Principles of Minimising Personal Risk for Security Officers in the Private Security Industry F/618/6846

Self-Study (Top up) Workbook

Name

Learner N°:

Training Provider:

Start Date:

End Date:

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, photocopying, recording or otherwise, without the prior permission of Highfield Products Limited.

The publisher of this book has made every effort to ensure the accuracy of the information contained in this book. Neither the author, Highfield Products Limited nor anyone involved in the creation of this publication accepts responsibility for any inaccuracies or failure to implement correctly, however caused.

Disclaimer of Endorsement

Reference to or any image of any specific commercial or non-commercial product, process or service by company name, trade name, trademark, service mark, manufacturer or otherwise does not constitute or imply endorsement or recommendation by Highfield Products Limited.

Highfield Products®

Introduction

This workbook has been developed to support you in achieving the requirements of the self-study learning outcomes and assessment criteria from the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) Unit 2: Principles of Minimising Personal Risk for Security Officers in the Private Security Industry.

This workbook must be completed and returned to your training provider before any further face-to-face training.

Important note: this document is only to be used by delegates who have purchased the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) RQF qualification.

Knowledge questions

LO1 Know how to minimise risk to personal safety at work.

AC1.1 Identify responsibilities for personal safety at work.

All employees and employers have basic responsibilities that they must follow to help ensure personal safety is maintained at work.

Question 1a
Identify **SIX** employee responsibilities for personal safety at work when working as a security officer.

1

2

3

4

5

6

Question 1b
Identify **SEVEN** employer responsibilities.

1

2

3

4

5

6

7

Important note: this document is only to be used by delegates who have purchased the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) RQF qualification.

Knowledge questions

AC1.2 Identify situations that might compromise personal safety.

As a security officer, you should always be aware of situations that could compromise your safety.

Question 2
Identify **FOUR** of the most common situations that might compromise your personal safety.

1

2

3

4

AC1.3 Identify the risks of ignoring personal safety in conflict situations.

Whenever you are dealing with conflict situations, there is an increased level of risk and potential for escalation.

Question 3
Identify **THREE** risks of ignoring personal safety in conflict situations.

1

2

3

Important note: this document is only to be used by delegates who have purchased the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) RQF qualification.

Knowledge questions

AC1.4 State the personal safety benefits of undertaking dynamic risk assessments.

A dynamic risk assessment is a systematic way of assessing the risk of the potential for violence before approaching or responding to a situation.

Question 4
State the personal safety benefits of undertaking dynamic risk assessments.

AC1.5 List ways to minimise risk to personal safety.

It is important that you can minimise risks to your personal safety when working as a security officer.

Question 5
List **SIX** ways to minimise risk to personal safety.

1

2

3

4

5

6

Important note: this document is only to be used by delegates who have purchased the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) RQF qualification.

Knowledge questions

AC1.6 Recognise the different types of personal protective equipment relevant to the role of a security officer.

Personal protective equipment (PPE) is used to help protect you from harm when carrying out your job role.

Question 6a
Identify **EIGHT** different types of personal protective equipment that you may wear as a security officer.

1

2

3

4

5

6

7

8

Important note: this document is only to be used by delegates who have purchased the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) RQF qualification.

Knowledge questions

Question 6b
Identify **SIX** different types of personal protective equipment that can be used to help maintain your safety when working as a security officer.

1

2

3

4

5

6

AC1.7 State the purpose of using body-worn cameras (BWC).

Body-worn cameras (BWC) have many benefits and as such are becoming more popular within the private security industry and well as within law enforcement.

Question 7
State the purpose of body-worn cameras.

Important note: this document is only to be used by delegates who have purchased the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) RQF qualification.

Knowledge questions

AC1.8 Identify strategies that can assist personal safety in conflict situations.

There are several problem-solving strategies that may help de-escalate a situation.'

Question 8
Identify **EIGHT** strategies that can assist personal safety in conflict situations.

