



Working safely during COVID-19 guidance – Security Officers

This guidance is designed to help you stay safe during the COVID-19 pandemic by following some basic principles.

- Maintain hygiene – Wash your hands regularly using soap and water, particularly after blowing your nose, sneezing or coughing. It is also advisable to wash your hands before eating / drinking and after use of common contact points used by others such as door handles or kitchen equipment. If facilities are not available to wash your hands a sanitiser can be used.
- Keep your distance – Where possible keep two meters away from people as a precaution. However, this is not a rule and the science is complex. The key thing is to not be too close to people for more than a short period of time, as much as you can. Therefore during tasks where 2 people may be required you should maintain as much distance as possible.
- Follow site rules – Always follow the client location site specific rules on distancing etc...
- Reduce contact time – Tasks involving more than one person where social distancing is not possible should be kept to a minimum duration of no longer than 15 minutes.
- Minimise your number of contacts – For tasks that require 2 people try to always work in a fixed pair so that the same people always work together. This will reduce the risk by reducing your number of contacts.
- Avoid face to face contacts – There is a higher risk of direct exposure when you have direct close face to face contact with someone. You can lower the risk if you stay side to side rather than facing someone.
- Cover your face when meeting others – At times when meeting others it may be difficult to ensure social distancing is maintained. As during your shift you will have contact with many people you will be supplied with a cloth face covering. The face covering is washable and it is recommended to wash regularly as with your normal uniform. Remember, use of the face covering does not replace the need managing risk such as social distancing, minimising contact time, using fixed teams for close up work and increased hygiene levels.
- Wash your work wear regularly – There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter. Therefore it is advisable to remove your work wear immediately after work and wash it regularly.
- Reduce direct passing of items – Minimise direct contact by not handing items directly to someone; put the item down for someone else to pick up. The risk of catching the virus from a physical package that has only been physically handled for very short periods by a minimal number of staff is very low. However directly passing the item to someone will encroach on social distance.
- Workstation safety – Where possible an empty workstation should be left between individuals to assist with social distancing. If this is not possible remember to look forward to avoid direct face to face contact. If you need to talk to someone at another workstation that is not close to your own do not go to them, use your desk telephone as much as possible to ensure distancing is maintained.
- Avoid use of equipment used by others – If possible do not use items regularly used by others unless they have been cleansed. Keep to your own workstation, do not use hot desks. Even basic stationary can transfer the virus so do not share pens. Alternatively...

- Cleanse equipment before and after use – With some equipment it may not be practicable to avoid its use. In these circumstances ensure you cleanse the contact points before and after use.
- Take care around high traffic areas – High traffic routes include entry and exit areas. Ensure at these locations social distancing is maintained. This may mean that staff need to form an orderly queue at 2 metre intervals.
- Stay safe whilst searching – Thorough searching must be maintained even during the pandemic. Whilst social distancing will be difficult to maintain during searching there are still ways to reduce risk. Keep as much distance as possible (arm's length), wear your face covering, stand to one side of the person and not directly face to face with them, conduct the search quickly without cutting corners to minimise time, cleanse the searching wand before and after use and finally ensure you wash your hands before and after searching.
- Use of the break room - To maintain social distancing access to the break room will be restricted to a suitable number appropriate for the room size. Please bear in mind this may have an impact on break times, therefore break times may need to be more staggered or allowance made for use of other areas for a break. Additionally please ensure that you cleanse your break area before and after use.
- Cleanse your work area – Evidence suggests that the virus can exist on high contact surfaces for up to 72 hours therefore before and after your shift cleanse common contact points around your work area as well as your general work surface. Also ensure you have removed all rubbish from your work area each day.
- If you, or someone in your household, has symptoms of COVID-19 – Report these immediately and follow the self-isolation at home guidance provided by the government.

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