

# ASTPC208 - SQA Unit Code FG80 04

## Maintain site security and safety



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### Overview

This unit is about the use of established systems and procedures for maintaining the security and safety of the premises. It is about identifying and making sure that the necessary checks are carried out, and dealing with security breaches.

Security monitoring also includes the regular checking of equipment such as fire and security systems and intruder systems to ensure that emergency systems and equipment are safe and fully operational.

### Performance criteria

- You must be able to:*
- P1 follow the instructions you are given regarding when and where security monitoring is to be carried out
  - P2 take all necessary precautions to minimise risk to yourself during security monitoring
  - P3 liaise effectively with others who are involved in maintaining site security
  - P4 carry out the necessary checks on security and emergency equipment according to manufacturers' instructions and legislative requirements
  - P5 identify any breaches of security
  - P6 where appropriate, report breaches of security to the relevant person/s at the earliest opportunity
  - P7 where appropriate, report equipment malfunction to the appropriate person promptly
  - P8 take appropriate action to address security and safety issues, within the limits of your responsibility and competence
  - P9 keep accurate records of the outcomes of safety and security monitoring, and store them appropriately

### Knowledge and understanding

*You need to know and understand:*

- K1 the types of breaches of security that could arise
- K2 your own limits of authority for rectifying breaches of security, and how to rectify them
- K3 the person/s to whom any breaches should be reported and the possible consequences of failing to report them
- K4 why it is important to keep accurate records, what the records should contain, and where they should be stored
- K5 what your instructions are for security monitoring and why it is important that they must be followed correctly
- K6 the precautions that must be taken to protect yourself during security monitoring and the possible consequences of failing to take them
- K7 the equipment checks for which you have responsibility
- K8 the necessary checks to carry out on security and emergency equipment and the regularity with which these must be done
- K9 how to recognise malfunctions and/or damage to equipment
- K10 who else is involved in maintaining site security and why it is important to liaise with them
- K11 what the organisation's requirements are in terms of security monitoring
- K12 how equipment malfunctions should be reported and the possible consequences of failing to report them
- K13 your legal responsibilities when maintaining site security and safety

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**Suite** Property Caretaking Facilities Services

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