

[Unique Reference Number]

Contribute to the security of the Tram and Tramway environment



Overview

This standard is about contributing to the security of the Tram and Tramway environment. It includes identifying when a breach in security has occurred and understanding the effects on self, customers, the general public and the organisation. It is about ensuring that you take the required actions to confirm the security of the work environment. You will be able to take precautions to avoid risks to personal safety whilst complying with the security systems and procedures. An important aspect of this standard is to ensure that any activities carried out are in accordance with relevant legal requirements and organisational policies and procedures. It is also about understanding your own and organisational responsibilities and contributions in relation to the security of the work environment.

This standard is for those who work in the Tram and Tramway environment.

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Performance criteria

- You must be able to:*
- P1 comply with **security systems and procedures** in line with organisational requirements
 - P2 comply with **personal safety** advice, policy and procedures
 - P3 take action in response to a breach or suspected breach of security

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Knowledge and understanding

You need to know and understand:

- K1 the types of **security breaches** that may occur
- K2 your organisation's procedures for reporting and recording a breach or suspected breach in security
- K3 the **effects** of a breach in security
- K4 your organisation's security breach procedures
- K5 the **actions** taken to limit the risk of a security breach
- K6 the effect of **special events** on the security of the Tram and Tramway environment
- K7 the responsibilities of an employee in relation to the security of the Tram and Tramway environment
- K8 the **responsibilities** of the employer in relation to the security of the Tram and Tramway environment

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Additional Information

Scope related to performance criteria

P1 **Security systems and procedures** may include; those relating to the security of staff, the security of assets, systems, equipment and the safeguarding of valuable information and data.

P2 **Personal safety** may include; when at work or when travelling to and from work (e.g. theft of work pass, staying in well-lit areas, keeping doors locked).

Scope related to knowledge criteria

K1 **Security breaches** may include; vandalism, theft, trespass, terrorism, system hacking.

K3 **Effects** may include; increased risk of injury from materials (broken glass, needles), decrease in morale, service delays, increased costs, panic or scare (through terrorism).

K5 **Actions** may include; using fencing, barriers, limiting depot access, tailgating, checking visitor identification, carrying personal identification, storing and securing tools and equipment, having well-lit areas, using CCTV, security patrols, locking up personal belongings, security principles e.g. applying HOT principles e.g. See it, say it, sorted, evacuation.

K6 **Special events** may include; those that increase the number of customers, pedestrians, bags and belongings, members of the general public such as Christmas markets, football matches, concerts, marches.

K8 **Responsibilities** may include; setting up an incident control room/centre, contingency planning, command structure.

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