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| **RA-SO** | **Risk Assessment**  **Security Services** | | |
| **Unit Name and number** | |  | |
| **Risk Assessment Completed** | | Name:  Date: | Signed: |
| **1st review** | | Name:  Date: | Signed: |
| **2nd review** | | Name:  Date: | Signed: |
| **3rd review** | | Name:  Date: | Signed: |

**Note** - Risk assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

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| **Step 1 - What are you already doing to control the risk?** | | | | | | | | | |
| Identify all of the **Essential Risk Assessments** you have completed for your unit or business operation.  by ticking the boxes below.  (Those which are absolute mandatory completion have already been ticked for you). | | | | | | | | | |
| **R** ES00 Workplace Risk Assessment  **R** ES01 Fire Risk Assessment  **R** ES02 First Aid Needs Assessment  **R** ES03 Floor Safety Risk Assessment  **R** ES04 Manual Handling Activity Filter  **R** ES04a Lifting and Carrying Risk Assessment  **R** ES04b Pushing and Pulling Risk Assessment  **R** ES05 COSHH Product Inventory  **R** ES06 PPE Assessment  **R**ES06a PPE Issue Form  **R** ES07 PAT Testing | | | | **R** ES08 Work Equipment Inspection  **R** ES08a Work Equipment Inspection Register  **R** ES09 DSE Workstation Assessment  **£** ES10 New and Expectant Mothers Risk Assessment  **£** ES11a Young Person’s Risk Assessment (16-17 years)  **£** ES11b Young Person’s Risk Assessment (<16 years)  **R** ES12 Lone Workers Risk Assessment  **R** ES12a Lone Workers Workplace Checklist  **R** ES13 Workplace Stress Risk Assessment  **R** ES13a Stress Talking Toolkit  **R** ES15 Violence at Work Risk Assessment | | | | | |
| **Step 2 - Workplace Hazards, Risks and Control Measures** | | | | | | | | | |
| Review this section of the risk assessment and ensure everything detailed below is aligned to your unit.  Document any additional hazards and control measures you have identified in the blank section provided. | | | | | | | | | |
| **What are the hazards?** | | **Who might be harmed?** | **How might they be?**  **harmed?** | | | | **What additional actions must be taken to control the risk?** | | |
| **Use of work equipment:**   * Mechanical and electrical equipment e.g., trolleys, * General transportation equipment e.g., roll cages, pallet trucks, sack trucks, trolleys, pedestrian tow tugs. * Mechanical equipment e.g., cardboard balers, waste compactors * Any hand-held equipment   Note: *Line managers to add any additional work equipment not listed in the above at the end of this section and complete all columns* | | Compass employees  Agency staff  Client staff  Visitors/  guests  Contractors | Severe or fatal injuries/broken or fractured bones/crush injuries/  bruising/cuts/puncture wounds/sprains/strains from:   * Individuals being struck by other users/transport equipment. * Body parts/hair/clothing/   jewellery becoming trapped/  drawn-in/entangled within moving surfaces/parts of equipment.   * Individuals becoming trapped between equipment/against equipment and fixed objects. * Tripping over electrical cables/parts of equipment   Risk of fire to premises/severe or fatal injuries/burns/electrocution.  caused by:   * Incorrect use of battery charging equipment * Using faulty/damaged electrical/battery powered equipment. * Contact with battery acid. * Using electrical/battery powered equipment in an unsuitable environment.   e.g., wet conditions   * Equipment not being installed/   repaired by a competent individual.  Manual handling injuries/sprains/  strains from over exertions when:   * Lifting/carrying/pushing/pulling equipment outside of individuals’ capabilities * Lifting/carrying awkward loads * Carrying out tasks incorrectly * Carrying out tasks over a long distance/time * Carrying out repetitive tasks   Contact with infectious waste /body fluids/medical sharps.  Cuts /puncture wounds | | | | * Individuals trained in the use/charging of equipment. * Ride-on and mechanical equipment only operated by individuals over 18 years of age. * Good housekeeping management in place to reduce likelihood of slips/trips/falls. * Equipment selected for suitability of the task being carried out. * Equipment operated in accordance with manufacturer’s instructions, where provided. * Visual inspections of equipment carried out prior to use. * Guarding/safety interlock systems in place on equipment where required * Manufacturer fitted audible/visual warning systems used if fitted to equipment. * Suitable area allocated for the charging of battery powered equipment. Equipment only charged using compatible charging accessories. * Motorised/mechanical equipment is immobilised and secured to prevent unauthorised use. * Barrier segregation and appropriate safety signage used where required. * Suitable clothing worn/long hair tied back/jewellery