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|  | **Risk Assessment** |
| **SS01** | **Security Duties** |
| **Unit Address** |  |
| **Risk Assessment Completed** | Date | Signed |
| **1st review** | Date | Signed |
| **2nd review** | Date | Signed |
| **3rd review** | 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 - Workplace Safety Hazards** |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Low light conditions | Security officers/ duel duty employees /others in area | Slips trips and falls | Staff inductionTask specific Safety Task CardsSafety Task Card trainingMonthly Safety Moments/Toolbox talksCOSHH Product Inventory (ES03)COSHH Product AssessmentsFire Safety Risk Assessment (ES07)First Aid Needs Assessment (ES08)Floor Safety Risk Assessment (ES09)Manual Handling activity filter Lifting and carrying /push and pulling (ES105a/b)Personal Protective Equipment Assessment (ES15a/b)Young Persons Risk Assessments (ES02a/b)Work Equipment Inspection (ES11)Confined Spaces Safety Rules and ProceduresWorking at Heights Safety Rules and Procedures |
| Trip hazards, uneven surfaces | Security officers/ duel duty employees /others in area | Slips trips and falls |
| Falling debris | Security officers/ duel duty employees /others in area | Struck by object |
| Fire/explosion, flammable materials | Security officers/ duel duty employees /others in area | Burns, smoke inhalation |
| Violence and verbal aggression | Security officers/ duel duty employees /others in area | Physical and verbal assault |
| Intruders | Security officers/ duel duty employees /others in area | Physical and verbal assault |
| Vehicles | Security officers/ duel duty employees /others in area | Struck by vehicle |
| Faulty equipment/ services | Security officers/ duel duty employees /others in area | Electric shock, electrocution |
| Poor DSE set up | Security officers/ duel duty employees /others in area | Musculoskeletal disorders, eye strain |
| Restricted working space | Security officers/ duel duty employees /others in area | Asphyxiation, overcome by fumes, cuts and bruises |
| Stress, PTSD | Security officers/ duel duty employees /others in area | Impact on mental health |
| Adverse weather | Security officers/ duel duty employees /others in area | Sunburn, hypothermia, heat exhaustion, frostbite |
| Biological hazards, body fluids | Security officers/ duel duty employees /others in area | Contact with infected body fluids or biological material |
| Heavy objects/ deliveries | Security officers/ duel duty employees /others in area | Musculoskeletal disorders |
| Odours/gases, hazardous substances | Security officers/ duel duty employees /others in area | Asphyxiation or overcome, eye/skin irritation, chemical burns |
| Snow shovelling/ gritting | Security officers/ duel duty employees /others in area | Musculoskeletal disorders, hypothermia, frostbite |
| Other: |  |  |  |

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| **Step 2 – Task Specific Control Measures**What are you already doing? Tick the Safety Task Cards in place for this activity |
| SO01 | CCTV Monitoring | 🞏 | COM03/POR02 | Bin Emptying | 🞏 |
| SO02 | External Foot Patrol | 🞏 | ES16 | Contact with body fluids | 🞏 |
| SO03 | Fire Alarm Investigation | 🞏 |  |  | 🞏 |
| SO04 | First Aid Initial Attendance | 🞏 |  |  | 🞏 |
| SO05 | Gatehouse & Reception including barrier control  | 🞏 |  |  | 🞏 |
| SO06 | Internal Foot Patrol | 🞏 |  |  | 🞏 |
| SO07 | Cash Handling | 🞏 |  |  | 🞏 |
| SO08 | Search Duties | 🞏 |  |  | 🞏 |
| SO09 | Dealing with Violence | 🞏 |  |  | 🞏 |
| SO10 | Patrol access to plant rooms and external roof areas | 🞏 |  |  | 🞏 |
| SO11 | Suspicious Incident Investigation | 🞏 |  |  | 🞏 |
| SO12 | Response to incident in healthcare | 🞏 |  |  | 🞏 |
| SO13 | Lift Release/ Rescue | 🞏 |  |  | 🞏 |
| POR12 | Snow Clearance and Gritting | 🞏 |  |  | 🞏 |
| ES16 | Spill Incident Attendance | 🞏 |  |  | 🞏 |

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| **Step 3 - Additional Measures**Do you need to do anything else to control this risk? |
| **Additional Safety Task Cards Required** | **Action by who?** | **Action by when?** | **Done** |
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