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| **Safety Task Card** | | | | |
| **SO5** | **Gatehouse/Reception including Barrier control** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Heavy object/deliveries  Trip hazards  Violence and verbal aggression  Display screen equipment  Fire  Stress | | | Manual handling  Slips trips falls  Assault  Poor posture and screen usage  Burns and smoke inhalation | |
| **Safe System of Work** | | | | |
| * Avoid manual handling whenever possible * Manual handling awareness training to be conducted through task cards, training records to be signed * Ensure that footwear is checked regularly * Report any site defects whilst on patrol and where possible ensure that the hazard is cordoned off to ensure no risk to other members of staff/visitors and/or site personnel   Avoiding conflict   * Means of communication for urgent assistance provided via radio and/or telephone * Ensure all staff are trained in Personal Safety at Work, Conflict Management and incident de-escalation with Assignment Instruction completed * Non-aggression techniques from training to be followed   Display screen equipment   * All equipment should be fit for purpose and PAT tested before being used. * All electrical equipment must be visually checked daily and a formal electrical inspection should be carried out on a quarterly basis. * All faults to be reported to management immediately and the equipment isolated to prevent use. * Workstations provided must be suitable for the task. * Workstation seating should be adjustable and offer lumbar support to the user. * DSE assessments to be carried out for all users.   Fire evacuation   * Training and familiarity with site procedures and passive & reactive fire safety systems. * Ensure all staff accounted for following evacuation. * Observe good fire safety practices at all times, do not enter an area where a known fire situation exists. * Good communications via handheld radio with colleagues / supervisor.   Work-related stress   * Stress can occur through perceived unreasonable demands being made on security staff. * Suitable training & support. * Ensure all staff have regular meetings with their manager to discuss all work related issues/problems   Barrier operation   * All Officer are SIA licensed and fully trained in security duties * All Officers have access to site Assignment instructions which detail emergency and first aid procedures. * Staff receive full site induction and are familiar with the hazards and procedures on site * All staff are trained in the use of all barrier equipment. * Electrical Equipment is subject to annual PAT testing. * Site has a \_\_\_\_\_\_\_\_\_\_speed limit, contact with vehicles would be a very low speed * All Officers are to wear High visibility clothing when operating in vehicle manoeuvring areas * All Officers have access to cold/wet weather clothing for poor weather conditions * Emergency situations are treated as priority; support can be called if required.   Good house keeping is in place.  REFER: COM 08 violence at work/ ES08 First Aid/ ES05 Driving on Company business security SOP05-acess and egress control /ES13 Lone workers risk assessment/ OFF01 reception duties/OFF2 security duties | | | | |
| **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** | | | | |
| **SO5** | **Gatehouse/Reception including Barrier control** | | | |
| 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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