

**Overview**

This standard defines the competence required in maintaining security of the premises and the equipment and materials used there. It involves following the required entering and leaving procedures, being aware of possible breaches of security and reporting and resolving any security problems that may arise. This standard is for those who have responsibility for the security of waste management facilities

## Maintain the security of waste management facilities

### Performance criteria

#### *You must be able to:*

Maintain the security of the premises, equipment and material

1. maintain personal visibility in poor light conditions when opening and securing premises
2. ensure the integrity of the access to the premises on arrival and follow the correct entering procedures
3. carry out a general visual check of premises internally and externally for areas of concern
4. store equipment and materials safely and securely when not in use
5. ensure plant and equipment - not stored in a secure place - are immobilised when not in use
6. turn off lights and power supplying equipment not required for security
7. follow the correct exit procedures - including setting alarm systems that are fitted - and secure the premises
8. carry out all work in accordance with safe working procedures

Use and communicate data and information

9. comply with operational procedures or guidelines for maintaining security of equipment and information
10. report any actual, or potential, breaches of security in accordance with operational procedures
11. ensure spare keys for access to the facility, and for vehicles and equipment kept on site, are correctly labelled and securely stored in a designated place off site
12. ensure records of consumable resources used, and held in stock, are up- to-date
13. report any excesses, shortages or recording errors for consumables stored on site to the designated person

Resolve problems which arise from maintaining security

14. report to the supervisor any damaged or insecure gate, doors, or window locks or catches to be repaired or replaced to enable the premises to be secured when not in use
15. report to the supervisor lights that are not working to be restored to full working order
16. report to the supervisor damage to the facility, or security equipment, to be repaired In accordance with operational procedures

## Knowledge and understanding

*You need to know and understand:*

### General

1. the classifications and types of waste
2. the potential hazards associated with different wastes
3. how to identify work-related hazards and risks
4. details of operational procedures and documentation
5. how to work with colleagues and other people and resolve disagreements
6. how to use personal protective equipment (PPE) in line with operational procedures
7. operational procedures and why it is important to comply with them
8. your job responsibility and when to report to managers

### Security

9. entering and leaving procedures for the facility
10. how to recognise and report suspicious occurrences
11. how to recognise and report breaches of security
12. what information about the organisation is confidential
13. why information about clients and visitors should be kept confidential
14. how to check use of consumable resources
15. how to immobilise machinery and equipment
16. other methods of securing equipment and materials
17. location and security of keys for vehicles and plant

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**Developed by** Energy & Utility Skills

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**Version Number** 2

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**Date Approved** November 2017

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**Indicative Review Date** November 2021

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**Validity** Current

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**Status** Original

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**Originating Organisation** Energy & Utility Skills

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**Original URN** WO13

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**Relevant Occupations** Public Services; Public Services and Care

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**Suite** Waste Management

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**Keywords** maintain, security, waste, management, facilities, lone worker, securing, equipment, materials

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