

ASTHOM2

Contribute to the safety and security of people and property



Overview

This Unit covers the important competence required to maintain the health, safety and security of self, other people and property. You are expected to adhere to the standards set out in this Unit at all times during your work, whether you are in an office or at a property.

Element 2.1 describes the activities involved in contributing to the maintenance of health and safety at work. You must identify the risks associated with your work, and ensure that your conduct does not endanger yourself or others. You are expected to know, and work in accordance with, the provisions of relevant legislation (e.g. Health and Safety at Work Act) and any relevant workplace policies.

Element 2.2 requires that you take steps to maintain the security of self and other people. You must identify the potential security risks posed by work in various locations, and comply with the security procedures and guidelines aimed at protecting yourself and others. You are expected to react immediately to any unexpected circumstances, and take emergency action when required.

Element 2.3 covers the security of property, and applies both to your offices and to property inspected by you. You must identify the risks to property, and comply with the relevant procedures and guidelines for protecting property. In addition, you must keep personal belongings, valuables, monies and keys secured in appropriate locations.

Element 2.4 requires that you contribute to the security of information. This entails identifying the potential risks to information, maintaining the confidentiality of seller and organisation information, and recording and disposing of information correctly. This always applies to information about sellers and also, where relevant, to any organisation for whom you may work, either directly as an employee or as a sub-contractor.

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Performance criteria

Contribute to the maintenance of health and safety at work

You must be able to:

- P1 carry out working practices in accordance with legal requirements
- P2 identify any **health and safety risks** in different **locations**
- P3 ensure your own personal conduct in the **workplace** does not endanger the health and safety of self and other people
- P4 follow the **workplace** policies and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- P5 implement emergency procedures effectively to protect the health and safety of self and other people
- P6 pass on any suggestions for improving health and safety within the workplace to the responsible persons

Contribute to the security of self, colleagues and others

You must be able to:

- P7 identify **security risks** to self, occupiers and other people in different **locations**
- P8 obtain information on national legislation, guidelines and organisation procedures for the security of self and others
- P9 apply correctly and consistently the relevant security procedures and guidelines for protecting self and others
- P10 ensure self and colleagues provide clear schedules of movements
- P11 check and respond immediately to any unexpected circumstances, absences or departures from colleagues' agreed schedules
- P12 take appropriate and effective emergency action when required
- P13 pass on any suggestions for improving security to the responsible persons

Contribute to the security of property

You must be able to:

- P14 identify the **risks to property** that could occur in different **locations**
- P15 obtain information on national legislation, guidelines and organisation procedures for the security of property
- P16 apply correctly and consistently the relevant security procedures and guidelines for protecting property
- P17 ensure security equipment is functioning properly
- P18 ensure personal belongings, valuables and monies are secured in appropriate locations
- P19 ensure keys and access codes for properties are secured in appropriate locations
- P20 take appropriate and effective emergency action when required
- P21 pass on any suggestions for improving security to the responsible persons

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Contribute to the security of information

You must be able to:

- P22 identify the **risks to information** that could occur
- P23 obtain information on national legislation, guidelines and organisation procedures for the security of information
- P24 apply correctly and consistently the relevant security procedures and guidelines for protecting information
- P25 maintain the confidentiality of seller and organisation information at all times
- P26 ensure information is disclosed only to people who are entitled to receive it
- P27 ensure information is recorded correctly and stored in a suitable manner
- P28 dispose of information in a way that maintains its security
- P29 pass on any suggestions for improving security to the responsible persons
- P30 demonstrate full compliance with relevant legislation

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Contribute to the safety and security of people and property

Knowledge and understanding

You need to know and understand:

Contribute to the maintenance of health and safety at work

- K1 the legal duties for health and safety in the workplace as required by legislation
- K2 what health and safety risks could exist in different locations
- K3 why it is important to remain alert to the presence of risks in the entire workplace
- K4 the importance of personal conduct in maintaining the health and safety of self and others
- K5 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products
- K6 who should be informed of any conflicts between different health and safety
- K7 the procedures for different types of emergency
- K8 who the appointed first aiders are
- K9 what types of suggestions for improving health and safety at work could be made and who should be given them

Contribute to the security of self, colleagues and others

You need to know and understand:

- K10 potential security risks to self, colleagues, occupiers and others
- K11 current legislation and national guidelines relating to the security of people
- K12 the procedures of the organisation for whom you work relating to the security of people
- K13 which procedures and guidelines apply in different circumstances
- K14 the systems for recording people's movements and checking their security
- K15 what constitutes unexpected circumstances, absences or departures from agreed schedules and who should be informed of them
- K16 what types of emergency could occur
- K17 what the emergency procedures are
- K18 what types of suggestions for improving the security could be made and who should be given them

Contribute to the security of property

You need to know and understand:

- K19 the risks to offices, personal property and properties for sale
- K20 current legislation and national guidelines relating to the security of property
- K21 the procedures of the organisation for whom you work relating to the security of property
- K22 which procedures and guidelines apply in different circumstances

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- K23 what type of equipment could be used
- K24 how equipment should be operated
- K25 where to keep personal belongings, valuables and monies
- K26 the systems for securing and logging keys and access codes
- K27 what types of emergency could occur
- K28 what the emergency procedures are
- K29 what types of suggestions for improving security could be made and who should be given them

Contribute to the security of information

You need to know and understand:

- K30 the risks to different types of information
- K31 current legislation and national guidelines relating to the security of information
- K32 the procedures of the organisation for whom you work relating to the security of information
- K33 which procedures and guidelines apply in different circumstances
- K34 what type of information could be sensitive
- K35 how the disclosure of information could be damaging to others
- K36 who is entitled to different types of information
- K37 the systems for recording and storing information
- K38 how to dispose of paper-based or electronic information
- K39 what types of suggestions for improving security could be made and who should be given them
- K40 legislation relating to security of information

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Additional Information

Scope/range related to performance criteria

Contribute to the maintenance of health and safety at work

- 1 are aware of **health and safety risks**, which may include:
 - 1.1 the presence of equipment and its use
 - 1.2 power supplies
 - 1.3 fixtures
 - 1.4 interactions with other people
 - 1.5 accidents
 - 1.6 effects of VDUs

- 2 identify health and safety risks in different **locations**:
 - 2.1 office
 - 2.2 development site including new houses or converted buildings with some adjacent properties in a state of partial completion
 - 2.3 vacant property
 - 2.4 occupied property

- 3 contribute to health and safety in the **workplace**, which may be:
 - 3.1 the office
 - 3.2 the home being inspected
 - 3.3 any other location you visit in the course of your work

Contribute to the security of self, colleagues and others

- 4 identify the following **security risks**:
 - 4.1 intimidation
 - 4.2 verbal abuse
 - 4.3 physical abuse
 - 4.4 violence
 - 4.5 kidnapping

- 5 identify security risks in different **locations**:
 - 5.1 office
 - 5.2 development site including new houses or converted buildings with some adjacent properties in a state of partial completion
 - 5.3 vacant property
 - 5.4 occupied property

Contribute to the security of property

- 6 identify the following **risks to property**:

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- 6.1 theft
 - 6.2 damage
 - 6.3 vandalism
 - 6.4 arson
 - 6.5 unwanted occupancy
- 7 identify risks to property in different **locations**:
- 7.1 office
 - 7.2 development site including new houses or converted buildings with some adjacent properties in a state of partial completion
 - 7.3 vacant property
 - 7.4 occupied property

Contribute to the security of information

- 8 identify the following **risks to information**:
- 8.1 loss
 - 8.2 misplacement
 - 8.3 unauthorised access

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