

CHECKLISTA FOR THE SECURITY INDUSTRY

Mobile Patrolling

USE THE CHECKLIST LIKE THIS

- Answer the questions with yes or no. If your “x” is in the box on the right, continue on and fill in the three following columns. The answers serve as an action plan that can be part of your systematic work environment management.
- Make a risk assessment of the faults that come to light.
- Are there questions or sections that do not apply to your organization? Cross them out! Do you think that something is missing? Add it!
Adapt the Checklist to your situation!
- Fill in the checklist together: manager, team leader and safety representative/union representative
- Go through the checklist regularly, for example twice yearly.
- **Follow up to be sure your decisions are carried out!**
- Read the appropriate laws and directives at the Swedish Work Environment Authority’s homepage: www.av.se.
- Go through the other checklists at Prevent’s homepage: www.prevent.se

Date: _____

Company: _____

Participants: _____

Risk assessment

Low risk – will be provided against in the long run
 Increased risk – must be attended to
 High risk – immediate action must be taken

Note: Use the tab key to move to the next field and the space bar to mark the check boxes.

	Risk assessment			What needs to be done? Is outside help necessary?	Who is responsible for getting it done?	When should it be finished?
	Low risk	Increased risk	High risk			
1. a) Has the employer seen to it that new security guards receive the orientation they need? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) Have new security guards been informed of risks in the workplace? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2. Are there assignment instructions for how security guards are to carry out assignments? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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3. Are serious workplace accidents and incidents reported to the Swedish Work Environment Authority? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4. Have security guards who are to work nights had a medical examination? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5. Is a security survey carried out for all clients/assignments? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6. Are security guards aware of all risks? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Are security guards aware of the assignment instructions for each client/assignment? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8. Do security guards have the skills and training necessary to carry out all tasks during the shift, for example about:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
a) conflict management? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) self defense? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c) apprehension techniques? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
d) protective equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
e) dealing with violent individuals and/or drug users? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
f) chemicals and other dangerous substances? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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g) the right to discontinue work due to serious risk to life or health? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9. a) Is there a traffic policy? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) Is compliance with the traffic policy monitored? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10. Does every security guard have: a) an alarm that with one press of a button signals the monitoring and alarm receiving center? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) organised fast response back-up? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c) an alarm in good condition? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
d) an alarm that is easy to use? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
e) the skills to use the equipment properly? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11. Can the security guards communicate with supervisors and colleagues? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12. Are there work clothes suitable to the nature of the assignment? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13. Are there routines and readiness in the company to quickly take care of security guards subjected to threats, violence, accidents or other incidents? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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14. Does the company have a current next-of-kin list? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15. a) Are all affected security guards always informed of incidents of threats or violence? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) Are such incidents followed up? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16. a) Does management see to it that there are written reports of threats, violence or other incidents that have a negative impact on the work environment? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) Are such incidents followed up? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
17. Are there routines to support security guards subjected to threats and violence in questions that concern a) work? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) the legal procedures stemming from the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
18. Does the company/work team meet regularly for information and discussion purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19. Are security guards encouraged to report faults or other problems in the work environment? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20. Is there a suitable lunchroom with facilities for warming up food and drinks? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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<p>21. Do security guards have occasion to come in contact with unknown chemicals during their mobile patrols?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>22. Are security guards informed about safety instructions, risk of contagion, chemical risks, biological risks and risks of burn and frostbite when guarding, for example, laboratories, industrial areas and hospitals?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>23. Are there assignments that include safety risks that could be remedied by better lighting, camera surveillance, alarms, gates or other measures?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>24. Is time scheduled for vehicle checks?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>25. Is the driver's compartment free from loose objects that could injure the driver in a collision or during rapid braking?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>26. Do security guards have:</p> <p>a) specialised training for handling cars while on duty?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>b) knowledge of how night work and long shifts influences judgement in connection with driving?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>27. Does the employer supply dependable flashlights with good beams?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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28. To be able to help in emergency situations, do ancillary staff have a) sufficient local knowledge? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) skills in handling violence? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c) safety equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
d) knowledge of alarm routines? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
29. Are security guards' walkways free from obstructions that can cause accidents due to tripping? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
30. Is there: a) a toilet? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) a shower? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c) a changing room? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
31. Additional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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