removed (wedding ring permitted) to prevent entanglement/drawing in/entrapment. * Equipment maintained/serviced periodically where required and only by a suitably qualified/competent individual. * Individuals are not permitted to attempt to repair faulty equipment. * Damaged/faulty equipment removed from use. * Suitable PPE provided where required. * For electrical safety controls see ‘Electrical installations/use of electrical appliances’ later in this section * All manual handling activities are identified and assessed by the unit/site manager and sufficient training given to individuals who carry out manual handling activities. * Suitable PPE for environment in use – Hi visibility jackets/vests/safety boots and cut resistant waste gloves. | | |
| **What are the hazards?** | | **Who might be harmed?** | **How might they be?**  **harmed?** | | | | **What additional actions must be taken to control the risk?** | | |
| **Access to imaging areas including radiography and MRI, scanners.**  **Potential Radioactive Waste** | | Compass employees  Agency staff | Exposure to ionising radiation in areas where radiology scan equipment is used can cause:   * Effects on the reproductive system of individuals and unborn babies * Cancer   Exposure to electromagnetic fields can interfere with implanted medical devices. | | | | * The Client safe system of work/control measures are implemented where client assessments identify a risk of exposure to ionising radiation. * No Compass employee to enter the area until the radiation has been switched off and responsible person operating the scanner /x ray has cleared for access. * In Healthcare any movement of specimens that are radioactive is covered by the site RPA. * All personnel to wear composite or nonmagnetic safety footwear to prevent magnetisation with the machine. * Review Personal detector alarm – depending on risk level of unit. | | |
| **Contact with infected bodies/**  **body parts/bodily fluids/pathological specimens**  **(Primary sources of infection):**   * Blood * Vomit * Faeces * Urine * Saliva | | Compass employees  Agency staff  Patients  Client staff  Visitors/guests  Contractors | Adverse health conditions caused by exposure to bodily fluids containing infectious micro-organisms, including bacteria/viruses/fungi.  Generally cross-contamination occurs via:   * Contact with infected bodily fluids | | | | * Response procedure in place to safeguard individuals who may be at risk of transmission of communicable diseases such as human immune deficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV)   Healthcare specific controls:  Team members trained in the use of restraint and conflict management to be fully informed of the hazards & risks associated with the job and offered HBV vaccination. Tuberculin testing, tetanus and other immunisations may be appropriate. Please carry out in accordance with client policy.   * Use of arm protection- long sleeves. | | |
| **Dealing with medical sharps/**  **needles** | | Compass employees  Agency staff  Contractors | Adverse health conditions caused by exposure to blood borne viruses from:   * Cuts/scratches/puncture wounds from medical sharps * Needlestick injuries | | | | * To pick up debris, employees are provided with suitable tongs to remove safely to sharp waste container. * Operational team to confirm with medical/client personnel where possible on level of risk before engaging with patient/individual. * Response procedure in place to safeguard individuals who may be at risk of transmission of communicable diseases such as human immune deficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV): *Full details available on HSE Website under WSMS Additional Documents* | | |
| **Slips, trips, falls caused by:**   * Uneven surfaces * Poorly lit areas * Obstructions * Wet/icy conditions * Contaminated surfaces * Spillages/debris * Wet floors * Trailing cables | | Compass employees  Agency staff  Patients  Client staff  Visitors/guests  Contractors | Broken or fractured bones/cuts/  bruises/ strains/sprains from  slips/trips/falls:   * Over objects/debris * On uneven surfaces * In poorly lit areas * On wet/icy surfaces * On spillages/wet floors * Over trailing cables | | | | * Good housekeeping regimes in place * Lighting systems well maintained. * Working torch to be issued to all personnel. * Procedure in place to deal with spillages and spill kits provided where required. * Cables placed so as not to cause trip hazards. * External areas gritted during inclement weather conditions. * Safety (slip resistant) footwear provided where required. * Appropriate safety signage displayed where required. * All defects are reported to the person responsible for maintaining on site. | | |
| **What are the hazards?** | | **Who might be harmed?** | **How might they be?**  **harmed?** | | | | **What additional actions must be taken to control the risk?** | | |
