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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 induction  Task specific Safety Task Cards  Safety Task Card training  Monthly Safety Moments/Toolbox talks  COSHH Product Inventory (ES03)  COSHH Product Assessments  Fire 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 Procedures  Working 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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