In the event you are caught up in an attack, the following advice can help to keep you safe:**



## Run Hide Tell

...gives some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is available at:

[www.gov.uk/government/publications/recognising-the-terrorist-threat](http://www.gov.uk/government/publications/recognising-the-terrorist-threat)



### Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route?
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.



### Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe; bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork/reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.



### Tell

#### Call 999

What do the police need to know?

- Location – Where are the suspects?
- Direction – Where did you last see the suspects go?
- Descriptions – Describe the attacker/s, numbers, features, clothing, weapons etc.
- Further information – Casualties, types of injuries, hostages, building layout (entrances, exits, staircases etc.).
- Stop other people entering the building if it is safe to do so.

### Armed police response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

#### Officers may:

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

For latest news and further information:

[www.counterterrorism.police.uk](http://www.counterterrorism.police.uk)

To report suspicious behaviour online, which is not immediately concerning: [www.act.campaign.gov.uk](http://www.act.campaign.gov.uk)

For further information about Prevent and the signs of radicalisation: [www.ltai.info](http://www.ltai.info)

**IN AN EMERGENCY ALWAYS DIAL 999**