| **Electrical installations/use of electrical appliances** | | Compass employees  Agency staff  Patients  Client staff  Visitors/guests  Contractors | Risk of fire to premises and severe/fatal injury to individuals caused by faulty electrical installations/equipment.  Severe/fatal injury/electrocution/  burn injuries from contact with live/faulty electrical contacts | | | | * Fixed wire testing schedule in place * Items visually inspected prior to use. * PAT regime in place * Portable electrical equipment is stored correctly, in suitable locations. * Only appropriately qualified electricians are authorised to work on/repair electrical installations/equipment | | |
| **Delivery/**  **transportation/**  **storage of goods/equipment** | | Compass employees  Agency staff  Patients  Client staff  Visitors/guests  Contractors | Manual handling injuries/sprains/  strains from over exertions when:   * Lifting/carrying/pushing/pulling items outside of individuals capabilities * Lifting/carrying awkward loads * Carrying out task incorrectly * Carrying out task over a long distance/time * Carrying out repetitive tasks * Using mechanical transportation equipment *(Control measures detailed in use of work equipment)*   Severe or fatal injuries/broken or fractured bones/crush injuries/  bruising/cuts from:   * Individuals being struck by heavy objects falling from higher surfaces such as shelving. * Collapse of storage structures due to overloading/faulty storage equipment * Individuals being struck/falling from transportation equipment. | | | | * Individual manual handling tasks assessed. * Manual handling training provided to individuals carrying out high risk activities. * Lifting/transportation/shelving/racking equipment well maintained/serviced/   inspected periodically where required.   * Individuals trained in the use of ride on/transportation equipment. * Damaged/faulty transportation/shelving/   racking equipment removed from use.   * Storage of items at high level eliminated where possible. * Heavy items stored at lower levels. * Appropriate safety signage displayed where required. | | |
| **What are the hazards?** | | **Who might be harmed?** | **How might they be?**  **harmed?** | | | | **What additional actions must be taken to control the risk?** | | |
| **Escorting of patients /visitors**  **Bed watch- Healthcare specific**  **Regular patrols including external patrols.** | | Compass employees  Agency staff  Patients  Client staff  Visitors/  guests  Contractors | injuries/sprains/  strains cuts and bruises.  Fractures when:   * Carrying out task incorrectly * Contact with aggressive or violent patient/visitor. * Exposure to body fluids * Exposure to weapons and other substances.   Severe or fatal injuries/broken or fractured bones/crush injuries/  bruising/cuts from:   * Contact with patient /individuals body and or equipment fitted to bed/wheelchair. * Infection – refer to section on body fluids. | | | | * All security officers must hold current SIA licence . * Healthcare officers must receive enhanced training via IKON or equivalent ( if different to IKON confirm with security SME healthcare provider is suitable) * Competency checks completed with all personnel. * Checks completed prior to restraint /bed watch/escort where possible patient name/infection potential /violence risk and location/route. * Officers to report any areas of concern during the patrol and be provided with suitable torch /lighting. * In event of request as escort for client personnel for protection – contact SME security to review contract agreement as officers not to provide personal protection duties. * External routes must be regularly reviewed to ensure good lighting and suitable route– any concerns highlighted to client for repair. * Patrols of officers on their own should be avoided where possible and additional risk assessment completed to identify specific hazards and required controls. * Where officers must operate as lone workers must complete lone workers risk assessment and processes implemented to ensure quick response to incident and support. * Officers can only complete patrols/ escort within client premises the only time this is wavered is in event of pursuit and the initial incident occurred within grounds of client and proceeded outside of the location in event of safe apprehension of vulnerable patient. * Any other pursuit the police must be notified as any arrest must be completed by law enforcement outside of the client premises. * Ensure all relevant paperwork is kept controlled and with the relevant patient/body. * All relevant infection control PPE must be supplied and checked being worn. * All security personnel to wear suitable nonmetal hard toe safety boots. * All officers MUST wear stab proof vest – Carbon fibre is recommended version for healthcare officers. * In healthcare suitable arm protection must be worn when attending incident with enhanced risk of biting, scratching or cutting from patient with known BBV – following advice from medical team. * Review of uniform is current: * Hard shell fitted stab vest with navy cover – spare cover to be provided in event of contamination. * Long sleeve arm protection. * If restraint is required, please ensure the below controls are in place. | | |
