FOREWORD

The security industry sector employs approximately 22,000 people in Ireland. This includes 400 companies employing 15,000 fulltime workers. The security industry includes private investigators, security guards, door supervisors, companies involved in the supplying and installing safes, locks, alarms etc., companies involved in providing armoured car services and consultants.

This guidance document is aimed primarily at manned security services where security guards are stationed such as shopping centres, factories and offices, hospitals, construction sites and public events such as concerts, shows and exhibitions, but will be of value to anyone in the security industry sector. One of the factors to consider whilst reading this document is the fact that a manned security guard’s place of work can change regularly.

THE LAW

• Safety, Health and Welfare at Work Act 1989 (No. 7 of 1989)
• Safety, Health and Welfare at Work (General Application) Regulations, 1993 (S.I. No. 44 of 1993) as amended by the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations, 2001 (S.I. No. 188 of 2001) and
• Safety, Health, and Welfare at Work (Construction) Regulations, 2001 (S.I. No. 481 of 2001)

These apply to both those employed and to those whose health and safety may be affected by work activities in this sector. These laws require the employers to ensure the health, safety and welfare of his employees. Security industry employees also have duties under the above legislation.

Employers who share a workplace with another employer or self-employed person must co-operate in implementing any necessary safety, health, welfare or occupational hygiene provisions. This means, for example, a client engaging a security company will have a shared responsibility with the security company in ensuring adequate safety, health and welfare standards. This should not be confused with the duties of ‘clients’ as defined in the Safety, Health and Welfare at Work (Construction) Regulations, 2001, which apply on construction projects only.

In the case of construction, on-site security guards must hold a current FÁS ‘Safe Pass’ card or recognised equivalent. The Organisation of Working Time Act, 1997 and the Security Industry Employment Regulation Order, 2001 (agreed at the Joint Labour Committee) are also relevant.

RESPONSIBILITIES

Employers:

Employers of security personnel have the major responsibility of providing a safe and healthy place of work for their employees. Obviously the security company will rely on the cooperation of their clients and the employees themselves.

Employers:—

• must prepare a Safety Statement which is in effect a written programme for safeguarding the health and safety of your employees while they work.

See the HSA Guidelines on Preparing your Safety Statement and Carrying Out Risk Assessments and the HSA booklet “Safe to Work” which are aimed at small businesses. The procedure is summarised below;

Employees/Security Guards:

Employees/Security Guards have a responsibility to:—

• take reasonable care for their own safety and health and others affected by their acts or omissions
• cooperate with their employer and clients sharing a place a work, on safety matters
• use appliances, equipment or personal protective equipment in a manner so as to provide the protection intended
• report all defects affecting safety and health to their employer as soon as possible

Employees have the right to ask for information on safety, health and welfare matters from their employer.
Clients:
A client who engages a security company and shares the place of work is obliged to:-
• cooperate in the provision of adequate conditions
• coordinate action in prevention and protection from risks and
• keep employees of both companies properly informed about such risks

This information must include information on specific hazards, including written risk assessments, which detail the hazards and specifies the arrangements for eliminating or controlling those hazards, which exist at the place of work. See Section 2 of Identified Hazards in the Security Industry. This information may be in the form of a client's Safety Statement.

Where security guards are working in unoccupied buildings or locations the client will also share responsibility for their safety and health in so far as he has control. This could include safe access, safe walkways or protection against substances stored or formerly used in the building.

**PREPARING YOUR SAFETY STATEMENT AND CARRYING OUT RISK ASSESSMENTS**

The Safety Statement is based on the principle that safety can be managed, because most accidents and ill health are foreseeable and can usually be prevented. It is basically an action programme setting out how health and safety is managed in your workplace. A comprehensive Safety Statement is a practical tool for reducing accidents and ill health at work. For small companies like those engaged on security operations the preparation of a Safety Statement should be a simple and straightforward matter. There are six simple steps to be followed, all of which are important in developing a health and safety management programme for your organization:

• Draw up a health and safety policy
• Identify the hazards
• Carry out a risk assessment
• Decide what precautions are needed
• Record findings including who is responsible
• Review programme and update

The preparation of the Safety Statement is not an end in itself but should help to achieve the main safety, health and welfare requirements which are set out below.

