

Assignment instructions - Static guarding

Details of premises

Site name	Construction Site
Full site address	Full Address Site location Postcode
Map impage	
What3Words	///post.widest.unicorns
GPS cordinates for location	Lat: 51.701934814453125 Long: -1.9441833626497014
Distance from Head office	24 miles

Operation schedule

Monday	Duty hours =12 Total guards required = 1
Tuesday	Duty hours =12 Total guards required = 1
Wednesday	Duty hours =12 Total guards required = 1
Thursday	Duty hours =12 Total guards required = 1
Friday	Duty hours =12 Total guards required = 1
Saturday	Duty hours =15.5 Total guards required = 2
Sunday	Duty hours =24 Total guards required = 2

Duty Objectives

Shift duties	To provide services to Client on Construction Site and make sure the site is safe and secure. Visual presence for building site and residents. Security Guards are there to protect site against fire, theft, vandalism and illegal entry. You are only to permit authorised persons to enter property and record time of entry and departure, if on duty. If workers on site make a note of the number so that if six workers are on site that six leave. Checks credentials of persons that are on site outside of these times. Patrols assigned area of construction site at predetermined intervals which are hourly patrols to aid the visual presence and to check any damage to the fencing, open windows and doors. Reports to include any obvious fire hazards, machine or equipment is secure and not been left on (running), interruption of utility services, leaking pipes and security doors unlocked. Check padlocks are not showing the correct code. Fire alarm procedures are followed and the contacts are notified or call fire brigade if actual case of fire. Checks alarms and other fire control systems. Observes windows, doors, gates, equipment and machinery to ensure they are properly secured.
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Access details

Access method	Code required
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Code	2188
Corresponding lock	

Padlocks and codes - # 1

Section 1

Single Photo	
Codes	2188

Padlocks and codes - # 2

Section 1

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Single Photo	
Codes	1476

Padlocks and codes - # 3

Section 1

Single Photo	
Codes	1990

Padlocks and codes - # 4

Section 1

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Single Photo	
Codes	2188
Access procedure	Car parking - Please leave your car in front of the cabin so that the residents can see you are on site. Clock in to roster software, electronic reporting and lone working app. Go through gate to the right hand side of the security cabin. Padlock code is 2188. Lock gate behind you and make sure correct code is not showing. Walk around towards the back of the security cabin. Open the front door of the security cabin.

Videos

Video

Video	All Video has been removed
Additional information	This is Site on arrival when there is no one on site. If there are workers on site then the site will be open. You should check that there is actually workers on site when everything is open. You must not assume.

Patrol Details

Are patrols required?	Yes
Patrol frequency	Regular patrols will be carried out approximately every hour at random times not to create a recognisable patrol pattern.

Video of patrol route - # 1

Video

Video	All Video has been removed
Additional information	The first part (video) of the patrol required on site. Check for suspicious vehicles in the car park like people sitting in their car. Just go up and ask them if they are okay. If they are lost help as much as you can or if they are sitting eating food advise them it is a private car park and ask them to leave. Walk up to the roundabout and check that there are no vehicles parked up on the pavement. If there is anyone just ask if they are okay or need any assistance? They may be just broken down however this is a potential point of entry to steal from the site. Take a picture or make a note of the number plate.

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Video of patrol route - # 2

Video

Video	All Video has been removed
Additional information	Part B of the first patrol. Checking the fence line, doors and windows for damage and them being left open. Take pictures and add to your report along with a short sentence explaining what you are photos are showing.

Video of patrol route - # 3

Video

Video	All Video has been removed
Additional information	Part C of first patrol. Checking gates are secure, do not have the correct code on them and checking doors and windows. Report open or damaged doors and windows or anything else that looks insecure like open containers etc

Video of patrol route - # 4

Video

Video	All Video has been removed
Additional information	Part D end of the first part of the patrol.

Video of patrol route - # 5

Video

Video	
Additional information	Second part (A) of the first patrol. Checking windows, doors and fencing

Video of patrol route - # 6

Video

Video	
Additional information	Second part (B) of the first patrol. Checking windows, doors and fencing

Video of patrol route - # 7

Video

Video	
Additional information	Part C - end of the second part of the patrol.

