

Security is everyone's responsibility. When you work on client sites—especially when alone or out of hours—it is important you follow the correct procedures to keep yourself, our clients and their property safe and secure. Always follow site instructions and report any concerns.

01 BE SECURITY AWARE



- Be alert and aware of your surroundings at all times.
- Report any suspicious activity or individuals.
- Do not let anyone into the building unless authorised.
- Keep external doors and gates secure.

02 LONE WORKING SAFELY



- Tell your supervisor when you start and finish work.
- Follow site lone working procedures.
- Keep your mobile phone with you and charged.
- If you feel unsafe, leave the area and call for help.

03 KEY HOLDING RESPONSIBILITIES



- Only use keys for authorised sites.
- Do not loan or copy keys.
- Keep keys secure at all times.
- Report lost or stolen keys immediately to your supervisor.
- Return all keys when no longer required.

04 SECURE THE SITE



- Lock all doors, windows and gates when leaving.
- Set alarms if provided and follow site instructions.
- Switch off lights and equipment where instructed.
- Check the site is secure before you go.

05 PROTECT CLIENT INFORMATION & PROPERTY



- Do not access or share any client information.
- Keep paperwork and devices secure.
- Report any damage, loss or security issues.
- Treat client property with respect at all times.

06 EMERGENCIES & REPORTING



- Know the location of emergency exits and assembly points.
- In an emergency, call 999.
- Report all security incidents to your supervisor as soon as possible.
- Complete any required incident forms.

BEFORE YOU LEAVE THE SITE



TASKS COMPLETE
Have all required tasks been completed?



WORK CHECKED
Have you checked all areas and standards?



EQUIPMENT STORED
Is all equipment clean, stored and ready for next use?



PROBLEMS REPORTED
Have you reported any issues, damage or hazards?



SITE SECURE
Are doors secure, lights off and site left as instructed?



KNOWLEDGE CHECK

Circle the correct answer or write your response.

- 1 Why is it important to be security aware on site?
- 2 What should you do before starting lone working?
- 3 Who should you contact if you feel unsafe?
- 4 What should you do if you lose a key?
- 5 What should you do in an emergency?



TRAINING RECORD

I confirm that I have received, read and understood the content of Module 15 – Security, Lone Working & Key Holding.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

Trainer Name: _____ Date: _____

Trainer Signature: _____ Date: _____

i This training does not replace site specific instructions or risk assessments. Always follow the rules and use your equipment as directed.