| **Manual restraint- ‘healthcare only must be under medical supervision and as last resort.** | | Compass employees  Agency staff  Patients  Client staff  Visitors/guests  Contractors | injuries/sprains/  strains cuts and bruises.  Fractures when:   * Carrying out task incorrectly * Contact with aggressive or violent patient/visitor. * Exposure to body fluids * Exposure to weapons and other substances.   Severe or fatal injuries/broken or fractured bones/crush injuries/  bruising/cuts from:   * Contact with patient /body and or equipment fitted to bed/wheelchair. * Infection – refer to section on body fluids. | | | | This covers any method used to prevent free movement and stops the individual acting on their own free will.  Compass security are not to administer Chemical restraint – this must be done by trained medical practitioner.  Restraint must be evaluated with patients’ / visitors mental capacity and best interests where possible, in emergency situations the officer must complete a dynamic assessment on the best way to control the situation with restraint being the last resort, with use of appropriate force.  The restraint as soon as is feasibly possible must be authorised and supervised by qualified medical practitioner.  Only officers trained in restraint and recorded can engage in restraint, management must complete regular checks on competence and training is up to date.  Managers must ensure suitable number of officers on shift to cover all potential call outs including restraint. | | |
| **What are the hazards?** | | **Who might be harmed?** | **How might they be?**  **harmed?** | | | | **What additional actions must be taken to control the risk?** | | |
| **Working in areas with extreme high/low temperatures** | | Compass employees  Agency staff | Prolonged/frequent periods of exposure can cause:   * Lack of concentration/   increased stress levels   * Heat rash/heat stress/heat stroke/sunburn * Hypothermia/frostbite | | | | * Working tasks kept to minimum duration. * Frequent breaks/task rotation in place where required. * Suitable welfare/break facilities available * Suitable PPE provided where required (thermal clothing, slip resistant safety shoes) * Suitable head covering against cold or hot weather conditions | | |
| **Driving vehicles on company business:**   * On the public highway * On client/   Compass/third party site premises | | Compass employees  Agency staff  Patients  Client staff  Visitors/  guests  Contractors  Members of the public | Severe or fatal injuries/broken or fractured bones/crush injuries/  bruising/cuts/sprains/strains from:   * Individual being involved in RTC involving vehicle/   pedestrian/animal/object/  property   * Individual being struck by vehicle rolling whilst loading/unloading/left unattended. | | | | * All individuals must complete the following prior to driving any company issued vehicle. * Satisfactory driver licence check * Online driver training and risk assessment module and any associated additional training * Individuals are not permitted to drive any company issued vehicle if they: * Are disqualified from driving. * Hold a provisional licence/licence not permitting the category of vehicle intended to be driven. * Vehicles are maintained in accordance with legislation and in a road worthy condition. * Individuals complete daily vehicle checks where relevant prior to use of vehicle. | | |
| **Operation of scooter /bike to facilitate patrols** | | Compass employees  Agency staff  Patients  Client staff  Visitors/  guests  Contractors  Members of the public | injuries/sprains/  strains cuts and bruises.  Fractures when:   * Carrying out task incorrectly * Contact with aggressive or violent patient/visitor. * Exposure to body fluids * Exposure to weapons and other substances.   Severe or fatal injuries/broken or fractured bones/crush injuries/  bruising/cuts falls from vehicle.   * Individual being involved in RTC involving vehicle/   pedestrian/animal/object/  property   * Individual being struck by vehicle rolling whilst loading/unloading/left unattended. * Falls from vehicle. | | | | * All individuals must complete the following prior to operating any company issued vehicle. * Satisfactory competency check – cycle proficiency /segway operation checks * Individuals are not permitted to operate any company issued vehicle if they: * Under the influence of alcohol or drugs. * Failed eye tests * Have medical condition that may put them at enhanced risk from exertion or operating of machinery. * Vehicles are maintained in accordance with legislation and in a road worthy condition.   Individuals complete daily checks where relevant prior to use of vehicle.   * Bikes /scooters/ segways must never be left unattended and locked to prevent potential theft. * Officers to report any areas of concern during the patrol and be provided with suitable torch /lighting. * External routes must be regularly reviewed to ensure good lighting and suitable route– any concerns highlighted to client for repair. * Where officers must operate as lone workers must complete lone workers risk assessment and processes implemented to ensure quick response to incident and support. | | |
