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| **Safety Task Card** | | | | |
| **OFF 02** | **Security Duties** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Unprovoked and/or targeted attack. | | | Physical injury including broken bones, bruising, concussion, possibly death. | |
| **Safe System of Work** | | | | |
| Guidance can only be given on general safe working procedures in respect of security duties, as the hazards and risks may vary from site to site. **Where necessary, a site-specific risk assessment should be completed using the Blank Risk Assessment, Ref. No. COM 00.**     * Only trained persons who are 18 years of age or over to carry out security duties. * Only persons who have appropriate security clearance may carry out security duties in certain workplaces. * Employ responsible persons who are physically fit, emotionally balanced and of suitable build. * Training in general health and safety awareness is particularly important where there may be limited supervision. Training should also include fire precautions, bomb threats, chemical spillage, equipment failure, power failure, arrangements for illness and accidents and any other emergency procedures that are appropriate to the site. * Staff must have a good knowledge of patrol areas, in particular any unlit or other hazardous areas. * Staff to be provided with suitable personal protective equipment e.g. warm clothing for external patrols, suitable footwear, high visibility clothing etc. * Staff to check equipment before patrolling e.g. mobile telephone, two-way radio, torch, CCTV cameras etc. * Where applicable, staff to be trained to recognise a conflict situation by physical signs such as: appearance, close proximity, facial expressions, gestures, threats, and language. * Where applicable, staff to be trained to defuse a conflict situation. For example, by being honest, direct, positive, confident, listening, exercising self-control, expressing concern and getting assistance if required). * Where applicable, staff to be trained in breakaway techniques in order to avoid being held by an aggressor. * No attempt should be made to physically restrain aggressors unless fully trained in control and restraint techniques. Staff must not put themselves at risk. * Implement the Safe System of Work/Control Measures in Lone Working, Ref. No. ES13 Risk Assessment. * Implement the safety precautions in the Violence at Work Risk Assessment, Ref COM 17 | | | | |
| **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** | | | |
| **OFF 02** | **Security Duties** | | |
| 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 |
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