What are the hazards and how might they harm?

Risk of burns and smoke inhalation

Falling debris

Slip or trip injuries from damaged flooring or uneven ground/poor lighting

Violence and verbal aggression

Explosion/ exposure to gas/chemicals
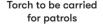
What PPE should the individual wear?

All officers to wear:
stab vest, safety boots, body protection – suitable for task, hi-vis vest/coat in poor visibility

What other precautions should be taken?

Torch to be carried for patrols

Radio to be carried

HC.WS.STC.SO.03.01

Safety Task Card

Investigations and search duties

STCSO 03

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. All Security Officers to be trained to minimum SIA licence. In healthcare environments higher level of competence training to be completed – IKON or equivalent as agreed with Healthcare Security SME.

2. Ensure that an ongoing assessment of their surroundings is carried out whilst on patrol or walking to an incident to identify possible slip and trip hazards.

3. Ensure that torches are used when on external patrol at night or during a power cut – these are provided in the Security office.

4. Appropriate footwear is provided and must be worn at all times.

5. Designated patrol routes to be used and agreed with client to sweep building and remain in contact.

6. Good housekeeping maintained of all areas – removal of slip/trip hazards, trailing leads tied back or covered using trip protectors.

7. Any spillages should be removed immediately, and wet floor sign placed in a prominent position without causing a trip hazard.

8. Means of communication for urgent assistance provided via radio or telephone.

9. Whilst on patrol if fire alarm is evident, officer to contact patrol room and advise on his location and presence at scene.

10. Radio communication equipment routinely inspected and repaired as necessary and batteries charged prior to commencement of work

11. Be aware of the site emergency procedures and escalation process on finding a situation or threat to the personnel or building.

If you have any concerns, stop and speak with your line manager before proceeding.

List any additional hazards or risks you have identified and control measures required to manage these.

- All officers must complete IKON intervention training or equivalent agreed and signed off by SME Healthcare security.

SOP (Standard Operating Procedures)

SOP01 Patrols

SOP 44 Suspected weapon

SOP06 Missing person response

SOP07 Fire response

SOP08 Theft response

SOP10 Bomb threat response and search

SOP11 Suspicious package response

SOP 12 Marauding terrorist attack response

SOP 14 Improvised explosive device response

SOP 15 Vehicle-borne improvised explosive device

SOP 18 Emergency alarm response

SOP 21 Personal bag search

SOP 23 Vehicle search

SOP 24 Intruder response

SOP 43 Baby abduction response

Safety Task Card

Investigations and search duties

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Safe System of Work continued

12. CCTV installed throughout site with minimal blind spots.

13. Security staff must be easily identifiable as security staff through Security embroidered uniform and hi-vis vests.

14. In case of contact with an intruder comply with the following:-

    - Contact police and or medical personnel depending on location.
    - Advise of situation.
    - Contact supervisor.
    - Where possible do not enter into dialogue with intruder. Maintain your distance and observe with CCTV if applicable.

15. Ensure that Security staff can be seen at night, especially when walking near roadways, suitable hi-vis clothing must be worn.

16. Do not drive site vehicles unless trained and holder of appropriate licence and authorisation.

17. Searches to be conducted in professional manner under supervision if required – if concern on non-compliance or attitude of person being searched call for back-up to area.

18. If you have any concerns report to your manager for assistance. DO NOT put yourself in direct danger – if threat level has escalated, contact control to escalate to police to organise appropriate response and prevent access to area of concern, widening safety cordon.

If you have any concerns, stop and speak with your line manager before proceeding.