

CHECKLIST FOR THE SECURITY INDUSTRY

Public Places

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 per year.
- **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

	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 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"/>			

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			
3. a) 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"/>			
b) Are security guards aware of all risks? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4 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"/>			
5 Do security guards have the skills and training necessary to carry out all tasks during the shift, e.g 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 and apprehension techniques? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c) baton use? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
d) 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"/>			
e) 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"/>			
6. Are there assignment instructions for apprehending individuals? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Does every security guard have:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
a) an alarm that with <i>one</i> 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"/>			

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	Risk assessment			What needs to be done? Is outside help necessary?	Who is responsible for getting it done?	When should it be finished?
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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) equipment that he/she knows how to use? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8. If a company car is used, is it free from loose objects that could injure employees in a collision or during rapid braking? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9. a) Do security guards have personal protective equipment such as protective vests, knife gloves and other equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) Does the company monitor the use of the protective equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10. Does the alarm cover all areas where security guards work? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11. Are there company routines for checking the client's alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12. Can security guards communicate with supervisors and colleagues? 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 for quickly taking care of security guards subjected to threats or violence? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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"/>			

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	Risk assessment			What needs to be done? Is outside help necessary?	Who is responsible for getting it done?	When should it be finished?
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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 there routines for reporting accidents and incidents? 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 the assignment carried out in a high crime area? No <input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
21. Is there a room for interviews and searches that a) is suitably placed in the building? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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	Risk assessment			What needs to be done? Is outside help necessary?	Who is responsible for getting it done?	When should it be finished?
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b) has a secure route out of the building or area Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c) is free from objects that could be used as weapons? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
d) has a fixed net telephone? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
e) has a mounted assault alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
f) has security camera surveillance? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
22. Is there always more than one security guard present when someone is apprehended? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
23. a) Is it possible to take breaks in accordance with labour agreements? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) Is it possible to use a toilet? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
24. Additional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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