Video of patrol route - # 8

Video

Video	
Additional information	Third part of the first patrol. Checking containers are locked, padlocks with code are not showing correct code and are secure. checking the doors and making sure they are locked. Check windows of the offices are shut

Video of patrol route - # 9

Video

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Video	
Additional information	Check containers are shut and report anything unlocked. Go up to see if back door of office is locked . Take care as the steps are wobbly so only check once when coming on shift.

Video of patrol route - # 10

Video

Video	
Additional information	Last check of first patrol perimeter check is for the back gate. It is not in a good state but put it into the report it was checked and condition.

Video of patrol route - # 11

Video

Video	
Additional information	Last part of the first patrol is the canteen check. This is to check that there are no water leaks and no one is in the re except you. If water is leaking into the canteen please put buckets underneath the leak and keep an eye on the levels.
Duties to be performed during patrols	•Checking all windows and doors are secure, •Checking for suspicious vehicles, • Checking exterior lights are functioning, •Checking for breaches of health & safety; leakages, hazardous equipment left out, fire hazards, •Checking for signs of intrusion, •Looking for defects in fencing or in the security of the site
Additional duties to be performed during patrols	Scanning of tags should be completed at the start time of the patrols. There are three QR codes on site. All QR codes provide a date stamp, location and time for the client.

CCTV

Is there any CCTV cameras on site?	Yes
How many cameras?	6
Does the CCTV require monitoring during shift by duty guard?	No

Welfare facilities

Welfare facilities available to duty guard	Drinking water, Heating, Toilet, Kettle/Hot water, Sink, Fridge
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Uniform

Duty uniform	Black boots/safety boots, Black work/cargo trousers, Plain (non branded) polo or branded company polo, Plain (non branded) Jumper or branded company Jumper
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PPE requirements

PPE required for duty	Hi-vis jacket, Flashlight/torch, Steel toe-cap boots
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Security base location & duties

Security base type	Security hut/office
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Search policies

Is there a search policy in place?	No
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Responses to alarms

Are there any alarms they may require a response?	Yes
Response procedure	Fire alarm procedure which induction training is provided.

Reporting procedure

Report method	Fastfield
Report instructions	The on-duty team must complete an Incident Report Form (FastField electronic form) which details all aspects of Incidents/Events on the client's premises. A report is sent to the customer. Please make sure to note open premises, doors windows, running water etc. Anything out of the ordinary put in report. Demo report is attached. Reports are required to be submitted after the shift as the reports are required to go to the client.
Fastfield username	
Fastfield password	If you are unsure or have forgotten the login password for Fastfield then please contact security management

Check Calls

Are check calls required	Yes
Check call procedure	Peoplesafe Pro App or control room checks

First aid

On site first aid kit location	Security Cabin
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Escalation procedure

Escalation procedure details	Unresolved Incidents Contacts If this cannot be resolved by the guard on-site, you will need to contact the emergency company number to advise the situation. We will contact the client or advise you to call emergency services. If there is a fire call emergency services first and then call us followed by out of hours team.
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Emergency contact information

Red Kite Security Emergency Contact Numbers	Company emergency number –
Customer Contact Information	In case of fire: •

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Emergency services	Emergency = 999 Non-Emergency = 101 24/7 medical advice line = 111
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Additional notes/information

	There is a PID system in place and if you trip the sensors then they will contact you directly or will come through to emergency number. Password is xxxx. Telephone number is xxxxxxxxxxxx. Any activations that are not triggered by on-duty guard must be added to the report. As much information as possible, time, location and who notified you
Mobile data signal status	Vodafone is generally the best but mobile signal can be patchy.
Specific customer requests	Contractors and members of the public are not allowed on site when we are on duty unless Saturday or Sunday. We will be advised by the management team. No deliveries are to be accepted outside of 08:00 to 16:30. If in doubt refer to company either through message or phone call.
Most recent changes	Out of hours emergency procedure provided by Client Lone working app documentation added General documentation (old assignment instructions and copy of a report for reference)

Documents

Document Viewer	
Document Viewer	document links removed
Document Viewer	

Sign off

Assignment instruction carried out by:	Tina Bykowski
Date assignment instructions created/amended	22-09-2023