

Assignment Instructions – Emergency Guarding

Access Control

ID Cards – The Security Officer must ensure they display their Company ID card and SIA Licence when on duty. The clients access procedures are to be followed and where required ID is to be checked before granting access. If required, a log must be made in the clients visitors book.

Check Calls

Booking on and off duty

Your briefing for the required duty will include your shift start and finish times. You have 15 minutes either side of the start and finish times to book on. You must inform the Keyholding Company of your on and off times so that they are aware you have arrived and the duty can commence.

Check Calls

Check Calls must be made whilst on duty to safeguard your welfare. Your company will need to have a system in place that ensure any missed check call is investigated and followed up.

Please follow your company's standard procedures for Check Calls whilst on duty as The Keyholding Company has no facility to assist with this function.

Incidents onsite

Please ensure that the Keyholding Company is informed of any incident during the course of your duties. A log/record is to be kept of all occurrences onsite and made available to the Keyholding company upon request.

Handover Procedure

You are to ensure that you arrive for your shift in full uniform and ready to commence the required duty.

Where applicable, a handover is to be completed before the start of any duty

The handover should include the following details where applicable:

- Details of any incident that has occurred during the previous shift
- Any planned events that will occur during the forthcoming shift
- Handover of any Site instructions and Equipment
- If the duty involves the use or control of keys then these must be checked prior to accepting responsibility.
- The details of the handover are to be recorded.

It is the officer's responsibility to inform the Control Room of non-attendance or later arrival. This is so that if a replacement is required, the Control Room and the site can make arrangements to cover the shift.

Emergency Procedures

To obtain emergency services - FIRE, POLICE or AMBULANCE, dial 999 and ask for the required service. Clearly state your name, full details of the location and BRIEF description of the emergency.

Security Officers have no direct participation in any emergency such as fire etc. outside that to be reasonably expected for any employee.

In the event of a fire alarm being activated during normal working hours, the person discovering the fire is to call the Fire Brigade immediately by dialling 999.

Outside normal working hours the Security Officer will call the Fire Brigade by dialling 999.

On hearing the fire alarm all personnel should evacuate the building immediately.

CCTV

CCTV is used solely for the detection of trespassers and to protect the client's premises. Under no circumstances is any other CCTV activity or purpose to be carried out.

Emergency Contacts

Name	Telephone Number(s)
KHC Control	0870 770 6880 / 0207 427 6950

Hazards and Control Measures

Hazard	Control Measure(s)
a) Slippery surfaces b) Trailing cables & leads c) Obstacles within work/circulation areas	Wear appropriate safety shoes & establish clear route through premises. Avoid walking in spills or unidentified liquids, always walk within marked walkways (where applicable) unless otherwise advised. Beware of cables and trailing leads. DO NOT climb obstacles. Use lighting/torch in all areas. DO NOT attempt to unblock open drains.
Hazardous Substances / Asbestos / Dangerous Emissions to air (gases)	If hazardous chemicals / asbestos / dangerous emissions to air are present and not contained, immediately vacate the premises and report the issue.
Lifts	DO NOT use lifts where stairs are available, in the event of hearing a fire alarm or mains failure conductions
Fire	DO NOT smoke or use naked flames on or near the premises. Always make yourself aware of the location & operation of emergency exits. In the event of fire proceed to a place of safety and call for assistance.
Vehicles on or near premises	Keep to defined walkways wherever possible, stay alert and Return to area of safety & call for assistance if you have any cause for suspicion. Provide Hi-Viz, observe speed limit, street lighting

Signature of acceptance <i>(for and on behalf of The Keyholding Co)</i>		
Signature		
Print Name		
Position		<i>Date</i>

Signature of acceptance <i>(for and on behalf of the client)</i>		
Signature		
Print Name		
Position		<i>Date</i>

Issue Date:		Review Date:	
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