**A member of the NWF Facilities Ltd Management Team shall complete the following Site Survey Report/ Assignment Instruction to review your current service.**

| Company Name: | | | Customer Ref: | |
| --- | --- | --- | --- | --- |
| Address: | | | | |
| Telephone No: | | Fax No: | | |
| Contact Name: MANAGER | | Position: MANAGER | | |
| Emergency Contact Number(s): |  |  | |  |
| Date of Survey: |  | | | |

# **DETAILS BELOW TO BE COMPLETED REGARDING THE SITE**

| Type of Premises: |  |
| --- | --- |
| Location: |  |
| Means of access and egress | Front door, front exit, fire/emergency doors |
| Approx. area of site (meters): | 756 sqm |
| Floor space of buildings (meters): | 1254 sqm |
| Is there a perimeter fence? | If yes type and height: No |
| What lighting, internal/external is available? | Both internal and external adequate artificial lightening is available |
| Identify suitable premises for use by guard(s): | The staff room while on break |
| Health & Safety issues: | None |
| **Risks**   * mechanical: | * slipping, tripping, trapping dangers, mechanical handling and lifting of objects like trollies, baskets, etc |
| * **electrical** | * electric shock from exposed live wires |
| * **chemical** | * inhaling, skin contact with toxic, irritant, corrosive liquids, gases and dusts |
| * **biological** | * danger of infection from micro organisms eg. Legionella and weils diseases |
| * **fire and explosion** | * build up of dangerous explosive atmospheres like solvent vapours of deodorants, perfumes, compressed gases, safe storage of combustible materials, fibres, cartons, empty boxes, in-event-of fire procedures |
| * **physical** | * noises |
| * **the general working environment** | * weather, cold, draughts, falls on the slippery tiles at shop floor/car park |
| * **lifting and handling** | * moving heavy loads like during delivery, carding, shelving, awkward postures and stances |
| * **stress** | * time pressure, angry customers, poor working environment, working at night, monotonous roles, shift work, excessive work demands like when the store is overcrowded, too much or too little responsibilities, boredom, long standing on two feet, aggression/violence from shoplifters or angry customers. |

| Available water: | Source: TAP  Available to guard? YES |
| --- | --- |
| Available power: | Source ELECTRICITY  Available to guard? YES |
| Is a ‘key holding’ service required?  (if yes, address details must be removed within this document and unique reference number used) | NO |
| Details of surrounding premises: | Retail stores |
| Note details of heavy plant on site: | N/A |
| Identify safe area for plant when not in use: |  |
| Is a full Security Survey required by the customer: | YES |
| Is there a requirement to search during the duty?  State; area and requirement: | -NO EXCEPT WHEN DIRECTED BY MANAGEMENT  -STAFF ROOM/CANTEEN/LOCKERS  -MANAGER / OR ANOTHER SECURITY STAFF SHOULD BE PRESENT |
| PPE Requirements: | NO EXCEPT WHEN COVERING CAR PARKS OR WALKIE TALKIE OR RADIO |
| Emergency Procedures: | -immediately notify the management  -assist any person in immediate danger to safety  -activate the store fire alarm system  -if fire is small, use nearby fire extinguisher to control  -if not succeed at first attempt, evacuate the building  -close doors and windows if possible  -do not use elevators, but stairways  -proceed to assembly point  -never re-enter the building without permission from fire management. |

# **SHOW BELOW A ROUGH SKETCH OF THE SITE AND ANY NOTES:**

# **ASSIGNMENT INSTRUCTION**

The following assignment instructions detail the service NWF Facilities Ltd has agreed to undertake.

| NWF Facilities Ltd are required to provide cover from: | Ongoing |
| --- | --- |
| Date: |  |
| Time (from and to): | 8am-10pm |
| Details of Weekdays: | Monday -Friday |
| Time (from and to): | 8am-10pm Saturdays, 10am – 5pm Sundays |
| Details of Weekends: | Saturdays, Sundays |
| Details of exceptions: | During store refurbishments, emergency call outs, constructions etc |
| Patrols of the site shall be carried out: | Daily during security contracted hours |
| Detail frequency of hours | 2 hourly |
| Additionally, when it is suspected there is a need. | Intruder alarms, broken freezer etc |
| Check calls shall be made  Detail frequency of hours: | -by the Controller NWF Facilities Ltd’ Security Officer to the Gatehouse Control Room  -every 1 hour |
| Exclusions (if any): | During the days |
| Customer Supplied Equipment (if any): | Security lockers/cabin |
| Other Matters (if any): | None |

|  | Name | Signature | Date |
| --- | --- | --- | --- |
| Assignment Survey Carried Out by: |  |  |  |
| Assignment Instruction Approved for and on behalf of Company: |  |  |  |

| Assignment Review Period: 12 Months (must not be more than twelve months) | | | | |
| --- | --- | --- | --- | --- |
| If Keyholding is required  Initial key receipt:  Note: photocopy or photograph of all keys to be taken on receipt | Name  NOT APPLICABLE | Signature | | Date and time |
| Name of NWF Facilities Ltd contact: |  |  | |  |
| Issued by Customer: |  |  | |  |
| Number of keys: |  | | | |
| Description: |  | | | |
| Next Review Date | | |  | |