• A safe place of work (e.g. premises, structure etc.)
• Safe access/egress (e.g. into and out of place of work)
• Safe plant and machinery
• Safe systems of work (e.g. arrangements for safety/lone workers)
• Information, instruction training & supervision
• Appropriate Personal Protective Equipment (PPE)
• Emergency plans in place (e.g. Fire and other emergencies)
• Safe articles and substances (e.g. Chemicals)
• Appropriate welfare facilities

It is the Employer’s duty to achieve and maintain these standards but success will depend on cooperation from the client and his own employees. See Appendix 1 – Template for Risk Assessments and Appendix 2 – Risk Assessment Examples at the back of this booklet.

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Minimum facilities for security workers agreed by the Social Partners at the JLC (Joint Labour Committee) and specified in Employment Regulation Order, 2001 are:

• Protective Clothing
• Toilet facilities
• Cooking Facilities
• Heating/Lighting
• First Aid
• Monitoring for Safety
• Shelter
Identified Hazards in the Security Industry

Section 1: General hazards associated with the work of security guards, regardless of the client’s specific place of work: (Non-Exhaustive List)
(i.e. What hazards are we bringing to the client’s place of work?)
- Fumes from mobile generators
- Lone working
- Physical violence
- Night work and shift work
- Dog handling
- Visual display units (VDU’s)
- Manual handling
- Slips, trips and falls

Section 2: Specific hazards associated with the place of work in which a security guard may find themselves (i.e. in a client’s place of work):
(i.e. What hazards already exist at the client’s place of work?)
- Manufacturing Processes
- Fire
- Electricity
- Heights (e.g. Mezzanine floors, scaffolds, openings, excavations etc.)
- Others including; Plant & Machinery, Forklift Trucks and other internal transport, hot surfaces/substances, pressure systems, housekeeping, noise, dusts, lighting levels, temperature, radiation, chemicals, biological agents etc.

Risk Assessment
A risk assessment is a careful examination of what in the workplace could cause harm to people, so that one can weigh up whether enough precautions (control measures or procedures) have been taken or should more be done to prevent harm.

The employer is responsible for preparing written risk assessments for typical hazards associated with security work (e.g. Section 1, above) and for ensuring that written risk assessments are made available from the client on hazards associated with the place of work (e.g. Section 2, above). A written risk assessment must be prepared for all work situations and employees must be kept informed and instructed in the arrangements in place for ensuring their safety and health.

Arrangements for Safety and Health
Controlling the risk of any hazard causing harm means, and the law requires, that one does all that is reasonably practicable to ensure the hazard will not injure anyone.

See Appendix 2 - Risk Assessment Examples covering a range of hazards in the Security Industry. These can be used in the process of drawing up your own Risk Assessment and Safety Statement. Please note that the list of hazards and controls shown in Appendix 2 is not intended to be exhaustive. While they may apply to certain situations in your workplace, the controls that you require to comply with the law can only be determined by your own risk assessment.
APPENDIX 1

Template for Risk Assessment

<table>
<thead>
<tr>
<th>Noname Security Ltd.</th>
<th>Fort Knox Business Centre Co. Dublin, Ireland</th>
<th>Phone: Fax:</th>
<th>Assessment under taken by: Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identified Hazards and Risks</strong></td>
<td><strong>Who might be harmed</strong></td>
<td><strong>Required controls</strong></td>
<td><strong>Responsible Persons</strong></td>
</tr>
</tbody>
</table>

| | | | |
APPENDIX 2

Risk Assessment Examples
(This list of hazards and controls is not intended to be exhaustive. While they may apply to certain situations in your workplace, the controls that you require to comply with the law can only be determined by your own risk assessment)

