Safety Hour Discussion Pack

Topic: Challenging with security in mind
Ask yourself do you recognise and challenge suspicious behaviour?

Purpose of the discussion:
To discuss why security is important and how we can be safe and secure online at work and at home.

Before the session, if you haven't already done so, complete the mandatory security training via Oracle ebusiness OLM by searching for 'information security'. This will give you more information and help you to answer questions raised during the discussion.

Kick-off the discussion:

Start the discussion by saying –

Challenging is one of our core behaviours so it's an idea we are all familiar with, we challenge to resolve issues, make improvements and avoid problems. Challenging is also a vital tool in keeping ourselves and our railway secure. If we are all prepared to challenge colleagues and strangers as well as processes and physical security, we can identify security risks and take action before our safety is put at risk.

It's important to remember to keep ourselves safe at all times, so we will discuss how to protect ourselves and the different ways we can challenge.

This Safety Hour is part of a series based around 8 questions we should ask ourselves in order to work securely and understand the contents of our security policy and standards. We want to avoid security breaches or incidents which could impact the safe operation of the railway and the safety of our colleagues and customers.
Find out more about the 8 asks here: http://oc.hiav.networkrail.co.uk/SITES/SEC_CHAMPS/

home safe plan

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Discussion points: Use below to plan your facilitated discussion. Remember, you don't have to have all the answers – the role of the facilitator is to create an engaging discussion where everyone identifies and commits to solutions.

Discussion points	Supporting notes
Why should we challenge?	Breaches to our security can occur in a number of ways and be motivated by a variety of reasons. **Why might someone want to get past the security of your workplace? What could the safety implications be?** • **Theft?** • **Terrorism?** • **Vandalism?** • **Industrial espionage?** • **Urban exploration?** **What consequences could result from these types of breaches? Which of these are most relevant to your workplace?** **Have there been any incidents related to security breaches? Could these have been prevented if someone or something had been challenged earlier?** **Key messages here are:** • **Challenging can prevent someone who shouldn't be there from putting our safety at risk or stealing or damaging our assets.** • **Considering why someone might want to breach our security can help us to identify risks and make improvements.** • **Keeping our workplaces secure helps keeps us, our colleagues and our customers safe.**

home safe plan

Ask yourself
Ask security

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Discussion points	Supporting notes
Who and when do we challenge?	**When a new face appears in your workplace, how do you know they are supposed to be there? What security is in place to stop someone impersonating a colleague and getting past our security? Would we assume someone was authorised if they were wearing high vis or a lanyard?** Security is different in every workplace but the one thing they all have have in common is people. You are our strongest defence but potentially also our biggest weakness. **Would you feel comfortable challenging someone and asking who they are and why they are here? Has anyone done this, what was the outcome?** **What about challenging the behaviour of your colleagues? Someone propping a secure door open? Not following security procedures?** **What about our physical security?** If something is not secure, broken or could be improved this should be challenged before an incident occurs. **Key messages here are:** • **Be confident challenging people you don't know, take steps to keep yourself safe** • **Be open to being challenged yourself** • **We should all work securely to keep everyone safe, if a colleague is not acting securely, talk to them or take action** • **Think about what the risks are in your workplace** • **Keeping yourself safe is your first consideration, do not put your personal safety at risk.**

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How do we challenge? At the end of the discussion - ask the group who is responsible for security? Reinforce security is everyone's responsibility and talk about any issues or concerns they have. Decide if any action should be taken.	**Discuss each of these ways to challenge and share the key messages with the group.** **Face to face** If someone is supposed to be there or their behaviour has an innocent explanation they should not mind you challenging them (if you feel more comfortable, ask a colleague to help you). Explain what you're concerned about, why it's important and be friendly. **Responsible person** Discuss it with someone who can help take action to resolve your concerns or escalate. **Close call** Identify what the risks are in your workplace and report a close call if you spot something that could lead to security breach. Such as inadequate security, suspicious or careless behaviour or areas for improvement. **Local security** If your workplace has security staff, involve them if you are concerned. **BTP** For any suspicious activity around the railways that you feel needs immediate response or investigation contact the British Transport Police. Trust your instincts, you know your workplaces best. If something doesn't seem right, report it. Tel 0800 40 50 40 Text 61016. **AskSecurity** Contact the security teams at AskSecurity@networkrail.co.uk

Safety hour based on one of the 8 Ask Yourself security questions.
Select those most relevant to you and if you have any questions or concerns about security or delivering this safety hour please get in touch.
Contact AskSecurity@networkrail.co.uk or search 'Security' on connect.
Use #AskSecurity to visit the Information Security group on Yammer.

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