# **ASSIGNMENT INSTRUCTIONS ACCEPTANCE FORM**

I hereby confirm that I have been inducted onto this site and have received full training on the Assignment Instructions and Risk Assessment.

I have been shown and read the Assignment Instructions for this site and have signed to confirm that I understand them. I accept that in having signed this form it is my responsibility to ensure that I fully understand what is expected of me using these documents as guidance. Should I fail to perform my duties as instructed within these documents, I understand I can and will be held accountable which may lead to Disciplinary Proceedings being instigated against me and/or my dismissal.

| **DATE** | **NAME** | **SIGNATURE** |
| --- | --- | --- |
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**PLEASE ENSURE YOU PRINT YOUR NAME CLEARLY.**

**THIS FORM MUST NOT BE REMOVED OR DEFACED.**

# **GENERAL INFORMATION**

**Security Officer Contingency Plan**

In the event that any part of this instruction cannot be carried out the Security Officer will contact the Control Room.

# **SITE INDUCTION TRAINING/AWARENESS**

The Security Officer will make themselves familiar with all details of this Assignment Document prior to attending site.

# **SITE INSPECTION**

The Security Officer will ensure a thorough examination is carried out on the Customers premises to establish the security of the site on initial entry to the premises and will ensure that all security measures have been put in place on leaving the site.

# **GENERAL CONDUCT**

The Security Officer must be correctly dressed while on duty with clean uniform and polished shoes. Correct PPE or Clothing must be worn according to site rules or conditions. ID Badges must always be worn .

CIO Security Limited personnel assigned to this site shall be in uniform and possess, torch, communication and a Site Log for recording purposes.

All occurrences incidents shall be entered in full in the Site Log by the CIO Security Limited Operations Manager. These Site Logs shall be retained by CIO Security Limited for historical reference.

Preferably daily and as a maximum weekly the Site Log shall be inspected and signed by the customer’s representative to acknowledge any entries made.

Customers are encouraged to add any comments to the Site Log as and when appropriate to ensure accurate and timely feedback to CIO Security Limited.

All emergencies will, as soon as possible, be reported to the relevant emergency service either directly by the CIO Security Limited Security Officer or via CIO Security Limited Control room.

The customer shall be made aware as soon as practicable (or as agreed) of any emergency that is reported.

The CIO Security Limited Security Officer shall be punctual at all times.

On arrival on duty the CIO Security Limited Security Officer shall make themselves known to the person in charge of site contractors, (normally the Site Agent).

The Security Officer shall walk the perimeter of the site and check that any fencing is in order, any defects shall be brought to the attention of the person in charge and an entry shall be made in the Site Log showing time, date and details.

The Security Officer shall check the area of the site including buildings, machinery etc. and make notes of anything that appears to be out of the ordinary. This shall be brought to the attention of the person in charge of the site and an entry made in the Site Log with time, date and full details.

The Security Officer shall remain alert and vigilant at all times.

The Security Officer shall not leave the designated site without due authority from Site Agent, his representative, Operations Manager, Supervisor or other person acting in the interests of loss prevention and safety.

The Security Officer shall not handle or tamper in any way any property not belonging to CIO Security Limited.

The Security Officer shall not enter any Site Office(s) or other buildings without the authority of the Site Agent or a designated customer representative.

Unauthorised persons shall not be allowed on the site. Unauthorised persons are those without the authority of the Site Agent or other designated customer representative. A person merely stating they have authority is not sufficient.

CIO Security Limited Operations Manager, although protecting the property of the customer, shall at all times be conscious of their own safety. They shall not be expected to endanger themselves or others. The Police and other Emergency services shall be called where it is felt that the Security Officer is exposed to risk.

Whenever Security Officer are on site the CIO Security Limited control room shall be operational. The control room shall be the first line of contact.

The CIO Security Limited Mobile Supervisor shall be contacted via the control room to provide support where and when required.

Incidents that cannot be safely and effectively handled by the Security Officer and or Mobile Supervisor and or Supervisor shall be immediately reported to the Police or other relevant emergency service.

# **REPORTING OF INCIDENT**

The Security Officer must complete an Incident Report Form which details all aspects of the visit to the customer’s premises.