<table>
<thead>
<tr>
<th>Identified Hazards and Risks</th>
<th>Who might be harmed</th>
<th>Examples of controls</th>
<th>Responsible Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fumes from mobile generators Carbon Monoxide</td>
<td>Employees using mobile generators</td>
<td>• Eliminate use where possible of petrol, diesel, LPG generators. Try and use a 220-volt supply. If generators must be used, only use outdoors • See Standard Operating procedure X</td>
<td>Employer</td>
</tr>
<tr>
<td>Lone Working Risk of Violence and medical problems</td>
<td>All Employees</td>
<td>• Controlled Periodic Checks • Telephone/radio communication • Automatic warning devices (e.g. panic alarms, no movement alarms etc) • Instruction and training in proper procedures • Use Personal protective equipment (PPE) • Health Surveillance • First-aid kits and training • See Standard Operating procedure X, HSA Guidance Y</td>
<td>Employer</td>
</tr>
<tr>
<td>Physical Violence Risk of attack by intruders</td>
<td>All employees</td>
<td>• Locking and securing the place of work • Telephone/radio communication • Controlled Periodic Checks • Wear appropriate dress code • Automatic warning devices (e.g. panic alarms, no movement alarms etc.) • Instruction and training to reduce risks of confrontation and violence • Report all incidents • Provision of trauma counseling • See Standard Operating procedure X, HSA Guidance Y</td>
<td>Employer</td>
</tr>
<tr>
<td>Nightwork / Shiftwork Risks of Mental/Physical strain</td>
<td>Employees</td>
<td>• Health Surveillance • See Standard Operating procedure X</td>
<td>Employer</td>
</tr>
<tr>
<td>Dog Handling Risk of Attack (Public also)</td>
<td>All Employees handling dogs/public</td>
<td>• Instruction and training • See Standard Operating procedure X</td>
<td>Employer</td>
</tr>
<tr>
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</table>
| Visual display units              | All employees who are habitual P.C. users (>1hr. continuous per day)                | • Carry out risk assessment on workstation (e.g. ergonomics, height, space, glare etc.)  
• Organise work activities to include frequent breaks from monitors (e.g. periodic rounds etc.)  
• Provide eye-tests  
• Ensure workstations comply with regulations  
• Consult and inform employees  
• See Standard Operating procedure X, HSA Guidance Y | • Employer                                                                      |
| Manual Handling                   | Employees                                                                          | • Eliminate where possible  
• Mechanise the work (e.g. Forklift trucks, lifting appliances, pallet trucks, trolleys, dollies etc.)  
• Instruction and training in proper manual handling techniques  
• Refresher training  
• See Standard Operating procedure X, HSA Guidance Y | • Employer                                                                      |
| Slippery or uneven passageways and floors | Employees                                                                          | • Properly erected scaffolding  
• Guard all openings (e.g. lift shafts, excavations etc.)  
• Maintain good housekeeping standards (e.g. clean up all spills immediately)  
• Proper PPE (e.g. Footwear)  
• Avoid trailing leads  
• Proper Lighting  
• See Standard Operating procedure X | • Client,  
• Employer                                                               |
| Fire                              | Employees                                                                          | • Passive fire protection built into structure (e.g. Fire rated stairways, doors etc.)  
• Active fire protection (e.g. automatic detection and alarm, sprinklers, fire extinguishers, fire blankets)  
• Adequate fire exits (i.e. unobstructed and not locked)  
• Routine fire drills (i.e. twice annually)  
• See Standard Operating procedure X | • Client,  
• Employer                                                               |
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| **Electricity**             | Employee            | • All circuits protected by Residual Current Devices (RCD), which are checked every 4 months  
                                 • 110V supply as appropriate (construction and outdoor work)  
                                 • Ensure all leads checked monthly  
                                 • Report defective equipment immediately.  
                                 • See Standard Operating procedure X, HSA Guidance Y | Employer |
| **Risk of Electrocution or burns** | Employee            | • All circuits protected by Residual Current Devices (RCD), which are checked every 4 months  
                                 • 110V supply as appropriate (construction and outdoor work)  
                                 • Ensure all leads checked monthly  
                                 • Report defective equipment immediately.  
                                 • See Standard Operating procedure X, HSA Guidance Y | Employer |
| **Plant & Machinery**       | Employees           | • Purchased with CE Marking  
                                 • Installed, used and maintained as per manufacturer's recommendations  
                                 • Adequate guarding protects access to danger zones  
                                 • Emergency stop buttons and other safety devices are clearly labelled  
                                 • Report all defective equipment immediately  
                                 • Provide proper personnel protective equipment e.g. goggles, gloves etc  
                                 • Authorized operators receive proper instruction, training and supervision  
                                 • See Standard Operating procedure X | Client  
                                 Employer |
| **Forklift Trucks (FLT)**   | Employees           | • Maintained in good working order  
                                 • Fitted with reversing siren  
                                 • All drivers trained to standard  
                                 • FLT examined and tested every 14 months and certificate received  
                                 • Speed Limit  
                                 • See Standard Operating procedure X, HSA Guidance Y | Client  
                                 Employer |
| **Internal transport (e.g. excavators, dumpers, delivery vehicles employee traffic etc)** | Employees           | • Instruction and training  
                                 • Traffic management plan (i.e. designated roadways)  
                                 • Speed Limit  
                                 • Adequate Lighting  
                                 • See Standard Operating procedure X, HSA Guidance Y | Client  
                                 Employer |
### Identified Hazards and Risks