1

2

3

4

5

6

7

8

Important note: this document is only to be used by delegates who have purchased the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) RQF qualification.

Knowledge questions

AC1.9 Describe limits of own responsibility in physical intervention situations.

Physical intervention is a non-pain compliant method of escorting an individual to the destination of your choice.

KEY POINT
You must be trained in how to correctly apply holds prior to using them.

Question 9
Describe the limits of your responsibility in physical intervention situations.

Important note: this document is only to be used by delegates who have purchased the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) RQF qualification.

Knowledge questions

AC1.10 Identify types of harm that can occur during physical interventions.

Any forceful restraint can lead to medical complications.

Question 10
Identify **SIX** types of harm that can occur during physical interventions.

1

2

3

4

5

6

AC1.11 Identify the personal safety advantages of mental alertness at work.

Mental alertness is vital while working as a security officer. There are many advantages to ensuring you look after your mental well-being.

Question 11
Identify **FIVE** personal advantages of mental alertness at work.

1

2

3

4

5

Important note: this document is only to be used by delegates who have purchased the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) RQF qualification.

Knowledge questions

AC1.12 State the benefits of reflecting on personal safety experiences.

Reflection is a useful tool to enable you and your colleagues to learn from past experiences.

Question 12
State the benefits of reflecting on personal safety experiences.

Important note: this document is only to be used by delegates who have purchased the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) RQF qualification.

Knowledge questions

LO2 Know what actions to take in relation to global (or critical) incidents.

AC2.1 Know government guidance in relation to global (or critical) incidents.

As a security officer, it is important to know what actions you should take and where you can find additional information and guidance when dealing with global or critical incidents.

Question 13
Describe the government guidance in relation to global (or critical) incidents.

Important note: this document is only to be used by delegates who have purchased the Highfield Level 2 Award for Security Officers in the Private Security Industry (Top Up) RQF qualification.

Highfield Unit Mapping

The following mapping reference provides a guide for assessors on suggested coverage of unit criteria within this kit. Where indicated on the 'Unit Kit Question' column with a 'QXX', this refers to a question within the kit that could provide coverage for the identified criteria.

However, it should be noted that it is still the responsibility of the assessor to ensure the answer provided by the learner is of the appropriate standard to meet the criteria in full.

Learner's name:

Centre's name:

Unit 2: Principles of Minimising Personal Risk for Security Officers in the Private Security Industry

Unit criteria	Unit kit question	Additional evidence
1.1	Question 1a & b	
1.2	Question 2	
1.3	Question 3	
1.4	Question 4	
1.5	Question 5	
1.6	Question 6a & b	
1.7	Question 7	
1.8	Question 8	
1.9	Question 9	
1.10	Question 10	
1.11	Question 11	
1.12	Question 12	
2.1	Question 13	

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Further Evidence

No further assessment evidence guidance is required, as all criteria within this unit are linked to the questions within the workbook. If assessors wish to supplement this learner evidence further, they may do so and map this in the 'Additional evidence' column above.

Training provider/Assessment confirmation

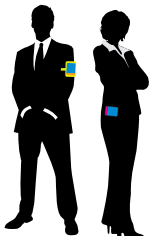
Learner's name:
Learner's signature:
Assessor's name:
Assessor's signature:

Quality Assurance Confirmation

IQA's name (if sampled):
IQA's signature (if sampled):
EQS's name (if sampled):
EQS's signature (if sampled):
Date completed:

Important note: this document is only to be used by delegates who have purchased or have been given an individual copy (to keep) of the Highfield book as part of their course.

Principles of Minimising Personal Risk for Security Officers in the Private Security Industry



Published by
© 2021 Highfield Products Limited
Highfield Place, Shaw Wood Business Park, Shaw Wood Way,
Wheatley Hills, Doncaster, DN2 5TB, UK
01302 363277
info@highfield.co.uk
www.highfield.co.uk