| **What are the hazards?** | | **Who might be harmed?** | **How might they be?**  **harmed?** | | | | **What additional actions must be taken to control the risk?** | | |
| Use of in-ear radio comms  (If applicable to site) | | Compass employees  Agency staff | Physical injury to the ear / impaired hearing over time due to acoustic shock  Infection or contamination by chemical / biological hazard | | | | * Staff to be trained in correct operation of the earpieces and maintenance. * Purchase of headsets where the volume to the earpiece of a headset can be controlled by the user to ensure that it is at a comfortable level. * Basic test of noise level to be periodically completed – colleague to stand next to user if can hear message – volume is too high and needs adjusting. * Volume to be sent to be comfortable for user to hear with clarity message without needing to increase volume and be able to hear emergency alarms and signals while wearing. * Headset must be fitted with noise limiter to prevent acoustic shock. * Earpiece to be supplied to individual and trained in correct cleaning and storage of earpiece to reduce risk of contamination from external source or introducing foreign body into ear canal. This must be completed weekly using suitable method such as sanitising wipes for the purpose. * Maintenance of ear pads and clarity or reception to be carried out every 6 -8 months. * Monitoring of users to limit use to operational duties, removing during breaks. * All users to be made aware if they experience any problems with their hearing so referral to occupational health can be arranged to review, and where appropriate suitable arrangements to be made. | | |
| Additional hazards: | |  |  | | | |  | | |
| **Essential control**  To prevent officers being exposed to situations outside of contractual agreement, management to check criteria of roles and responsibilities prior to implementing safe operating procedure.  Any concerns or variation against contract must be cleared by the Healthcare/Sector SME Secutirty and Senior HSE manager- Healthcare prior to commencing task.   * Document contract clause covering requirement. | | | | | | | | | |
| **Step 3 - Task Specific Control Measures** | | | | | | | | | |
| Select all the **Safety Task Cards** which are applicable to the working tasks carried.  out in your unit or business operation by ticking the relevant boxes | | | | | | | | | |
| STCGE 04 | Disposal of general waste | | | | o | STCSO 07 | | Manual lift release and rescue | o |
| STCGE 05 | Use of waste compactors | | | | o | STCSO 08 | | Controlled substance found/handed in | o |
| STCGE 06 | Dealing with body fluids | | | | o | STCSO 09 | | Attendance to ligature/potential suicide attempt – use of ligature cutter | o |
| STCGE 07 | Use of roll cages | | | | o | OPS14 | | Workplace transport risk assessment | o |
| STCGE 08 | Use of trolleys and sack trucks | | | | o | OPS 17 | | Helipad operation | o |
| STCGE 10 | Use of step ladders and step stools | | | | o | OPS 18 | | Operation of CCTV Security Control Room | o |
| STCGE 13 | Goods receipt and storage | | | | o |  | |  | o |
| STCGE 15 | Prevention of medical sharp injuries | | | | o |  | |  | o |
| STCGE 19 | In ear radio piece use | | | | o |  | |  | o |
| STCGE 21 | Snow clearing and grit or salt spreading on walkways and vehicle access routes | | | | o |  | |  | o |
| STCGE 27 | Response to cardiac arrest call | | | | o |  | |  | o |
| STCGE 28 | Evacuation chairs | | | | o |  | |  | o |
| STCCL 06 | Removing clinical waste | | | | o |  | |  | o |
| STCPS 01 | Access to barrier and isolation areas | | | | o |  | |  | o |
| STCPS 08 | Handling and transporting medical gas cylinders | | | | o |  | |  | o |
| STCSO 01 | Patrols | | | | o |  | |  | o |
| STCSO 02 | Response to patient/resident/visitor incident inc. bed watch and restraint | | | | o |  | |  | o |
| STCSO 03 | Investigation incidents and search duties | | | | o |  | |  | o |
| STCSO 04 | Vehicle movement and car park | | | | o |  | |  | o |
| STCSO 05 | Barrier and gate house | | | | o |  | |  | o |
| STCSO 06 | Cash handling and collection pay stations | | | | o |  | |  | o |