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</tr>
</thead>
</table>
| Hot surfaces/substances Risk of burns and scalds | Employees           | • Identification and labeling  
• Instruction and training  
• See Standard Operating procedure X                                                                                                                                                                             | Client, Employer    |
| Pressure Systems (e.g. Steam boilers, air compressors etc.) | Employees           | • Proper maintenance programme  
• Certificates of examination and testing  
• See Standard Operating procedure X                                                                                                                                                                      | Client, Employer    |
| Noise Risk of hearing damage                     | Employees           | • Identify noise areas  
• Instruction and training  
• Consultation with employees  
• Provide PPE (e.g. ear defenders)  
• Set-up noise reduction programme  
• Provide audiometry (hearing tests)  
• See Standard Operating procedure X, HSA Guidance Y | Client, Employer    |
| Chemicals Risks of burns, poisoning, explosions  | Employees           | • Obtain and comply with Material Safety Data Sheets (MSDS)  
• Instruction and training  
• See Standard Operating procedure X, HSA Guidance Y                                                                                                                                                      | Client, Employer    |
| Biological Agents/ Infection Risk of infection   | Employees           | • Obtain and comply with MSDS  
• Instruction and training  
• See Standard Operating procedure X, HSA Guidance Y                                                                                                                                                      | Client, Employer    |
| Falls from height in excess of 2m                 | Employees           | • Ensure all areas where there is a risk of falling more than 2 metres are securely fenced off  
• When this has not been done employees should be prohibited from entering these areas,  
• Construction -- Safe Pass training completed                                                                                                                                                           | Client, Employer    |

**Note:** Standard operating procedures may be prepared by each company based on industry best practice or codes of practice or other available guidance.
CONTACTS FOR FURTHER INFORMATION

Health & Safety Authority
10 Hogan Place,
Dublin 2.
Tel: 01-614 7000
Fax: 01-614 7020
e-mail: infotel@hsa.ie
Website: www.hsa.ie

The Irish Security Industry Association
21 Waterloo Road,
Dublin 4.
Tel: 01-849 3426
Fax: 01-849 2402
e-mail: isia@unison.ie
Website: www.isia.ie

SIPTU
Security Branch,
Liberty Hall,
Dublin 1.
Tel: 01-874 9731
Fax: 01-874 9558
e-mail:security@siptu.ie
Website: www.siptu.ie

National Union of Security Employers
C/O Ardent Security Management
17 Kildare Street,
Dublin 2.
Tel: 01-872 8148
e-mail: wmbrown@ardentsecurity.com

IBEC
84-86 Lower Baggot Street
Dublin 4
Tel: 01-660 1011
Fax: 01-660 1717
e-mail: rachel0'flynn@ibec.ie

Security Federation of Ireland
Donnelly Centre
Cork Street
Dublin 8
Tel: 01-453 5148