



SECURITY STAFF WORKING ON CONSTRUCTION SITES POLICY

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1. Introduction

This policy sets out the standards, rules, and expectations for Viking Security NW Limited staff assigned to construction site security duties. It aims to ensure the safety and security of people, property, equipment, and information while complying with all applicable legal requirements and client agreements.

2. Scope

This policy applies to all Viking Security NW Limited employees, contractors, and subcontractors working on construction sites under any client contract.

3. Legal Compliance

- All staff must hold and carry a valid Security Industry Authority (SIA) licence when required.
- Staff must comply with the Health and Safety at Work etc. Act 1974, Construction (Design and Management) Regulations 2015, and Workplace (Health, Safety and Welfare) Regulations 1992.
- PPE requirements as specified in the site rules and risk assessments must be followed at all times.

4. Conduct and Professionalism

- -Wear the approved Viking Security NW Limited uniform and display your SIA licence badge.
- Treat all persons with respect and courtesy, regardless of role or background.
- Maintain confidentiality of all site-related information.
- No acceptance of gifts, bribes, or gratuities.
- No use of alcohol, illegal substances, or impairment on duty.

5. Duties and Responsibilities

- Control access to the site, ensuring only authorised personnel enter.
- Conduct regular patrols and perimeter checks.
- Report and record any hazards, incidents, or suspicious activity immediately.
- Monitor security systems (CCTV, alarms) where applicable.
- Assist in emergency situations and coordinate with emergency services.
- Must not fall asleep while on shift
- Will not have any unauthorized visitors on site

6. PPE and Safety Requirements

- High-visibility clothing, hard hat, and safety boots must be worn at all times.

- Additional PPE such as gloves, safety glasses, or ear protection must be used as required by site-specific risk assessments.
- Guards must be familiar with site emergency procedures and muster points.

7. Communication Protocols

- Carry an operational radio or mobile phone at all times.
- Use clear, concise, and professional communication.
- Report incidents immediately to the site supervisor and/or control room.

8. Disciplinary Action

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, and, where applicable, legal proceedings.

9. Policy Review

This policy will be reviewed annually or sooner if legislation, client requirements, or operational needs change.