

## ASTPC308

Contribute to the safety, security and maintenance of the site



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### Overview

This unit is concerned with the Property and Caretaking Supervisors responsibility for safety, security and maintenance. This includes ensuring that building access, security and safety systems are maintained; that working conditions are satisfactory; and that building maintenance problems are dealt with satisfactorily.

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### Performance criteria

#### Monitor and control access, security and safety systems and procedures

*You must be able to:*

- P1 make sure responsibilities regarding site access, security and safety systems and procedures are clarified and verified with decision makers
- P2 make sure scheduled maintenance and testing of access, security and fire protection systems is monitored in accordance with statutory and organisational requirements and accurately recorded
- P3 identify accurately and report promptly to interested parties in accordance with organisational policy, any failures and significant variances in specified performance of access, security and fire protection systems
- P4 identify accurately and report promptly to interested parties any shortcomings and breaches of access, security and fire protection procedures with clear recommendations for improvements
- P5 take appropriate emergency action in accordance with organisational procedures where people or property are at risk through a breakdown in access, security and fire protection systems or procedures

#### Identify and resolve maintenance problems

*You must be able to:*

- P6 introduce monitoring and reporting systems which provide prompt and accurate notification of maintenance problems
- P7 accurately assess the nature, extent and causes of problems, with specialist help and advice sought where appropriate
- P8 promptly identify options for dealing with the problem, explore strengths and weaknesses and recommend a course of action to decision maker(s)
- P9 take appropriate and agreed action to resolve the problem efficiently and accurately assess its effectiveness
- P10 make sure any hazards or inconvenience to those affected posed by the problem and its resolution are fully identified, assessed and appropriate action is taken
- P11 relay instructions and information to others accurately, completely and clearly
- P12 introduce contingency arrangements which deal effectively with situations where problems cannot be resolved quickly
- P13 keep clear records of actions taken

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### Knowledge and understanding

*You need to know and understand:*

#### Monitor and control access, security and safety systems and procedures

- K1 how to monitor and report on access, security and fire safety systems, their planned maintenance and performance variances
- K2 how to monitor and report on access, security and fire protection procedures and on breaches
- K3 how to take emergency action
- K4 the different types of access, security and fire protection systems
- K5 the different types of access, security and fire protection procedures
- K6 planned maintenance of access, security and fire safety systems
- K7 the appropriate emergency action to take where access, security and fire safety systems are not functioning

#### Identify and resolve maintenance problems

*You need to know and understand:*

- K8 how to ensure effective communications
- K9 how to analyse and assess problems and hazards
- K10 how to develop contingency plans
- K11 organisational procedures and documentation
- K12 typical problems encountered, why they arise and how they have been resolved in the past
- K13 problem solving techniques and criteria suitable for assessing options
- K14 planning techniques and contingency management
- K15 evaluation and assessment processes
- K16 building systems and services / maintenance objectives and procedures/service documentation

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