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|  | **Risk Assessment Prompt Sheets** | | | **cid:image003.jpg@01D2FB20.B009E750** |
| **PS:026:01** | **RE: Department / Service Security** | | | |
| **Issue date:** | June 2018 | **Revised Date:** | June 2020 | |
| **Author(s):** | National Health and Safety Function | | | |
| **Note:**  **Legislation:**  **Scope:** | Safety, Health and Welfare at Work Act 2005, Section 8 Duty of the Employer | | | |
| The following is a non-exhaustive list of prompts relevant to the hazard which should be considered when assessing and controlling the risk associated with potential for breaches of security.  All control measures must be documented on the appropriate risk assessment form.  For further guidance on undertaking workplace Occupational Safety Health (OSH) Risk Assessments which are compliant with Section 19, of the Safety, Health and Welfare at Work Act, 2005 and associated legislation please refer to [*Guideline RE: Completion of Occupational Safety and Health Risk Assessments*](https://healthservice.hse.ie/filelibrary/staff/guideline-on-completing-occupational-safety-and-health-risk-assessment.pdf) | | | |

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| **No.** | **Hazard controls to be considered when carrying out your risk assessment** | **Yes** | **No** | **N/A** |
|  | **Environment** |  |  |  |
| **1** | Is there controlled access to the building? |  |  |  |
| **2** | Has consideration been given to controlled access to the whole department/unit? |  |  |  |
| **3** | Has consideration been given to controlled access to individual areas of the department/unit? |  |  |  |
| **4** | Are security checks carried out to ensure windows/doors are closed and locked as required? |  |  |  |
| **5** | When closing an area in the evening or other times are all rooms checked for intruders? |  |  |  |
| **6** | Do staff have access to a secure area for the safety of valuables/ personal belongings? |  |  |  |
| **7** | Is appropriate signage in place regarding the non-tolerance of violence and aggression towards staff? |  |  |  |
|  | **Security Procedures and Alarms** |  |  |  |
| **8** | Are there documented security procedures? |  |  |  |
| **9** | Is there a documented procedure for security breaches? |  |  |  |
| **10** | Have all staff received appropriate information, instruction and training in the implementation of agreed security procedures? |  |  |  |
| **11** | Are personal and fixed alarms available based on risk assessment? |  |  |  |
| **12** | Are personal and fixed alarms serviced and records of servicing retained? |  |  |  |
| **13** | Are response mechanism(s) tested on a regular basis and the test documented? |  |  |  |
| **14** | Are emergency contact numbers prominently displayed? |  |  |  |
| **15** | Is there access to Security personnel when required? This requirement is based on risk assessment |  |  |  |
|  | **Dress Code/ Security Badges** |  |  |  |
| **16** | Does the dress code take into account security issues that may occur? (The wearing of jewellery, ties and footwear should be included in the risk assessment) |  |  |  |
| **17** | Are staff ID badges worn at all times? |  |  |  |
| **18** | Do lanyards worn by staff incorporate a safety release mechanism? |  |  |  |
| **19** | Is there a system in place whereby ID badges of staff not known to the service are checked prior to the commencement of duties? This can apply to agency staff, contractors and other HSE staff |  |  |  |
|  | **CCTV** |  |  |  |
| **20** | Is there signage in place to indicate to the public and others that CCTV is installed? |  |  |  |
| **21** | Does CCTV cover all necessary areas, i.e. no blind spots? |  |  |  |
| **22** | Is there a system in place to retain CCTV footage for a period of time? |  |  |  |
| **23** | **Accidents/Incidents and near misses** |  |  |  |
| **24** | Are all incidents/accidents/near misses recorded and investigated and remedial measures implemented? |  |  |  |
|  | **Risk assessments** |  |  |  |
| **25** | Has a risk assessment been undertaken for the handling of cash? This must be risk assessed for areas such as canteens, accounts etc. |  |  |  |
| **26** | Have all employees been made aware of the risk assessment findings? |  |  |  |
| **27** | Are the results of the risk assessment communicated to all relevant employees and all who come in contact with HSE services and activities? |  |  |  |
| **28** | Are risk assessments reviewed at least annually or more frequently if necessary i.e. accident/incident or a change in circumstances to which they relate? |  |  |  |