

What are the hazards and how might they harm?



Exposure to extreme weather conditions



Exposure to gases



Electrical equipment



Falling hazard



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



Violence and verbal aggression



Contact with body fluids

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, fall arrest equipment if required, head protection if required

What other precautions should be taken?



Torch to be carried for patrols



Radio to be carried

Patrols – including access to plant rooms and external roof areas

Safety Task Card
STCSO 01

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

Patrols internal and external:

- Always use the footpath and demarked areas when traveling across site.
- Any vehicles speeding above agreed site limits should be reported.
- Ensure correct footwear, PPE and hi-visibility clothing is used.
- Ensure that safety boots are worn and checked regularly for damage or loss of grip.
- Ensure that all footpaths are even and report any defects.
- Use a flashlight to assist in any darkened areas.
- When the weather warning suggests the risk of ice, ensure this is reported to the client/facilities/property team to have the site gritted.
- If securing off site – route to be agreed and documented. Any concerns to be reported to line manager.
- Lone working to be avoided and external patrols during unsociable hours to be in pairs.
- Key control to be enforced – REF Security SOP20 Keys.
- Ensure both torch and radio fully charged and in good working condition prior to commencing patrol.

Intruders

- Be calm, and if the individual displays aggression, report this via the escalation route and seek assistance from the local authority.
- Please refer to Intruder Incident & Investigation Safety Task Card

Adverse weather

- Appropriate clothing to be provided to protect from adverse weather conditions; suitable sturdy footwear to be worn at all times.
- Ensure exposure time is minimal.
- Wet weather gear to be worn in the rain; this must be removed immediately once inside.
- For further information please refer to the HSE website “Temperature”.

Hot weather

- Ensure there is a suitable provision of protection from the sun in the form of sun protection products and job rotation when having to work in direct sunlight.
- Ensure access to adequate water supplies to avoid dehydration.
- To reduce risk of overheating remove stab vest upon returning to office until required for next call out/patrol.
- Ensure you are hydrating and have access to fresh air, and use a fan or air conditioning system to reduce body temperature.

Continued on reverse

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.

SOP (Standard Operating Procedures)

SOP01 Patrols
SOP02 Patient incident response
SOP09 Criminal damage response
SOP24 Intruder response

Patrols – including access to plant rooms and external roof areas

Safety Task Card
STCSO 01

Safe System of Work continued

Access to restricted plant rooms and external roof areas

- All officers to carry radio with man-down function and alarm and notify control when entering plant rooms or accessing roof areas.
- Site authorisation permit to be completed before entering any restricted area – including escort of contractor personnel.
- All operating RAMS to be signed by the issuing department controlling the area being entered.
- Officers to be trained in the correct PPE including harness and lanyard usage.
- Records of maintenance of anchor points and harness condition to be viewed monthly by security manager to ensure they are safe for officers to access.
- Officers to confirm with Hard FM or control for area being accessed any specific hazards the officers need to be aware of prior to access.
- Radio contact to be maintained with 15-minute intervals being observed. In the case of failure to report every 15 minutes, shift leader to immediately investigate situation and organise appropriate actions.
- Emergency procedure must be in place and regularly reviewed in event of incident and all shift team aware of process to follow.
- Any key control process or lock-out system must be completed by trained operatives prior to entering area and ensuring area is secure on exit and keys logged back into control.
- If entering a construction area all officers must report to site foreman prior to entry for briefing of safety controls in the area including any additional PPE (head protection/harness).
- No access to restricted/roof areas to be permitted in poor weather conditions or low light – if access required in emergency, major incident plan to be followed)
- Report any equipment faults and hazards observed during patrol so this can be escalated – record on the daily occurrence log.
- Restricted access to sensitive areas such as mortuary; gain authorisation prior to entering the area.
- You must follow the medical team on approach and use restraint if required.
- Do not engage with assailant with weapon – retreat to safe distance to observe and contact police to attend. Prevent others from accessing area.
- Do not leave the hospital grounds during shift without prior authorisation
- Do not take responsibility for patient, visitor or family/contractor personal belongings or equipment at any time.

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