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| **Safety Task Card** | | | | |
| **SO11** | **Suspicious Incident Investigation** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Trip hazards  Intruders  Vehicles  Stress  Gas/chemicals  Suspect devices  Aggression for building users  Mental illness  Drugs/alcohol abuse  Weapons | | | Slips trips falls  Verbal aggression  Physical violence  Vehicle collision  Stress | |
| **Safe System of Work** | | | | |
| * All Security officers to be trained to minimum SIA licence in Healthcare environments higher level of competence training to be completed. * Ensure that an ongoing assessment of their surroundings is carried out whilst on patrol or walking to an incident to identify possible slips and trips hazards * Ensure that torches are used when on external patrol at night or during a power cut – these are provided in the Security office. * Appropriate footwear is provided and must be worn at all times. * Designated patrol routes to be used and agreed with client to sweep building and remain in contact. * Good housekeeping maintained of all areas – removal of slip/trip hazards, trailing leads tied back or covered using trip protectors. * Any spillages should be removed immediately, and wet floor sign placed in a prominent position without causing a trip hazard * Means of communication for urgent assistance provided via radio or telephone * Radio communication equipment routinely inspected and repaired as necessary / batteries charged prior to commencement of work * Ensure all staff are trained in Personal Safety at Work, Conflict Management and incident de-escalation with Assignment Instruction completed * CCTV installed throughout site with minimal blind spots * Security staff must be easily identifiable as security staff through security embroidered uniform and hi-vis vests. * 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 * Ensure that Security staff can be seen at night, especially when walking near roadways, suitable hi-vis clothing must be worn. * All staff to ensure that they observe pedestrian routes were available * All drivers to be trained and licence details checked. * Ensure all staff have regular meetings with their manager to discuss all work related issues/problems.   REFER to:  Security SOP 04 – radio/ Security SOP07 Media and public inquiry/ Security SOP13 Alarm system Security SOP15 terrorist bomb threat/ Security SOP19 intruder alert/ ES05 Driving on company business/ES13 Lone workers risk assessment/ES16 Contact with body fluidsCOM08 violence at work/SO14 Use of body cam | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |

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| **Safety Card Training Record** | | | | |
| **SO11** | **Intruder Incident Investigation** | | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | | |
| Operative Name | | Signature | Date | Trainer |
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